

Gonzaga University Campus Security & Public Safety

Annual Security & Fire Safety Report

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THE CONTENTS OF THIS GUIDE WERE WRITTEN OR COMPILED THE OFFICES OF CAMPUS SECURITY & PUBLIC SAFETY, IN COORDINATION WITH CAMPUS PARTNERS. ALL UNIVERSITY POLICIES, PRACTICES AND PROCEDURES ARE CONSISTENT WITH GONZAGA'S CATHOLIC, JESUIT, HUMANISTIC IDENTITY AND THE UNIVERSITY MISSION STATEMENT.

UNIVERSITY POLICIES: Gonzaga University community members have a responsibility to be familiar with and adhere to University policies, rules, and expectations. Specific information about drug and alcohol policies, as well as other policies related to conduct, health, safety, and security is available to all students, staff, and faculty members through the Gonzaga website at: <https://www.gonzaga.edu/student-life/student-services/resolution-center/student-code-of-conduct> and <https://my.gonzaga.edu/faculty-staff-services/human-resources/policies-and-handbooks> . Policies related to on-campus residential facilities can be found on the Housing and Residence Life page at <https://www.gonzaga.edu/student-life/student-services/resolution-center/student-code-of-conduct/standards-of-conduct-and-policies/other-university-regulations/housing-and-residence-life-policies> .

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

DISCLAIMER: The Director of Campus Security and Public Safety or their designee shall resolve any questions involving the application or interpretation of the policies and procedures set forth in this guide. In such instances, the decision of the Director or their designee shall be final and binding. The Director or their designee reserve the right to change any of the policies and procedures included in the Annual Security Report at any time. The version of the Annual Security Report on the Gonzaga website is subject to revision and may not reflect the exact content of this printed version. The online version is the official publication of the report. Discrepancies between the online version of the report and the print version will be resolved in favor of the online version.

This publication may be available in alternative formats.

Campus Security & Public Safety Department (CSPS)

Office Location: Huetter Mansion, 503 E. Sharp Avenue

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

CSPS Communications Center: 509-313-2222 (24/7, 365 days a year)

CSPS Business Office: 509-313-6147

Director of Campus Security & Public Safety (CSPS) Becky Wilkey, 509-313-3996

Visit the CSPS webpage at: <https://www.gonzaga.edu/about/our-campus-location/campus-safety>

Gonzaga University is a community of over 8,500 persons living, working, and studying on campus. As with any community, crime prevention, security and public safety are concerns. At Gonzaga, we believe that the security of our campus is a responsibility shared by all members of the community. Security awareness and crime prevention are goals which serve to protect individuals and the community. When all members of the community learn and practice these traits, a safer living and learning environment is created. The Jesuit tradition of education embraces the concept of “men and women for and with others,” which at its most basic level encompasses care and concern for each member of our community. We encourage you to join us in our efforts to provide a safe and caring environment in which living, learning, and working can take place most productively.

Section 1: The Campus Security & Public Safety Department and Partnerships

About the Campus Security & Public Safety Department

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

The Campus Security & Public Safety Department is organized by function: the Operations Division includes Patrol and Communications functions, the Specialized Services Division oversees Parking, Crime Prevention and Education, Clery Compliance and Lost and Found. CSPS is also a Core member of the Behavioral Intervention Team (BIT) and the Clery Compliance Committee. A staff of professionals and students provides administrative and other support for all aspects of security operation. CSPS is staffed 24 hours a day, 365 days a year.

CSPS officers are trained to professional standards in public safety methods. Ongoing training, appropriate for the campus environment, is provided throughout the year. Officers carry handcuffs, pepper spray and baton and patrol the campus on foot, by car, and E-bicycle. Officers have the same arrest powers as private citizens, and do not have arrest authority equivalent to that of a sworn law enforcement officer. Officers have the authority to enforce University policies and procedures. Jurisdiction of CSPS officers extends to the perimeter of campus boundaries, and does not extend to private property adjacent to campus. CSPS operates using a behavior-based reporting standard. This means that patrol and dispatch officers are trained to respond only when there exist observable, articulable, and bias-free facts that have reasonably and justifiably aroused suspicion of such activity. During the calendar year 2024 all officers completed implicit bias and DiversityEdu training. Officers also completed Trauma Informed First Aid and Naloxone trainings. Annually, officers complete defense tactics training, collapsible baton training, OC spray training, First Aid/CPR/AED and de-escalation training. Twelve officers completed ASIST (Applied Suicide Intervention Skills Training) and 3 officers completed instructor certification in First Aid and AED, De-escalation, and Defense Tactics. All officers completed annual training in defense tactics, OC, and Baton. Eight Officers completed the Reid Technique for Interviewing and two officers completed the Fundamentals of Executive Protection Training. Fifteen officers completed Sexual Gender Equality training. Two Officers completed FLETC Tactical Medical for First Responders. Five Officers completed the Kaminsky FTO training with Kootenai County Sheriff's Office. One officer completed Effective Fitness Combative Instructor training. Four officers completed Tactical Social Interaction training and two completed IFIOC Motivational Interviewing training.

CSPS officers provide a proactive patrol of the campus and surrounding area designed to detect and deter crime, and facilitate a safe environment for the Gonzaga community's people and property. Periodic checks are made of all University buildings on campus (including residence halls) and lock up services are provided. In addition to patrol and building checks, CSPS officers also answer calls for service, provide safety escorts upon request, check alarms, investigate suspicious situations, and assist local emergency providers. CSPS staff members follow up on calls for service and act as appropriate, including writing an incident report to document the circumstances. CSPS officers work in conjunction with Residence Hall staff, the University administration, and local police to enforce and seek compliance with Gonzaga policies, rules, and expectations, local ordinances and state laws. Gonzaga does not have any student organizations officially recognized by the institution (e.g. fraternities/sororities) outside of campus boundaries, meaning there are no student affiliated non-campus properties for which the University is responsible for monitoring and reporting criminal activity.

Campus buildings are either checked or secured by CSPS after business hours each day. Access to facilities after business hours is provided by CSPS and requires authorization from the party responsible for the building or office and the presentation of photo identification. Residential facilities are locked 24 hours a day, 7 days a week. Most academic buildings are accessed via key card entry. Access by non-residents is limited to guests of a resident or an approved University visitor.

Gonzaga maintains campus facilities in a manner that minimized hazardous and unsafe conditions. Parking lots and main pathways are illuminated with lighting. The University Plant Services Department (Plant Services) maintains access control equipment for all University facilities. Duplication of any University key by anyone other than the University locksmith is prohibited. The Office of Housing and Residence Life issues keys and keycards for residential

facilities using a keyless entry system. The Plant Services Department issues keys to all other community members based on appropriate authorization. Plant Services addresses burned out lights promptly, as well as responds to malfunctioning door locks and other physical conditions that enhance security. Any community member can place a work order or file a maintenance concern by calling the Plant Services desk at 509-313-5656. Requests involving safety issues or security concerns are given top priority.

CSPS will investigate and respond to incoming reports, as appropriate. In serious criminal matters, CSPS may defer to SPD for primary response. If a sexual assault is reported to CSPS, CSPS will offer the victim a wide variety of resources, including medical evaluation, advocacy resources and Title IX involvement. All CSPS reports involving policy or law violations committed by students are referred to the Resolution Center for Student Conduct and Conflict or Title IX, who will assess and initiate the conduct review process as appropriate. All CSPS reports involving policy or law violations committed by university employees are referred to the Office of Human Resources, who will assess and respond in accordance with procedures outlined in the Gonzaga University Policies and Procedures Manual.

Working with the Spokane Police Department & Other Local Agencies

The Spokane Police Department (SPD) is the law enforcement agency with primary jurisdiction for the campus area. Criminal activity and requests for police service that are beyond the authority and resources of CSPS officers (for example, arresting suspects and conducting criminal investigations) are directed to that agency. The SPD patrols the area, monitors criminal activity and compiles crime statistics for campus and surrounding area. SPD has primary responsibility for responding to calls in the Logan Neighborhood.

CSPS has a well-established relationship with the SPD and liaison opportunities between the departments occur on many occasions and at various levels, and has a signed memorandum of understanding between CSPS and SPD during the calendar year 2022 regarding the investigation of criminal incidents. The MOU allows CSPS to monitor SPD primary radio channels, permits mutual sharing of information for officer safety, permits the access to reports regarding current criminal cases, warrant status, threat assessment information, and training opportunities with SPD. The University also has a written memorandum of understanding with SPD for the strict purposes of Title IX compliance. CSPS also occasionally works with the Spokane County Sheriff's Office. Both agencies have jurisdiction for the campus area. The Washington State Patrol, an agency with statewide authority, also has jurisdiction for the campus area, but CSPS has no formalized working relationship or regular contact with that agency. The Washington Liquor Control Board (WALCB) also has statewide authority and jurisdiction for the campus area. There is an informal working relationship between CSPS administrators and WALCB agents.

While CSPS patrols focus primarily on the campus, SPD patrol both the campus and surrounding area. SPD officers are frequently contracted by the University to provide additional proactive patrol of the campus and neighborhood during the school year. CSPS often contracts with the SPD and other local security providers to supplement its own force when necessary, for example, during high activity periods on or near campus and during special events.

Contacting the CSPS Communications Center

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

Blue Light Phones

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

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

Video Surveillance and Body Worn Cameras

Over 850 video surveillance cameras are located throughout campus. These include cameras at the entryways of many residence halls. Cameras are available for investigatory purposes in the CSPA Communications Center, patrol office, and CSPA Administrative offices, and recorded digitally.

Gonzaga University Campus Security & Public Safety began employing officer body worn cameras, a neutral and impartial technology in August of 2021. Body worn cameras are used for the specific purpose of evidence collection, as well as thorough documentation of all security related contacts and incidents. Body worn cameras use is intended to increase university transparency and provide additional opportunities for training and instruction.

Security Escorts & Safe Ride

Safety Escorts on campus and in the near neighborhood are always available. A safety escort can be requested by directly calling CSPA at 509-313-2222 or using a blue light phone. Gonzaga's Safe Ride program is also available. This no-cost ride can get you home from a compromising situation. More information on this program is available by calling 509-313-2222 or go to this website (<https://www.gonzaga.edu/about/our-campus-location/campus-safety/services/campus-security-escort>)

Behavioral Intervention Team

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

- Violent fantasy content in writings, social media posts, and viewing of materials
- Difficulty managing anger
- Making threats
- Boasting and practicing of fighting
- Unusual interest in police, military, terrorist activities and materials
- Isolation and/or social withdrawal
- Suicidal ideation
- Homicidal ideation
- Stalking
- Non-compliance and disciplinary problems
- Imitation of past murderers
- Interest in previous shooting situations
- Victim/martyr self-concept
- Strange or aberrant behavior
- Paranoia
- Violence and cruelty
- Inappropriate affect/inappropriate emotional reactions
- History of police contact

- Mental health history related to dangerousness
- Expressionless face/anhedonia
- Excessive use of alcohol/drugs

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

BIT Email: BIT@gonzaga.edu

Behavioral Intervention Team Web Page & Reporting Form: <https://my.gonzaga.edu/BIT>

Living in Logan Neighborhood

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

Several departments on campus help shape Gonzaga's presence in the neighborhood. All efforts are designed to promote better understanding and relations with Logan neighborhood residents, including the annual Logan Neighborhood Block Party. Student Affairs professionals work with students living in the neighborhood (including on a disciplinary basis) to educate on appropriate conduct and respectful relationships. A professional Residence Director working through the Office of Housing and Residence Life works with students residing in Gonzaga owned, leased, or managed properties. The University has no officially recognized student organizations with off-campus locations.

Keeping the Community Informed

EMERGENCY NOTIFICATIONS:

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

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

Individuals can report emergencies occurring at Gonzaga University by calling 911. Reporting parties are encouraged to also report to CSPA **after reporting to 911**, at 509-313-2222 or at the nearest blue light phone.

The responsibility of confirming the existence of a significant emergency or dangerous situation is primarily determined by Campus Security and Public Safety. In most crime related circumstances, the Director of CSPA, the Associate Director of CSPA, and/or a Security Lead are responsible for confirming the emergency, determining and developing the content of the and initiating the emergency notification system launch. Incidents specific to health-related concerns, i.e. a serious viral outbreak, will involve the Director of Health & Counseling Services, often in partnership with the Spokane Regional Health District. Severe weather emergency notifications are authorized by the Director of Risk and Emergency Management via the Emergency Operations Center. In the circumstance of a severe weather emergency, the Director of Risk and Emergency Management will determine the content of the notification and initiate the notification system.

Emergency notifications will be issued via the university emergency notification system, which is called ZagAlert. The ZagAlert system can send messages to any combination of voice message/phone call, text (SMS) message, email message, and on the official GU social media sites on Facebook or Twitter. The type(s) of message(s) sent within the ZagAlert system (phone call, text, email, etc.) will be selected by the sender on a situational basis. Alert

messages either provide specific protective actions to take or provide information so recipients can determine their safest course of action. This can include campus closure notifications, areas to avoid, evacuation orders, shelter in place orders, or Run | Hide | Fight procedures.

All Gonzaga community members are encouraged to enroll their information in ZagAlert, and to list their personal telephone, text, and email contact points. Gonzaga students, faculty and staff can enter additional contact information in ZagWeb by:

1. Logging into ZagWeb using the Zagweb User ID/PIN
2. Clicking on "ZagAlert" and entering additional contact information
3. Clicking "Submit"

Individuals who are not currently a student or employee, but who would like to receive emergency notifications, can go to www.gonzaga.edu/zagalert and follow the instructions to subscribe to alerts.

Gonzaga University also maintains a commitment to disseminating emergency information to the larger community. The "Emergency Information" Quick Link at the bottom of the main Gonzaga web page (Gonzaga.edu) shows a color-coordinated real time update of emergency conditions on campus, as well as emergency-related resources.

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

If there is an immediate threat to the health or safety of students or employees occurring on campus, the institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstance; however, the institution must provide adequate follow-up information to the community as needed.

TIMELY WARNINGS:

Timely Warnings are issued to inform the community about Clery Act Crimes (pages 20-21) that present an immediate, serious, or ongoing threat to the community. Often, the intent is to alert community members of a potentially dangerous criminal situation or an ongoing community threat so that they have the time and information necessary to take appropriate precautions, and prevent similar crimes. Timely warnings will include specific details on the type of crime(s), general location of the crime(s), and any relevant instructions or recommendations for promoting safety and reducing the risk of similar crimes from occurring. Timely warnings are developed and issued by the Campus Security & Public Safety Director, or a designee in their absence (typically the Associate Director of CSPS), by way of Priority Mail. The warnings are emailed to the entire campus community, including all students, faculty and staff. Timely Warning reports will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar crimes.

The university will issue Timely Warnings on a case-by-case basis considering the following criteria: (1) one of the below listed Clery crimes are reported; (2) the crime occurred within the University Clery geographical boundaries; and (3) there is a substantial risk to the safety of other members of the campus community because of this crime. The university may also issue (but is not required to issue) an alert in other circumstances unrelated to Clery crimes, which may pose a significant threat to the campus community but does not reach the level of an emergency notification. CSPS may choose, but is not required, to issue a timely warning pertaining to a crime that occurred outside of Clery geography (pg. 22) if it is a location used and frequented by the student population. The decision to issue a non-Clery or off-campus timely warning is optional, case specific, and left to the complete discretion of CSPS and University administration. The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Burglaries or a string of Burglaries or Motor Vehicle Thefts that occur in reasonably proximity to one another.

- Aggravated Assault (cases involving assaults among known parties, for example two roommates fighting which results in an aggravated injury, will be assessed on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the Gonzaga community)
- Robbery involving force or violence
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by CSPA and Title IX). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning.
- Major incidents of Arson
- Other Clery Crimes as determined necessary by the Director of CSPA, or their designee in their absence

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

TESTS AND DRILLS:

Tests to the ZagAlert system will take place a minimum of once each academic year unless an actual emergency interferes with test scheduling. Test messages will always be denoted as such in the subject line, start of a text or beginning of a voice message or email. Tests are typically pre-announced via Morning Mail to prepare community members for the notification, but unannounced tests may also be held. Each test is documented, and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

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

General information about emergency response and evacuation procedures for Gonzaga are publicized each year in September to coincide with emergency preparedness month, required of all incoming students in a distance-learning format, and are required in-person training of all incoming employees.

DAILY CRIME AND FIRE LOG:

Reports written by CSPA officers, reports received from Campus Security Authorities, Student Affairs professionals and other University officials, and information gathered from the SPD are used to track crime activity on campus. Crime statistics from SPD are requested and reviewed on an annual basis.

During the calendar year 2024, a publicly accessible hard copy of the Daily Crime Log and Fire Log could be found in the lobby of the Huetter Mansion during business hours Monday-Friday. The log is maintained by Campus Security & Public Safety. The Daily Crime Log and Fire Log disclose all criminal incidents, alleged criminal incidents and fires that are reported to CSPA. The Daily Crime Log includes the location, nature, date occurred, date reported, and disposition of each incident. Crimes are entered within two business days of when it was reported to CSPA. The Fire Log includes the date a fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire.

SOCIAL MEDIA:

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



Facebook.com/GonzagaUniversity



@GonzagaU

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



Facebook.com/GonzagaCSPS



@GonzagaCSPS

SEX OFFENDER REGISTRY:

The Spokane County Sheriff's Office maintains a website containing names, photos, history, and identifying information on registered sex offenders living in Spokane. Publicly accessible information about Registered Sex Offenders on or near the campus (if any) will be available on the website. Access the website at: <https://my.spokanecity.org/police/prevention/sex-offenders-database>. The Sheriff's office is responsible for content and management of the website.

Crime Prevention on Campus

CAMPUS SECURITY & PUBLIC SAFETY RESOURCES AND PROGRAMMING:

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

During the 2023-2024 academic year, Campus Security & Public Safety, led by the Crime Prevention, Education and Training Officer, conducted 122 trainings or informational sessions:

Residential Hall Safety Talks (3) – These annual informational sessions are scheduled early in the school calendar and are designed to inform students about campus security, and practices to assist/encourage them to be community partners in their own security and the security of others. During these sessions students are equipped with crime prevention strategies applicable to living in on-campus residential facilities. There were scheduling conflicts between CSPS and HRL during this academic year.

New Employee Experience (11) – These informational sessions, scheduled by Human Resources, are designed to inform new employees of Gonzaga about the functions and services of Campus Security & Public Safety and about their part in maintain a safe/secure campus, including crime prevention strategies.

Workplace Safety Talks (8) – These informational sessions are designed to assist departments with office space security and safety, and to provide employees office-specific crime prevention tips. Sessions are provided at the request of specific departments/buildings.

General Safety Talks (12) – These informational sessions are designed for the participants to learn about the functions and services of Campus Security & Public Safety and what their individual role is in maintaining a safe/secure campus, including the prevention of crimes. Sessions are provided by request.

Run-Hide-Fight Sessions (9) – These trainings are designed for staff and departments to learn the emergency procedures associated with an Active Shooter Situation. Trainings are provided by request.

On-Campus Safety Assessments (89) – Safety assessments are conducted by a certified Crime Prevention Through Environmental Design (CPTED) practitioner. All assessments are suggestions only based on the CPTED practitioner's observations. Assessments are provided by request.

Information on available programs can be found on the CSPS website. To schedule a program with Campus Security & Public Safety, please call 509-313-2222.

RESIDENCE HALL SECURITY:

During the school year the Gonzaga campus is home to more than 2,700 students that live in University owned, leased, managed, and operated residential facilities. Keeping the residence halls safe requires attention to some particular security concerns:

1. Close exterior doors behind you as you enter your hall. DO NOT allow anyone to enter who is not accompanied by another resident. Propping exterior doors increases the risk of victimization to yourself and others.
2. Escort your visitors to the exterior door when they leave.
3. Soliciting and sales are not allowed in the residence halls. Report solicitors you encounter to CSPS and residence hall staff. If a door or lock is broken, call Customer Service 509-313-5656 to report it. After hours and on weekends, call CSPS and notify your residence hall staff member.
4. If you live on the ground floor or have a balcony keep your windows locked. Sliding glass doors in apartments should also be kept locked, even on upper floors.
5. Be sure to lock your room door if you will be away, even for a minute. Room and apartment doors should be kept locked when you are sleeping.
6. Keep your residence hall staff informed about safety and security concerns in and around your building.

GENERAL SECURITY & SAFETY TIPS:

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

BIKE SECURITY & SAFETY:

The Office of Housing and Residence Life manages bike storage in residential buildings and bike lockers. The number of lockers is limited, so contact the Housing and Residence Life office at 509-313-4103 if you are interested. Here are some basic tips for keeping both bike and rider safe:

1. Register your bike with CSPS at www.gonzaga.edu/BicycleRegistration.
2. Use a U-lock type device to secure your bike. Bikes locked with cables or small chains are frequently stolen.
3. When locking your bike, secure both the frame and front wheel to a bike rack.
4. Report suspicious activity or loitering around bike racks to CSPS. Thieves usually carry a hidden bolt cutter or other cutting tool.
5. Ride defensively, with the flow of traffic and always use hand signals.
6. Keep your bike maintained, especially the brake.
7. When cycling, be AWARE, VISIBLE, and PREDICTABLE.

8. Be considerate of pedestrians and vehicle drivers.
9. Wear a helmet, per Washington State Law RCW 46.61.755.
10. Don't impede free use of handicap ramps or other access points with bikes locked to handrails, etc.
11. Bicycles are not to be stored on any balcony, fire escape, or stairwell of any University property. Students who reside in Residence Halls should contact their Resident Assistant for information on bike storage.

AUTO SECURITY & SAFETY:

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

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

IDENTITY THEFT:

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

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

OFFICE SECURITY:

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

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

Sexual Misconduct and Harassment Awareness and Education Programs

Gonzaga is committed to providing a variety of awareness and prevention programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined by the Clery act. While a variety of offices provide programming related to these issues, including the Office of Health Promotion, the primary office to contact in search of existing programming or customized events is Title IX.

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

1. 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
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

The professional staff within Title IX offer established training sessions, programs, and events throughout each year. Examples from the AY 24-25 include:

1. **Zag into Action:** An online education primary prevention course designed to familiarize students to our in-house bystander intervention program, Zags Help Zags. Students are introduced to bystander intervention strategies and are given opportunities to think critically about the ways in which they might apply these strategies in person to promote well-being and prevent harm. This program was launched fall 2018.
2. **Zags Help Zags:** Our bystander intervention program and ongoing educational campaign which utilizes in person trainings, campus wide programming efforts, and marketing campaigns to promote the mission of encouraging Gonzaga community members to promote well-being and to take action in preventing physical, mental, and emotional harm.
 - a. **C.A.R.E. Strategies:** Adapted to fit our Jesuit mission of caring for others, the C.A.R.E. Strategies provide concrete examples of ways to consider safely and positively stepping up as an active bystander. These options for action are emphasized as a part of our commitment to student's holistic growth and development.
 - Create a Distraction
 - Ask Directly
 - Refers to an Expert
 - Enlist Others to Help
3. **Awareness Month Programming:** Each year Gonzaga participates in both Domestic Violence Awareness Month (October) as well as Sexual Assault Awareness Month (April). Throughout each month there will be a variety of trainings, film screenings, lectures, guest speakers, and art exhibits to raise awareness and promote action on our campus.
4. **Digital Programming:** Continuing education around healthy relationships, sexual health, and violence prevention during the COVID-19 pandemic required us to be nimble and adapt to primarily virtual delivery of content. Examples included: social media posts, zoom webinars, PowerPoint "PSA" slides for faculty use in virtual classrooms, and campus signage. Digital programming was used during the AY 20-21 to address challenges in COVID-19 program delivery.

Many offices on campus are also invested in the creation of ongoing awareness and prevention campaigns and often collaborate with the Title IX and the Office of Health Promotion. The following offices are some of the most frequent collaborators;

1. Housing and Residence Life
2. Human Resources
3. Lincoln LGBTQ+ Resource Center
4. Women's and Gender Studies
5. Center for Student Involvement
6. The Center for Cura Personalis
8. Mission and Ministry
9. Religious Studies

Requests for or questions about the programming options listed above should be directed to Title IX at poffenroth@gonzaga.edu.

Sexual Misconduct and Harassment Risk Reduction

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

WARNING SIGNS OF ABUSIVE BEHAVIOR:

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

1. Being afraid of your partner;
2. Constantly watching what you say to avoid a “blow up;”
3. Feelings of low self-worth and helplessness about your relationship;
4. Feeling isolated from family or friends because of your relationship;
5. Hiding bruises or other injuries from family or friends;
6. Being prevented from working, studying, going home or using technology (including cell phones)
7. Being monitored by your partner at home, work or school; and
8. Being forced to do things you don’t want to do.

We also educate using the 10 signs of unhealthy relationships from the One Love Foundation:

1. Intensity
2. Possessiveness
3. Manipulation
4. Isolation
5. Sabotage
6. Belittling
7. Guilting
8. Volatility
9. Deflecting Responsibility
10. Betrayal

SEXUAL ASSAULT RISK REDUCTION¹:

Most sexual assaults among college students involve people who know each other, and the majority involve the use of alcohol and/or other drugs. Whether someone is sober or under the influence of substances, if they are sexually assaulted, they are not responsible for the assault. Part of our harm reduction strategy involves discussion with students about their sexual health, values, and navigating the university environment. For students or employees who do make the choice to use alcohol or other drugs, potential risk reduction strategies could include:

1. Do not leave your drink unattended.
2. Only drink from un-opened containers or from drinks you have watched being made and poured.
3. Avoid group drinks like punch bowls.
4. Cover your drink. It is easy to slip in a small pill even while you are holding your drink.
5. If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
6. If you suspect you have been drugged, go to a hospital and ask to be tested.
7. Keep track of how many drinks you have had.
8. Try to come and leave with a group of people you trust.
9. Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/ her number instead of giving out yours.

¹ Provided by Rape, Abuse & Incest National Network (RAINN)

Reducing the Risk of Committing Sexual Misconduct:

1. Listen carefully. If you feel like a partner(s) is not being direct, or you sense mixed messages, ask for clarification.
2. If your partner says “no” to sexual contact, believe them and stop. If they seem unsure, uncertain, or uncomfortable, stop and check-in. It is never acceptable to force, pressure, coerce, or manipulate someone into sexual activity no matter the circumstance.
3. Don’t make assumptions about one’s behavior. The way someone is dressed, how much they drank, if they flirted with you, or even agreed to come to your room does not mean they want to have sex. Also, consent to one thing does not mean consent to all.
4. Sexual activity with someone who is mentally or physically incapable of giving consent is rape. Incapacitation due to alcohol, drugs, unconsciousness, or any reason that makes them incapable of saying no or what is going on around them, is someone who cannot consent to sexual activity.
5. Be mindful of group situations, call out harmful behaviors you see in friends and resist pressure to participate in harmful acts.

TRAVELING AROUND CAMPUS:

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

BEING A SAFE BYSTANDER:

1. Always take your personal safety into consideration before selecting a C.A.R.E. strategy as part of the Zags Help Zags program.
2. Take note of your surroundings and notice potential issues in intervention.
3. Maintain a calm and collected tone of voice if intervening directly.
4. Call 911 or CSPS if you feel you cannot safely intervene.

Substance Use Education Programs

In compliance with the Drug Free Schools and Communities Act, Gonzaga publishes information regarding the University’s prevention programs related to drug and alcohol abuse prevention which include standards of conduct that prohibit the unlawful possession, use, and distribution of alcohol and illegal drugs on campus and at institution-associated activities; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use and abuse; and a description of available counseling, treatment, rehabilitation and/or re-entry programs for Gonzaga students and employees. A complete description of these topics, as provided in the University’s annual notification to students and employees, is available online at: <https://www.gonzaga.edu/about/our-campus-location/campus-safety/about-campus-security-public-safety/drug-free-schools-and-communities-act>.

The Office of Health Promotion offers a variety of alcohol & other drug workshops and presentations throughout the academic year for various student groups and organizations, in addition to providing consultations for students and staff. Examples include:

1. **eCHECKUP TO GO:** Students can take a brief, anonymous assessment at any time to learn more about alcohol, their individual use, and how their consumption of alcohol might compare to other Gonzaga students. We also use a similar tool offered through NASPA and the NCAA called 360Proof Personalized Normative Feedback.
2. **Alcohol Skills Training Program:** The Alcohol Skills Training Program (ASTP) is a small group class that reviews alcohol education concepts, provides information about peer alcohol use and norms on Gonzaga's campus, and promotes risk reduction strategies.

3. **Substance Use Individual Meetings:** Students participate in brief motivational intervention (BMI) with a trained substance use educator. These individual meetings emphasize personal responsibility and self-efficacy of participants, offering them personalized feedback on their substance use, risks, expectancies, perceptions of social norms, and options for reducing problems and consequences. These meetings are informed by the Brief Alcohol Screening and Intervention for College Students (BASICS). BASICS involves initial screening to identify students at high risk for substance-related problems and then a one-on-one meeting with the trained facilitator to review the feedback.
4. **Collegiate Recovery Community:** OUR House, Gonzaga's Colligate Recovery Community, is a community of students connecting through similar experiences and efforts to stop or reduce their use of substances or other potentially harmful behaviors. OUR House welcomes students exploring both sobriety or reduced use. The physical location on campus exists as a space to study, hold meetings, hangout, and get to know other students. They maintain an active social media presence as well as in-person outreach events to promote harm reduction strategies and support for GU students.

Section 2: Crime Reporting and Resources

Emergency Reporting

In case of a fire, medical, or police emergency, or any situation that presents an immediate threat to life and property, 911 should be called immediately. After calling 911 and providing complete information, contact the CSPA Communications center at 509-313-2222 or at a blue light phone. CSPA officers work with emergency responders at the scene, aid with directions, building entry, crowd control, etc. To most effectively handle emergency situations on campus it is vital that both 911 and CSPA are notified in a timely manner. Situations involving unusual or suspicious activity on campus should be reported directly to CSPA. We highly encourage University community members to promptly and accurately report crimes to both CSPA and SPD when the victim elects to, or is unable to, make such a report.

WHEN CALLING 911:

Be prepared to give the following information:

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

WHEN CALLING THE CSPA COMMUNICATIONS CENTER:

Be prepared to give the following information:

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

- When reporting suspicious behavior, be prepared to describe observable, articulable, and bias-free facts about the situation causing you suspicion

Non-Emergency Crime Reporting

In addition to reporting emergencies to CSPS (after notifying 911), reports of crimes that are non-emergency in nature or delayed should also be reported to CSPS. At the time the crime is reported, a CSPS Officer will assist the reporting party in making a report with the Spokane Police Department (SPD) if requested. Filing a report with CSPS is not the same thing as filing a report with the SPD. In some cases, the reporting party has the option of requesting an SPD officer to respond. SPD's normal procedure for non-emergency or delayed crime reports is for the reporting party to call Crime Check 509-456- 2233, where a report is generally taken over the phone. An online service is available at: www.spokanecounty.org/crimecheck. Accurate and prompt reporting of all crimes to both CSPS and the SPD is strongly encouraged. If the reporting procedures do not violate Title IX responsible employee requirements, a victim or witness of a crime can provide a voluntary, confidential report of a crime for inclusion in the Annual Security Report by calling the Director of Campus Security & Public Safety at 509-313-3996.

Below is a list of individuals/organizations to who students and employees should report Clery reportable criminal offenses for the purpose of making timely warning reports and the annual statistical disclosure:

Campus Security & Public Safety (General)	509-313-2222
Director, Campus Security & Public Safety	509-313-3996
Title IX (General)	509-313-6910

For students: In addition to CSPS, professional staff members of Housing & Residence Life, and the Resolution Center for Student Conduct & Conflict, listed below may be contacted to report offense for purposes of timely warning reports and the annual statistical disclosure, fires after the fact, or safety and security concerns.

Resolution Center for Student Conduct and Conflict	509-313-4009
Assistant Director, Training and Recruitment	509-313-4881
Assistant Director, Living Learning Communities	509-313-5302
Residence Director, Coughlin Block	509-313-4160
Residence Director, Catherine Monica Block	509-313-4173
Residence Director, East Block	509-313-4473
Residence Director, West Block	509-313-4648
Residence Director, South Block	509-313-4476
Residence Director, Central Block	509-313-4524

Professionals from the Student Affairs or CSPS staff are available to meet with a reporting party to explain resources and processes within the University, as well as the criminal justice system, and make referrals to appropriate assistance agencies. Incident reports are written for all crimes reported to CSPS. Reports made to Student Affairs professionals are forwarded to CSPS. Confidential and non-confidential reports from all sources are evaluated to

determine if issuing an emergency notification or timely warning to the community is appropriate and are used to formulate the required annual crime statistics.

Most crimes may be reported to Student Affairs professionals, as well as CSPS, on a confidential basis if the reporting party does not wish to pursue University disciplinary action or criminal charges, however, the University reserves the right in compelling situations to take reasonable action in response to any crime report. Please see the section on Mandatory Reporting for information related to reports of sexual violence. Students who have survived sexual assault can anonymously seek resources through the Lutheran Services 24-hour crisis line 509-624-7273, or other confidential services listed in the table on page 24.

Ordained religious professionals and professional mental health counselors employed by the University have a professional obligation to maintain confidentiality information disclosed during a counseling session. The University does not include statistical information about crimes from such sessions unless provided to CSPS on a confidential and voluntary basis, withholding any personally identifying information. The University allows pastoral and professional counselors, if they deem appropriate, to advise clients of the options for reporting a criminal incident to CSPS on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. There are no formal university policies that reinforce or directly encourages counselors to utilize this option.

Reporting Harassment or Discrimination

This section contains select excerpts from Gonzaga's Harassment & Discrimination Policy and the Student Code of Conduct. To read the Harassment & Discrimination Policy in its entirety, please refer to the Gonzaga Policies and Procedures Manual on the University website.

REPORTING:

Call 911 if the incident involves a threat to safety, a crime, or if evidence needs to be collected or preserved.

Gonzaga community members are encouraged to bring complaints or concerns about harassing behavior to the attention of the University. Contact information for relevant Departments is listed below:

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

The University's Bias Incident Assessment and Support (BIAS) Team was created to support people and groups who experience bias incidents, to monitor and report on those incidents, and to recommend educational initiatives to minimize bias. Bias incidents and hate crimes can be reported at www.gonzaga.edu/reportbias.

Faculty or staff who believe that they have been harassed or discriminated against in violation of Gonzaga policy, have several options for resolving complaints. Faculty or staff are encouraged to discuss their complaint with their supervisor, or, if the supervisor is the source of the complaint, with anyone in his/her chain of command, with Human Resources (509) 313-5996, or a representative from Title IX.

Students who believe they have been harassed (including, but not limited to, sexual misconduct or gender-based harassment) by another student have several options for getting assistance:

- BIAS Team: www.gonzaga.edu/reportbias
- Title IX Coordinator: (509) 313-6910
- Campus Security & Public Safety: (509) 313-2222
- Health Center: (509) 313-4052
- Counseling Center: (509) 313-4054
- Human Resources: (509) 313-5996
- Lutheran Services On-Campus Advocate: (509) 313-6119

CONFIDENTIALITY:

Gonzaga is committed to protecting the privacy and confidentiality of all individuals involved in a report of harassment or discrimination to the extent possible. Gonzaga will balance privacy and confidentiality with its obligation to conduct a thorough review of the allegation for the purpose of protecting the parties and the broader campus community and maintaining an environment which is free from harassment and discrimination.

STATEMENT AGAINST RETALIATION:

It is a violation of Gonzaga policy to threaten, intimidate or retaliate in any way against an individual for raising allegations of harassment or discrimination, participating in an investigation, complaint process or hearing, filing a complaint alleging harassment or discrimination, or encouraging others to report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Gonzaga will take immediate and responsive action to any retaliation. Anyone found to have acted in a retaliatory manner may be subject to appropriate disciplinary action up to and including termination of employment.

Section 3: The Clery Act

About the Clery Act

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” was originally enacted in 1990. It is commonly known as the Clery Act and has been amended several times since its inception. The two initial goals of this legislation were to disclose campus crime statistics on an annual basis and to provide timely warnings to the campus community about criminal activity. The most recent amendments added provisions related to fire safety awareness and missing students in campus residential facilities and also afforded additional rights to campus victims of sexual assault, domestic violence, dating violence, and stalking. Gonzaga University supports the goals of the Clery Act and publishes this Annual Security Report in order to provide transparency in campus criminal activity, to foster community awareness and to increase knowledge of safety provisions. The report is prepared by the Clery Compliance Coordinator, in conjunction with the Director of CSPA and other campus partners.

The Clery Act requires annual reporting of the number of specified criminal offenses that occur on campus or surrounding campus and are reported to CSPA and/or local police. The list of Clery crimes and their definitions can be found on pages 20 through 21. The reporting period is January 1 - December 31 of each year. The statistics for the most recently completed calendar year, as well as the two previous years, must be released in a report by October 1 of each year. The Clery Act also requires the institution to maintain the Daily Crime and Fire Log previously mentioned. Statistics may/will include crimes that were reported in the calendar year 2023, but occurred in years prior.

The Director of CSPA or the Clery Compliance Coordinator evaluate incoming CSPA reports for inclusion in the Clery statistics. Additionally, the Resolution Center for Student Conduct and Conflict prepares an extract report of disciplinary referrals for violations of alcohol, drug, and weapon laws by students. SPD reports are collected on an annual basis by the Clery Compliance Coordinator and are evaluated for inclusion. An internal audit of incidents classified as Clery-reportable is conducted to test individual statistics against incidents. The University's Safety Program Manager and Plant Services Department contribute information for the fire safety disclosures. Fire statistics are provided by the CSPA Department.

The Clery Act also requires that this Annual Security Report includes a number of disclosure statements by the institution related to university policies and procedures. Specific provisions of this law stipulate that all students, staff, and faculty of an institution receive this report. In addition, the crime statistics are reported to the Department of Education. Information about the U.S. Department of Education's collection and publication of CSPA statistics, including definitions of crimes and other terms related to the Clery Act may be found at: <https://ope.ed.gov/campusafety>

CAMPUS SECURITY AUTHORITIES:

The Clery Act recognizes certain university officials and offices as “Campus Security Authorities” (CSAs). Under Federal Law CSA's are required to report a crime. The Act defines these individuals, among other individuals, as “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” In the event that an identified CSA witnesses or is made aware of the occurrence of a Clery Act crime within Clery geography, they are required to immediately report the crime to CSPA. Reports may be made confidentially to protect the identity of the victim. For more information about CSAs and their responsibilities, refer to the CSA webpage at <https://my.gonzaga.edu/campus-resources/campus-security-public-safety/the-clery-act/campus-security-authorities>.

There are two types of individuals who, although they may have significant responsibility for student and campus activities, are not CSA's under the Clery Act.

1. Pastoral Counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
2. Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. Professional counselors who are not employees of the institution, but are under contract to provide counseling for the institution are covered under this definition.

This exemption is intended to protect the counselor-client relationship. There are some exemptions and some situations under which they could be obligated to report a crime. If a professional or pastoral counselor are operating as a counselor and an official then they would be considered CSA's.

CLERY CRIME DEFINITIONS:

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

Manslaughter by Negligence – The killing of another person through gross negligence.

Sexual Assault - Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This includes Rape, Fondling, Incest, and Statutory Rape as defined by the Clery Act.

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

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

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

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

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

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

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

Motor Vehicle Theft – Theft or attempted theft of a motor vehicle, e-bikes and electric scooters are included.

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

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

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

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

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates

to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

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

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

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

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

WASHINGTON STATE CRIME DEFINITIONS²:

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

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

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

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

² The state definitions are provided to the community for educational and awareness purposes; however, these definitions are not used for the purposes of reporting Clery Act statistics

Consent - At the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact (RCW 9A.44.010).

Hazing - includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate.(RCW 28B.10.901)

CLERY GEOGRAPHY DEFINITIONS:

On-Campus Non-Housing – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes and is frequently used by students, and supports institutional purposes, excluding buildings used for campus housing.

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

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

Non-Campus Property– Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

CLERY CAMPUS MAP:

A copy of the most recent Clery map can be found on the CSPA website at www.gonzaga.edu/clery. The campus is generally within the area bounded by the Spokane River and Centennial Trail on the south, Hamilton St. on the east, Sinto Ave. on the north, and Ruby St. on the west. Privately owned, non-University property exists within this area. Most streets and alleys within the campus area are controlled by the City of Spokane.

Clery Act Statistics 2022-2024

CRIMINAL OFFENSES	2024				2023				2022			
	On-Campus		Non-Campus	Public	On Campus		Non-Campus	Public	On Campus		Non-Campus	Public
	Non-Housing	Housing			Non-Housing	Housing			Non-Housing	Housing		
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter: Negligent	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	1	0	0	0	2	0	0	0	6	0	0
Fondling	0	2	1	0	1	0	0	0	1	3	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	2	0	0	0	2	0	0	0	1
Aggravated Assault	0	1	0	0	0	1	0	1	0	1	0	1
Burglary (& Attempted Burglary)	5	9	3	0	8	4	0	0	4	3	0	0
Motor Vehicle Theft (& Attempted MVT)	3	4	0	0	16	0	0	0	10	0	0	0
Arson	0	1	1	0	0	3	0	0	0	0	0	0
VAWA OFFENSES												
Domestic Violence	0	2	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	5	0	0
Stalking	2	1	0	0	2	1	0	1	5	10	0	0
ARRESTS												
Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrests	0	0	0	2	1	0	0	1	0	0	0	0
CONDUCT REFERRALS												
Disciplinary Referrals for Weapons	0	1	1	0	0	2	0	0	0	1	0	0
Disciplinary Referrals for Drugs	1	61	0	0	2	70	0	0	1	35	0	0
Disciplinary Referrals for Alcohol	12	316	0	4	7	329	0	0	14	414	0	1

Notes: [Refer to pages 23](#) for an explanation of geographical designations. [Refer to pages 21-22](#) for Clery Crime definitions.

Hate Crimes:

2024 : One on-campus, items left outside of door, picture taken with disparaging racial remarks.

2023: No crimes related to hate.

2022: One on-campus destruction/damage/vandalism of property incident characterized by gender identity within a residence hall.

Section 4: Sexual Misconduct and Harassment Reporting, Policies and Procedures

Confidential and Non-Confidential Resources and Reporting Options

What to Do If You Experience Sexual Harassment or Misconduct:

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

	On Campus Resources & Support Options	Off Campus Resources & Support Options
Confidential	Health & Counseling Services Center 509-313-4052	Lutheran Community Services Northwest Sexual Assault Crisis Line 509-624-7273
	Office of Mission and Ministry 509-313-4242 (Confidentiality limited to any priest serving as a sacramental confessor or any ordained religious serving in the sacred confidence role)	Lutheran Community Services Northwest Advocate Call/Text 509-342-8564 GUadvocate@LCSNW.org Can meet on or off campus
		LCSNW Sexual Assault & Family Trauma Response Center (SaFeT) 509-747-8224 (24hrs)
		RAINN National Sexual Assault Hotline 800-656-4673 (24hrs)
		National Domestic Violence Hotline 800-799-7233 (24hrs)
		Spokane YWCA Domestic Violence Hotline 509-326-2255 (24hrs)
		Sacred Heart Medical Center 509-474-3131
Non-Confidential		Deaconess Hospital 509-458-5800
		Holy Family Hospital 509-482-0111
		Spokane Police Department Emergency: 911 Non-Emergency: 509-456-2233 Ask for Special Victims Unit
	Campus Security & Public Safety Department 509-313-2222	
	Center for Cura Personalis 509-313-2227	
	Title IX Office 509-313-6910	

	Sexual Misconduct, Intimate Partner Violence and Gender-Based Harassment Report Form www.gonzaga.edu/sexualmisconductform	
	Disability Access Office 509-313-4134	
	Student Financial Services 509-313-6582	

About Confidential Resources and Reporting Options

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

HEALTH AND SAFETY:

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

1. Emergency or follow-up medical services. The medical exam has two goals: first, to treat the full extent of any injury of physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy; and second, to properly collect and preserve evidence as part of a "rape kit"/sexual assault examination for potential criminal prosecution. (provided only by a trained provider in a hospital)
2. STD and HIV testing (available through the Health & Counseling Services Center and off-campus providers)
3. Pregnancy testing (available through the Health & Counseling Services Center and off-campus providers)
4. Health care concerns related to the incident may be discussed with the hospital emergency staff, a personal physician or the Health & Counseling Services Center staff, who can also provide referrals to off-campus providers
5. The Health & Counseling Services Center can also advise an individual about the complaint processes under this policy.

IMPORTANT: Do not shower, bathe, douche, brush your teeth, drink, wash your bedding, or change your clothing, as you may be destroying evidence. This evidence may assist in proving that the criminal offense occurred or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to university adjudicators/investigators or the police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with a health care provider or law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Please note: Gonzaga's Health & Counseling Services Center does not provide SANE (Sexual Assault Nurse Examiner) certified forensic services. Lutheran Community Services Northwest We provides 24-hour hospital

response to local emergency rooms and provide in-person advocacy to anyone seeking a medical exam or evidence collection. Completing a forensic examination does not require an individual to subsequently file a police report.

ADDITIONAL CONFIDENTIAL OPTIONS:

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

1. Speak to a medical professional or counselor at University Health and Counseling Services or at any of the medical facilities listed above.
2. Call LCS Northwest's SAFeT Response Center, which is the local sexual assault crisis center and crime victim service center. LCS Northwest's services are completely confidential and they do not exchange information or forward information to the university. LCS Northwest community-based victim advocates have privileged communication outlined by RCW 5.60.060 (7)(b). They can offer confidential support and crisis intervention immediately after an event occurs, or months or years later. They will support survivors in making legal and medical decisions and inform them of their rights and options (on and off campus), and connect them to additional resources and support in the community. These services can include assistance related to visa and immigration. LCS Northwest victim advocates are also trained and certified to provide psychoeducation on the effects of trauma, in a support group setting, or one-on-one with the student. LCS Northwest victim advocates can also assist with Crime Victims Compensation which may pay for hospital visits, follow-up appointments, and counseling, among other expenses. Gonzaga University has retained the contract services of a community-based victim advocate from LCS Northwest to confidentially support survivors of sexual assault and other crimes, such as bullying, stalking, harassment, physical assault, hazing, etc. Advocates can assist in the search of medical care and other community resources as the student's request. If students would like to discuss Title IX or reporting options, LCS Northwest community-based victim advocates are trained in the Title IX and the reporting process on and off campus. If the student chooses to report the incident, the advocate can provide confidential support before, during, and after the report, and throughout the on or off campus legal process. It is important to note that talking with a victim advocate is not the same thing as making a report with the University. Community-based advocates are independent of the university and do not provide information disclosed to them to the University. LCS Northwest is also available by calling Campus Security and Public Safety at 509-313-2222 or ext. 2222 from a campus phone 24 hours a day.
3. Speak to any Priest serving as a sacramental confessor or any ordained religious serving in the sacred confidence role. Ordained counselors are employed by the Office of Mission and Ministry.
4. Both anonymous and non-anonymous reports can be submitted to the University by using the Sexual Misconduct, Intimate Partner Violence and Gender-Based Harassment Report Form at www.gonzaga.edu/sexualmisconductform. Anonymous reports or reports that do not include an identifiable complainant, respondent, specific date or date range, location or allegations of misconduct under the policy may limit the University's ability to respond.

About Non-Confidential Resources and Reporting Options

The University encourages the prompt reporting of sexual harassment so that all involved parties can get the care and support they need, and so that our broader community can remain safe. There is no time limit for reporting an incident of sexual harassment. However, the University encourages reports be made as soon as possible after any incident.

If the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Members of the University community who believe they have experienced sexual harassment have the right to choose whether or not to report the incident to the University or law enforcement and have the right to choose whether to engage with the University once the University receives a report. The information below is for individuals who wish to report incidents of sexual harassment.

An individual who has experienced sexual harassment may choose to report the incident to the University. Anyone wishing to make a report of sexual harassment may do so in person, by email, by regular mail, by phone, or electronically.

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

ON CAMPUS REPORTING OPTIONS:

1. To file a Formal Complaint at the University regarding dating violence, domestic violence, sexual assault or stalking, the list of Title IX professional staff on page 28 can be contacted in person, via phone or email, or by emailing titleix@gonzaga.edu.
2. CSPS can be contacted 24/7 year-round in person or over the phone at 509-313-2222. A Complainant can request a CSPS Officer to respond and take a report or request to speak with Lutheran Services. There is no requirement that the Complainant file a Security incident report in order to speak with Lutheran Services. CSPS can connect students to other services, in addition to initiating an official report. Reports of domestic violence, dating violence, sexual assault and stalking that are formally made to CSPS will be referred to the Title IX Office for investigation, regardless of if the complainant chooses to pursue criminal charges.
3. Reports can be submitted to the University by using the Sexual Misconduct, Intimate Partner Violence and Gender-Based Harassment Report Form at www.gonzaga.edu/sexualmisconductform.
4. Campus Partners at the Student Affairs Office (which includes Housing and Residence Life), the Center for Cura Personalis, and the Human Resources Department can all be contacted and can assist in initiating a formal complaint at the University level.

The procedures that the institution will follow in response to a report of dating violence, domestic violence, sexual assault and stalking can be found beginning on page 35. Protective measures the institution can institute are outlined on page 33.

REPORTING TO LAW ENFORCEMENT:

Community members have the option of filing an official report to the Spokane Police Department. Notifying the SPD will generally result in the Complainant, and in some cases the Respondent, being contacted by a police officer. The police Department determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a University response.

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

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

Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the University will assist any victim with notifying law enforcement if the victim so desires. The Spokane Police Department may also be reached directly by calling 911, or in person at 1100 W. Mallon Ave. Additional information about the Spokane Police department may be found online at: <https://my.spokanecity.org/police/>.

Introduction to University Policies and Procedures

This section contains select excerpts from Gonzaga's Harassment & Discrimination Policy, Title IX Sexual Harassment Policy, and the Student Code of Conduct. To read the Student Code of Conduct in its entirety, please refer to <https://www.gonzaga.edu/student-life/student-services/resolution-center/student-code-of-conduct>.

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

Sexual misconduct and harassment will not be tolerated at Gonzaga University. The University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined by the Clery Act. Such acts are counter to our mission, values, Student Code of Conduct, and University policy. Acts of sexual misconduct and harassment interfere with an individual's ability to benefit from the Gonzaga experience. The University is committed to taking all appropriate steps to eliminate sexual misconduct and harassment, prevent its recurrence, and address its effects. Towards that end, Gonzaga issues this statement of policy to inform the campus community of programs to address domestic violence, dating violence, sexual assault and stalking, as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking.

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

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

Role of the Title IX Coordinator

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

Brice Yates, Ph.D., Director of Discrimination and Harassment Prevention; Title IX Coordinator
502 E. Boone Avenue

Manresa Hall, 107
509-313-6910
yatesb@gonzaga.edu

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

Christine Burge, Assistant Director, Discrimination and Harassment Prevention

Deputy Title IX Coordinator & Lead Investigator

502 E. Boone Avenue

Manresa Hall, 110

(509) 313 – 5864

burgec@gonzaga.edu

Bethany Hickey, Assistant Director, Discrimination and Harassment Prevention

Deputy Title IX Coordinator & Lead Investigator

502 E. Boone Avenue

Manresa Hall, 109

(509) 313 – 4505

hickey@gonzaga.edu

Heather Gores, Associate Athletic Director, Athletics Deputy Title IX Coordinator

502 E. Boone Avenue

Martin Centre, PV315

509-313-3599

gores@athletics.gonzaga.edu

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

Statement of Privacy and Confidentiality

Every effort is made by the University to preserve the privacy of reports. The University will not share the identity of any individual who has made a report or complaint of harassment; any Complainant, any individual who has been reported to be the perpetrator of sexual harassment or retaliation, any Respondent, or any witness, except: as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The University reserves the right to determine which University officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Information will be shared as necessary with Investigators, the Hearing Officer, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

The University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

The institution will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)); and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Definitions, Examples and Prohibited Conduct

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

SEXUAL HARASSMENT

This Policy addresses the prohibition of "sexual harassment" as defined by Title IX. Under Title IX, sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo);
- Unwelcome conduct determined by a reasonable person to be so severe and pervasive and objectively offensive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment); or
- Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

This Policy is specific to such sexual harassment that occurs against a person in the United States and within the University's education program or activity, which includes locations, events, or circumstances over which the University exercises substantial control over the accused harasser and the context in which the sexual harassment occurred. This includes off-campus conduct that effectively deprives someone of the University's educational program. This may also extend to online conduct when the Title IX Coordinator determines that the conduct affects a substantial University interest.

The University also prohibits sexual harassment outside the scope of Title IX, such as conduct that occurs during a study abroad program or conduct that occurs outside a University education program or activity, as discussed in its other policies, including but not limited to the Harassment and Non-Discrimination Policy, the Student Code of Conduct, and the Faculty Handbook.

Sexual harassment can take many forms, including (but not limited to) the following:

- Can occur between equals (e.g., student to student, employee to employee) or between persons of unequal power status (e.g., supervisor to subordinate, professor to student, coach to student-athlete).
- Can be committed by an individual or may be a result of the actions of an organization or group. It can be committed against an individual, an organization or a group.
- Can be committed by an acquaintance, a stranger or someone with whom the Complainant has an intimate or sexual relationship.
- Can occur by any individual against any individual. This policy prohibits gender-based sexual harassment against Gonzaga community members of any sex, gender identity or sexual orientation.
- Demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats, that an individual communicates are unwanted and unwelcome.
- Hazing as defined by Student Code of Conduct.
- Display or circulation of written materials or pictures degrading to an individual(s) or gender group.
- Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.
- Inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body.
- Undue and unwanted attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring or making sexually oriented gestures.
- Pressuring an individual to become involved in sexual activity.
- Making a student's work or an employee's job more difficult because of that person's sex, gender identity or sexual orientation.
- Using a position of power and authority to: 1) threaten or punish, either directly or by implication, for refusing to tolerate harassment or submit to sexual activity or for reporting harassment; 2) promise rewards in return for sexual favors.
- Sexually assaulting an individual.

SPECIFIC EXAMPLES OF PROHIBITED CONDUCT

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

Sexual Assault:

Related to Attempted or Actual Penetrations: Engaging, or attempting to engage in penetration, no matter how slight, of the vagina or anus, with any body part of object, or oral penetration by a sex organ of another person, without the consent of that victim. Such sexual assault may also be nonforcible, but still prohibited, if it occurs with a person who is under the statutory age of consent or between persons who are related to each other within the degrees of marriage wherein prohibited by law.

Related to Fondling and Other Forms of Sexual Contact: The touching or attempted touching of the private body part of another person for the purpose of sexual gratification, forcibly and/or against that person's consent; or not forcibly or against the person's consent where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Based Communication:

Speaking to, or directing any kind of communication, words, or images of a sexual nature at another person which is not welcomed by the receiving party. If the communication is unwelcome, that is, if it occurs without the other person's consent or participation it may create a hostile learning and living environment. Sexual-based communication can include interactions in person, by phone, social media, electronic messages and photos and written words or images such as graffiti.

Sexual Exploitation:

Taking sexual advantage of another for the Respondent's advantage or benefit, or for the benefit or advantage of anyone other than the Reporting Party. Examples of sexual exploitation include creating images (including video or still photography) of another person of a sexual nature via web-cam, camera, Internet exposure, etc., without knowledge and consent of all persons; knowingly exposing a person who has not consented to the risk to Human Immunodeficiency Virus (HIV) or any other Sexually Transmitted Diseases (STD); inducing incapacitation for the purpose of making the other person vulnerable to sexual assault; and voyeurism.

Stalking:

Engaging in a course of conduct directed at a specific person which would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Stalking includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person.

Domestic Violence:

Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Washington State, or by any other person against an adult or a youth victim who is protected under Washington State Law.

Dating Violence:

Violence committed by a person who is or has been in a social relationship of a romantic nature with the victim; and where the existence of such a relationship shall be determined based on the consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship

Prohibited Relationships

Romantic or sexual relationships between two members of the Gonzaga community when one person in that relationship has actual or apparent authority to supervise, evaluate, counsel, educate, employ or otherwise make decision(s) or recommendation(s) regarding the other person in respect to the other person's employment, education or instruction at Gonzaga, or as to his/her advancement, participation, benefits or privileges in the educational or employment context. Although relationships between "unequal" persons may not necessarily constitute sexual harassment, an inherent conflict of interest and may give rise to sexual harassment/discrimination, or allegations thereof. Refer to the Gonzaga Certain Relationships by Persons in Authority policy for more information.

DEFINITIONS OF CONSENT, COERCION & INCAPITATION

Consent:

Consent occurs when the parties exchange affirmative words, actions, or behavior indicating their agreement to freely participate in mutual sexual activity. Consent must be informed, knowing and voluntary, and freely and actively given. As a general rule, a person will be considered unable to give valid consent if she/he cannot appreciate the "who, what, when, where, why and how" of a sexual interaction. The following further clarifies the definition of consent:

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

Coercion:

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

Incapacitation:

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

Interim Measures to Protect Safety and Well-Being

The University will provide interim support and reasonable protection against further acts of misconduct, harassment, or retaliation as needed, and will provide services and resources to provide a safe environment. The University will offer and implement appropriate and reasonable supportive measures to the Parties upon notice of alleged sexual harassment. Supportive measures are non-disciplinary, non-punitive individualized services offered

as appropriate, as reasonably available, and without fee or charge to the Parties to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all Parties or the University's educational environment, and/or deter sexual harassment. The Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving notice or a complaint. At the time that supportive measures are offered, the University will inform the Complainant, in writing, that they may file a Formal Complaint with the University either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented. The University will maintain the privacy of the supportive measures, provided that privacy does not impair the University's ability to provide the supportive measures. The University will act to ensure as minimal an academic/occupational impact on the Parties as possible. The University will implement measures in a way that does not unreasonably burden the other Party. These actions may include, but are not limited to:

CONTACT AND COMMUNICATION DIRECTIVES:

The Complainant or Respondent may request, or Gonzaga may impose, even if not requested, communication and contact restrictions to prevent further potentially harmful interaction. Any such request shall be made to the investigator. Upon request the investigator assigned to the case will inform the Reporting Party or Respondent of options and will endeavor to accommodate the requested changes if they are reasonably available.

In some cases, an individual may wish to consider a protection/anti-harassment order issued by the appropriate court of the State of Washington. This is a civil proceeding independent of Gonzaga. If a court order is issued Gonzaga will, to the extent possible, assist the protected person in benefitting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order. The court enforces the order through law enforcement. Gonzaga does not enforce the order but does enforce its own rules.

PROTECTIVE MEASURES:

A Complainant or Respondent may request, or Gonzaga may impose, even if not requested, a change in academic, employment or living situation after a report of sexual misconduct, harassment, or discrimination. Upon request Gonzaga will inform the Complainant or Respondent of the options and will endeavor to accommodate the requested changes if they are reasonably available. The range of protective measures available to a victim alleging misconduct includes the following:

- Class or work schedule changes
- Limiting access to certain Gonzaga facilities or activities
- Leave of Absence
- Campus Security escorts across campus
- Academic support services
- Housing change
- Priority access to the University Health and Counseling Center
- Coordination with LCS Confidential Advocate
- Other remedies which can be tailored to the involved parties to achieve the goals of this policy

EMOTIONAL SUPPORT:

Gonzaga provides counseling services through the Health and Counseling Center for students, or the Employee Assistance Plan (EAP) for staff and faculty. These resources also provide referrals to off campus agencies.

Emergency Removal of a Student

The University can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal.

Where deemed necessary and appropriate, a risk analysis may be performed by the Title IX Coordinator using standard objective violence risk assessment procedures. The Resolution Center for Student Conduct and Conflict or the University's Behavior Intervention Team (BIT) may also be consulted before suspension and/or removal.

In all cases in which an emergency removal is imposed, the student Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator or other University Administrator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified (“the show cause meeting”).

When a show cause meeting is not requested within five (5) business days, objections to emergency removal will be deemed waived.

A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion.

The University will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Where the Respondent is an employee, existing provisions for interim action are applicable.

Mandatory Reporting

All staff, faculty, and student workers, except for the Confidential Resources listed above, are considered to be “Mandatory Reporters.” Mandatory Reporters must report actual or suspected sexual harassment to appropriate officials immediately.

Employees must also promptly share with the Title IX Coordinator all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandatory Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, human subjects research, or at events such as “Take Back the Night” marches or speak-outs do not provide notice that must be reported to the Coordinator by Mandatory Reporters, unless the Complainant clearly indicates that they desire a report to be made or seek a specific response from the University.

Supportive measures may be offered because of such disclosures without formal University action.

Failure of a Mandatory Reporter, as described above in this section, to report an incident of sexual harassment or retaliation of which they become aware is a violation of University policy and can subject a Mandatory Reporter to disciplinary action for failure to comply.

When a Mandatory Reporter has engaged in harassment or other violations of this policy, they have a duty to report their own misconduct, though the University is technically not on notice when a harasser is also a Mandatory Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandatory Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

Written Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services (including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services) within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures (including changes in academic, living, transportation and working situations); and
- an explanation of the procedures for institutional disciplinary action

The institution must make accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Orders of Protection

Gonzaga complies with Washington State law in recognizing orders of protection by coordinating with the Spokane Police Department (or other relevant law enforcement agency) for enforcement purposes, but ultimately is not responsible for the enforcement of a court issued protective order. Any person who obtains an order of protection from Washington State should provide a copy to CSPS and the Office of the Title IX Coordinator. A complainant may then meet with CSPS to discuss additional safety planning to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.) The University cannot apply for a legal order of protection, no contact order or restraining order on behalf of a victim.

Procedures for the Resolution of Sexual Misconduct and Harassment Reports under the Student Code of Conduct

OVERVIEW OF OPTIONS

The procedures below outline the process the University follows when it receives a complaint alleging a violation of this Policy by current students, faculty, staff members, and third parties who have a formal relationship with the University. This process outlines the university response to crimes including but not limited to dating violence, domestic violence, sexual assault and stalking, as defined by the Clery Act. Visitors to campus who are not participating in a University education program or activity over whom the University does not have substantial control but who are accused of sexual harassment are not subject to the process set forth in this Policy. The University's Title IX Coordinator and Deputy Coordinators are responsible for handling reports alleging sexual harassment. The University may notify the employer of or organization associated with an accused Respondent who is not a student or employee of the University of the alleged violation.

The process described below is the University's process to determine whether this Policy was violated. It is not a court system. As such, the University's process does not use the same rules of procedure and evidence as those used by courts or law enforcement. A person who has experienced sexual harassment or any crime has the right to simultaneously file and pursue a criminal complaint with law enforcement and a complaint with the University if they choose, and to be assisted by the University in notifying law enforcement authorities if they choose, or to decline to notify such authorities. Parties may also have options to file civil actions in court.

Because allegations of sexual misconduct can sometimes raise challenging new issues not specifically addressed in Department of Education regulations or guidance, the University reserves discretion to take reasonable actions to address those issues in a manner consistent with the spirit of this Policy and this process, while preserving fairness for both Parties and maintaining the integrity of the resolution process.

The university's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the Complainant and Respondent. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within the timeframe specified in each policy the institution maintains. However, each procedure allows for extensions of timeframes for good cause with written notice to the Complainant and the Respondent of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to investigate and the hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The Complainant and the Respondent will have timely notice for meetings at which the Complainant or Respondent or both, may be present;
2. The Complainant, the Respondent and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the Complainant or the Respondent;
4. The Complainant and the Respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The Complainant and the Respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the Complainant or the Respondent in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to providing advice/support/consultation to the Respondent/Complainant and conducting indirect questioning during the hearing.
5. The Complainant and the Respondent will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the Complainant and the Respondent will be notified simultaneously in writing, of the procedures for the Complainant and the Respondent to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the Complainant and the Respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

COMPLAINT OF SEXUAL HARASSMENT

Complaints of sexual harassment may be made by:

- 1) Submitting a complaint with, or giving verbal notice, to the Title IX Coordinator or Deputy Coordinators. Such a complaint may be made at any time (including during non-business hours) by telephone, email, or mail, listed for the Title IX Coordinator.
- 2) Submitting a complaint online, at: https://cm.maxient.com/reportingform.php?GonzagaUniv&layout_id=3

A Formal Complaint is a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the University investigate the allegation(s). If a complaint is submitted in a form that is not signed or does not request that the University investigate the allegation(s), the Title IX Coordinator will contact the Complainant to ensure that it is submitted correctly.

The Title IX Coordinator will respond by:

- Promptly contacting Complainant to discuss the availability of supportive measures;
- Consider complainant's wishes with respect to supportive measures;
- Inform Complainant of availability of supportive measures with or without filing a Formal Complaint; and

- Explain to complainant the Formal Grievance Process for filing a formal complaint.

The University uses the Formal Grievance Process to determine whether the Policy has been violated. If so, the University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to sexual harassment, any potential recurrence, or effects. Under Washington State Law, the University must, within forty-eight hours of receiving a report of alleged sexual assault of an individual under the age of eighteen (18), make a report or cause a report to be made to Child Protective Services or local law enforcement. An appropriate Gonzaga professional will notify the reporting party of Gonzaga's mandatory reporter requirements.

Coordination with Law Enforcement:

Notifying Law Enforcement may result in the reporting party, Complainant and/or Respondent being contacted by a police officer. The police department determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution may receive a Gonzaga response.

An act not criminally prosecuted may violate Gonzaga policy. To the extent permitted or required by law, Gonzaga will cooperate with outside investigators. Gonzaga encourages reporting to both Gonzaga and to an outside law enforcement agency, if the alleged gender-based harassment, discrimination, and/or sexual misconduct may also be a crime.

Gonzaga process and the criminal justice process are two separate and independent courses of action. If an individual wants to file a report with Law Enforcement, a Gonzaga professional staff member is available to assist. Gonzaga generally will not file a police report on behalf of an individual, unless circumstances warrant.

Gonzaga's response to a report is not impacted by the filing of a criminal complaint or by the outcome of the criminal investigation.

Amnesty:

It is Gonzaga's goal that all individuals report all incidents of sexual misconduct so that those affected can receive the support and resources needed. Therefore, violations of Gonzaga's alcohol and drug policies by a reporting party or a Complainant may be exempt from disciplinary action in situations where gender-based harassment, discrimination, and/or sexual misconduct also occurs. However, Gonzaga may initiate an educational discussion about the use of alcohol or drugs and their impact.

False Reports:

Submission of a complaint, concern or report of harassment will not affect the reporting party's or Complainant's employment, grades, academic standing or work assignments.

INITIAL INQUIRY

Following receipt of notice or a Formal Complaint of a violation of this Policy, the Title IX Coordinator engages in an initial inquiry, typically within one (1) to five (5) business days. The steps in an initial inquiry can include:

- The Title IX Coordinator seeking to determine if an individual providing notice of alleged sexual harassment wishes to make a Formal Complaint, and will assist them to do so, if desired.
 - The University will defer to the Complainant's wishes as to whether to pursue an investigation, but if the University determines that not pursuing an investigation would be deliberately indifferent (or that pursuing an investigation is necessary for community safety or similar reasons), the Title IX Coordinator may sign the complaint.
- If a Formal Complaint is received, the Title IX Coordinator assessing its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaching out to the Complainant to offer supportive measures.
- The Title IX Coordinator working with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator working with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.

Violence Risk Assessment:

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment should be conducted by the University Behavior Intervention Team of the initial assessment. A Violence Risk Assessment may help determine the following:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer University about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether notices to students and employees of crime or misconduct should be issued and/or trespass orders should be sought.

A Violence Risk Assessment assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

If a Violence Risk Assessment is required by the Title IX Coordinator, a Respondent's refusal to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

DISMISSAL

The University must dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1.) The conduct alleged in the Formal Complaint does not constitute sexual harassment as defined above, even if proved; and/or
- 2.) The conduct did not occur in an educational program or activity controlled by the University (including buildings or property controlled by recognized student organizations), and/or the University does not have control of the Respondent; and/or
- 3.) The conduct did not occur in the United States; and/or
- 4.) At the time of filing a Formal Complaint, a complainant is not participating in or attempting to participate in the education program or activity of the University.

The University may, in its sole discretion, dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1.) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- 2.) The Respondent is no longer enrolled in or employed by the University; or
- 3.) Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, the University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

COUNTERCLAIMS:

The University is obligated to ensure that the grievance process is not abused for retaliatory purposes. The University permits the filing of counterclaims but uses an initial assessment, described above, to assess whether

the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this Policy and/or other University policies.

Counterclaims determined to have been reported in good faith will be processed using the grievance process below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator and/or University.

RIGHT TO AN ADVISOR:

Each Party may have an Advisor of their choice present with them for all meetings, interviews, and hearings within the resolution process, if they so choose. Advisors should not be confused with Navigators, who are trained University staff members available to provide general information to the Parties about the complaint resolution process. Navigators will not advocate on behalf of any Party or represent any Party.

The Advisor may be a friend, mentor, family member, attorney, or any other individual who was not involved in the conduct alleged in the Formal Complaint who a Party chooses to advise, support, and/or consult with them throughout the resolution process. The Parties may select whoever they wish to serve as their Advisor, as long as the Advisor is eligible and available.

The University will also offer to assign a trained Advisor for any Party if the Party so chooses, for the limited purpose of conducting questioning during the hearing described. Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

Advisor's Role in Meetings and Interviews:

Parties may be accompanied by their Advisor in all meetings and interviews at which the Party is entitled to be present, including intake and interviews.

Advisor's Role in Hearings:

Under U.S. Department of Education Title IX regulations, a form of indirect questioning is permitted during the hearing but all questioning by the Parties must be conducted by the Parties' Advisors. The Parties are not permitted to directly question each other or any witnesses. If a Party does not have an Advisor for a hearing, the University will appoint a trained Advisor for the limited purpose of conducting any questioning of the other Party and witnesses.

At least 10 business days prior to a scheduled hearing, each Party should inform the University if it needs the University to appoint an Advisor for a hearing.

The University cannot assure that the Parties' Advisors will be of equal skill level or ability. This means, for example, that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the University is not obligated to provide an attorney. Similarly, even if both Parties hire attorneys to serve as their Advisors, one may have a higher level of skill and/or ability than the other.

A Party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor for purposes of cross examination. The Hearing Officer may also conduct questioning of the Parties and witnesses during the hearing.

INFORMAL RESOLUTION OF FORMAL COMPLAINTS:

The University may facilitate informal resolution of Formal Complaints if it obtains voluntary, written confirmation that all Parties wish to resolve the matter through informal resolution.

Prior to implementing Informal Resolution, the University will provide the parties with written notice of the reported allegations, the requirements of the informal resolution process, and any consequences from participating in the process, including information regarding any records that will be maintained or shared by the University.

It is not necessary to pursue Informal Resolution first to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

The University will not offer or facilitate an informal resolution process to resolve allegations that a University employee sexually harassed a student.

FORMAL GRIEVANCE PROCESS:

Written Notice of Investigation and Allegations:

The [Title IX] Coordinator will provide written notice of the investigation and allegations to the Respondent as part of the Formal Grievance Process to allow the Respondent to prepare for the interview and to identify and choose an Advisor to accompany them. A copy of this written notice will also be provided to the Complainant, along with advance notice of when the written notice will be delivered to the Respondent. The notice will contain the following:

- Notice of the grievance process, including any informal resolution process.
- Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
 - Sufficient details include the identities of the Parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that informs the Parties that they may have an Advisor of their choice, who may be, but is not required to be, an attorney, and who may inspect and review evidence.
- A statement that informs the Parties that the University's Student Code of Conduct prohibits dishonesty, forgery or fraud, which includes knowingly making false statements or knowingly submitting false information during a grievance process.

Amendments and updates to the written notice may be made as the investigation progresses and more information becomes available.

The written notice will be delivered in person, by mail, or emailed to the Parties' University-issued email or designated accounts.

The Investigation Process and the Investigation Report:

The University will strive to conduct investigations in a thorough, impartial, prompt, and fair manner. Investigations may involve interviews with all relevant parties and witnesses, obtaining available, relevant evidence, and identifying sources of expert information, if applicable. The Parties will have the opportunity to suggest witnesses and questions, provide evidence and expert witnesses, and fully review and respond to all evidence.

Although in-person interviews for Parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, Webex, or similar technologies may be used for interviews if the Investigator determines that timeliness or efficiency dictate a need for remote interviewing. The University will take appropriate steps to reasonably ensure the security/privacy of remote interviews. Neither the Investigator nor any witness, Party or Advisor may record an interview, except by taking typed or handwritten notes, unless both the Investigator and witness consent to the recording.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator, though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

Within 15 business days of completing all information gathering during the investigation, the Investigator will also write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. If appropriate under the circumstances due to the nature of the allegations or investigation, this time frame may be extended by a reasonable amount of time. Written notice of such an extension will be provided to the Parties.

Prior to the conclusion of the investigation, the Investigator will provide the Parties and their respective Advisors (if so desired by the Parties) a secured electronic or hard copy of the draft investigation report and the opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the University does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each Party may meaningfully respond to the evidence. The Parties may choose to waive the full 10 calendar days.

The Investigator may choose to respond in writing in the investigation report to the Parties' submitted responses and/or to share the responses between the Parties for additional responses. The Investigator will incorporate relevant elements of the Parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report.

The final investigation report will be shared with all Parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days before a hearing. The Investigator will also provide the Parties with a file of any directly related evidence that was not included in the report.

Prior to the conclusion of the investigation, the Investigator will provide the Parties and their respective Advisors (if so desired by the Parties) with a list of witnesses whose information will be used to render a finding.

THE HEARING

If the Formal Complaint is not resolved through Informal Resolution, once the final investigation report is shared with the Parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing will not be held less than ten (10) calendar days from the conclusion of the investigation – when the final investigation report is transmitted to the parties and the Hearing Officer – unless all Parties and the Hearing Officer agree to an expedited timeline.

1.) The Hearing Officer:

The University will select an appropriate Hearing Officer who will not have had any previous involvement with the investigation of the Formal Complaint at issue. The Hearing Officer will act as the decision-maker and reach a determination regarding responsibility as to the allegations presented by the Complainant. The Investigator(s) of the Formal Complaint at issue will not be allowed to serve as the Hearing Officer. Likewise, any individuals serving as Advisors for any Party involved in the Formal Complaint at issue may not be a Hearing Officer for the hearing. The Hearing Officer selected may be an external third party who is not employed by with the University.

The Title IX Coordinator may not serve as a Hearing Officer in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, the Title IX Coordinator may designate another individual to fulfill this role.

2.) Evidentiary Considerations:

Any evidence that the Hearing Officer determines is relevant and credible may be considered.

The Hearing Officer will not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming the University uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The Parties may each submit a written impact statement prior to the hearing for consideration by the Hearing Officer. The Hearing Officer will consider this statement at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Hearing Officer renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

3.) Notice of Hearing:

No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings with sufficient time for the party to prepare to participate.

The notice may also contain, at the University's discretion:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Hearing Officer and Parties to see and hear a Party or witness answering questions.
- A list of all those who will attend the hearing, along with an invitation to object to any Hearing Officer based on demonstrated bias.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any Party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the Party's or witness's testimony and any statements given prior to the hearing will not be considered by the Hearing Officer. For compelling reasons, the Title IX Coordinator may reschedule the hearing.
- Notification that the Parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The Party should notify the Title IX Coordinator at least ten (10) business days before the hearing if they do not have an Advisor, and the University will appoint one for the limited purpose of conducting questioning during the hearing.
- An invitation to each party to submit to an impact statement pre-hearing that the Hearing Officer will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether Parties can bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held within a reasonably prompt time frame.

If the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student alleged to have violated this Policy is not in good standing to graduate.

4.) Alternative Hearing Participation Options:

If a Party or Parties prefer not to attend or cannot attend the hearing in person, the Party should request alternative arrangements from the Title IX Coordinator or the hearing facilitator at least five (5) business days prior to the hearing.

The Title IX Coordinator can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

5.) Pre-Hearing Preparation:

The Title IX Coordinator or other designated hearing facilitator after any necessary consultation with the Parties or Investigator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator or have proffered a written statement or answered written questions, unless all Parties and the Hearing Officer agree to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the Parties and Hearing Officer do not assent to the admission of evidence newly offered at the hearing, the Hearing Officer may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The Parties will be given the name of the Hearing Officer in advance of the hearing. All objections to any Hearing Officer must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than five (5) business days following receipt of the Hearing Officer's name. A Hearing Officer will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Hearing Officer a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Hearing Officer who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Hearing Officer is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the Parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Hearing Officer at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Hearing Officer.

6.) Pre-Hearing Meetings:

The Hearing Officer may convene a pre-hearing meeting(s) with the Parties and/or their Advisors to invite them to submit the questions or topics they (the Parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Hearing Officer can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration based on any new information or testimony offered at the hearing.

The Hearing Officer must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting. The Hearing Officer, only with full agreement of the Parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator in the investigation report or during the hearing.

At each pre-hearing meeting with a Party and their Advisor, the Hearing Officer will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator may be argued to be relevant.

The Hearing Officer may rule on these arguments pre-hearing and will exchange those rulings between the Parties prior to the hearing to assist in preparation for the hearing.

The pre-hearing meeting(s) will not be recorded.

7.) Hearing Procedures:

At the hearing, the Hearing Officer has the authority to hear and make determinations on all allegations of sexual harassment.

Participants at the hearing will include the Hearing Officer, the hearing facilitator (if applicable), the Parties, Advisors to the Parties, any called witnesses, and anyone providing authorized accommodations or assistive services.

The Hearing Officer will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Hearing Officer and the Parties and will then be excused.

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the procedure will be to hear the allegations jointly, unless the University permits the investigation and/or hearings pertinent to each Respondent to be conducted separately because there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

a.) Testimony and Questioning

The Parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Hearing Officer. The Parties/witnesses will submit to questioning by the Hearing Officer, if applicable, and then by the Parties through their Advisors. This process is known as cross-examination.

All questions are subject to a relevance determination by the Hearing Officer. The Advisor, who will remain seated during questioning, will pose the proposed question orally, the proceeding will pause to allow the Hearing Officer to consider it (and state it if it has not been stated aloud), and the Hearing Officer will determine whether the question will be permitted, disallowed, or rephrased.

The Hearing Officer may invite explanations or persuasive statements regarding relevance with the Advisors, if the Hearing Officer so chooses. The Hearing Officer will then state their decision on the question for the record and advise the Party/witness to whom the question was directed, accordingly. The Hearing Officer will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Hearing Officer will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complaint's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The Hearing Officer has the final determination of whether questions may be asked and whether they are relevant.

If a Party's Advisor of choice refuses to comply with the University's established rules of decorum as determined by the Hearing Officer for the hearing, the University may require the party to use a different Advisor. If a University-provided Advisor refuses to comply with the rules of decorum, the University may provide that Party with a different Advisor to conduct cross-examination on behalf of that Party.

b.) Refusal to Submit a Cross-Examination

If a Party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Hearing Officer may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. However, the Hearing Officer may still consider available evidence to reach a determination.

The Hearing Officer may not draw any inference solely from a Party's or witness's absence from the hearing or refusal to answer cross-examination. However, if a Party or witness refuses to answer a Hearing Officer's questions, the Hearing Officer may rely on that Party or witness's statements.

c.) Recording Hearings

Hearings will be recorded by the University for purposes of review in the event of an appeal. The Parties may not record the proceedings and no other unauthorized recordings are permitted. The recording will be available to the Parties for inspection and review. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

8.) Decision-Making:

The Hearing Officer will determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. The preponderance of the evidence standard of proof is used.

When there is a finding of responsibility on one or more of the allegations, the Hearing Officer may then consider the previously submitted Party impact statements in determining appropriate sanction(s).

The Hearing Officer will ensure that each of the parties has an opportunity to review any impact statement submitted by the other Party(ies).

The Hearing Officer may consider the statements, but they are not binding. The Hearing Officer will determine the appropriate sanction(s), and in the process of doing so, may consult with other appropriate administrators.

9.) Written Determination:

After reaching a decision, the Hearing Officer will prepare a written determination which will include the following in a Written Determination:

- Identification of the allegations potentially constituting sexual harassment as defined in this Policy;
- Description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notification to parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, hearings held;
- Findings of facts supporting the determination
- Conclusions regarding the application of the University's policy to the facts;
- Statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any sanctions [or recommendations for sanctions] to be imposed, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided; and
- The University's procedures and permissible bases for any appeal.

This statement must be submitted to the Title IX Coordinator within a reasonable time after deliberation, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the Parties.

The Written Determination will then be shared with the Parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official University records, or emailed to the Parties' University-issued email or otherwise approved account.

SANCTIONS:

The following are the possible sanctions that may be imposed upon students singly or in combination:

- Conduct Probation: A status for a specified period in which a student's conduct is under review. Violations of University expectations and policies while on Conduct Probation may result in suspension or expulsion.
- Housing Probation: A status for a specified period in which a student's on-campus housing status is under review. Violations of University expectations and policies while on Housing Probation may result in residential restrictions or removal.
- Policy Review: Written notification of policy reminders.
- Warning: Written notice to a student that their behavior is incongruent with University standards of conduct. Future misconduct may result in an elevated University response.
- Ban: Excluding a student from University premises or specific University facilities, events, or ceremonies.
- Educational Program or Workshop: Assignment to an educational program or participation in a workshop.
- Civic Service: Community service.
- Educational Project: Research project, reflection prompt, reading, or other assigned learning experience.
- Meetings: Scheduled meetings or other conversations
- Expulsion: Permanent separation of a student from the University
- Revocation of Admission and/or Degree: Revocation of admission to or a degree awarded from the University.
- Suspension: Separation of a student from the University for a specified period, with associated conditions for readmission.
- Withholding Degree: Withholding a degree pending completion of student conduct proceedings, including the completion of all sanctions imposed, if any. The University reserves the right to withhold a degree permanently.

The following are the possible sanctions that may be imposed upon faculty and staff singly or in combination:

- Informal discussions
- Education
- Verbal or written notice of expectations

- Leave of absence
- Transfer
- Demotion
- Resignation in lieu of termination
- Dismissal

In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate, in its sole discretion.

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature of the conduct at issue;
- The impact of the conduct on the Complainant;
- The impact of the conduct on the community or the University;
- Prior misconduct by the Respondent, including the Respondent's disciplinary history;
- Whether, and to what extent, the Respondent has accepted responsibility for the conduct;
- The necessity of any specific action to eliminate the conduct, prevent its recurrence, and remedy its effects on the complainant or other University community members; and
- Any other mitigating, aggravating, or compelling circumstances

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

APPEALS:

Any Party may file a Request for Appeal, but it must be submitted in writing to the Title IX Coordinator within five (5) business days of the delivery of the Written Determination.

An appeal should be addressed to:

Brice Yates, Director of Discrimination & Harassment Prevention; Title IX Coordinator
502 E. Boone Avenue
509-313-6910
yatesb@gonzaga.edu

A single Appeal Decision-maker will handle the appeal. No Appeal Decision-maker will have been involved in the process previously. The University will notify the non-appealing Party in writing that an appeal has been filed.

i.) Grounds for appeal

An appeal must be in writing and specify the basis for appeal. The original finding is presumed to have been decided reasonably and appropriately by a preponderance of the evidence. The only grounds for appeal are as follows:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), 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.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, an appeal request will be denied and the Parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Officer will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given five

(5), business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded to all Parties for review and comment.

A non-appealing Party may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy and either denied or approved. If approved, it will be forwarded to the Party who initially requested an appeal, the Investigator(s) and/or original Hearing Officer, as necessary, who will submit their responses in five (5), business days, which will be circulated for review and comment by all parties.

Neither Party may submit any new requests for appeal after this time period. All decisions will apply the preponderance of the evidence standard.

A Written Decision on Appeal will be sent to all parties simultaneously, which will include the decision on each approved ground and rationale for each decision. The Written Decision on Appeal may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' University-issued email or otherwise approved account.

ii.) Sanctions status during the appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

University may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

REMEDIES:

In addition to any sanctions imposed, the Title IX Coordinator may implement additional remedies or actions with respect to the Parties and/or the University community that are intended to stop sexual harassment, remedy the effects and prevent reoccurrence.

These remedies/actions are designed to restore or preserve equal access to the University's education program or activity and may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the Parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies that may be provided by the University to the Respondent to ensure no effective denial of educational access.

The University will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the University's ability to provide these services.

RECORDKEEPING:

The University will maintain for a period of at least seven years, records of:

- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
- Any disciplinary sanctions imposed on the Respondent;
- Any remedies provided to the Complainant designed to restore or preserve equal access to the University's education program or activity;
- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom;
- All materials used to train Title IX Coordinators, Investigators, Hearing Officer, and any person who facilitates an Informal Resolution process. The University will make these training materials publicly available on University's website; and
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - The basis for all conclusions that the response was not deliberately indifferent;
 - Any measures designed to restore or preserve equal access to the University's education program or activity; and
 - If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable considering the known circumstances.

The University will also maintain all records in accordance with state and federal laws.

Procedures for the Resolution of Sexual Misconduct and Harassment Reports for Faculty and Staff under the Gonzaga University Policies and Procedures Manual

This section contains select excerpts from the Gonzaga University Policies and Procedures Manual, referencing the disciplinary procedures for faculty and staff as related to cases of alleged dating violence, domestic violence, sexual assault or stalking. To read the manual in its entirety, please refer to <https://my.gonzaga.edu/faculty-staff-services/human-resources/policies-and-handbooks>.

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

Harassment, discrimination, and sexual misconduct will not be tolerated at Gonzaga. Such acts are counter to our mission, values, Student Code of Conduct and are against Gonzaga policy. Acts of harassment, discrimination, and/or sexual misconduct interfere with an individual's ability to benefit from the Gonzaga experience. Gonzaga is committed to taking all appropriate steps to eliminate harassment, discrimination, and sexual misconduct, prevent its recurrence and address its effects.

Gonzaga seeks to cultivate a campus culture of prevention and awareness surrounding harassment, discrimination and/or sexual misconduct. All members of the Gonzaga community are encouraged to report any incident of harassment, discrimination, or sexual misconduct. Gonzaga will take steps to resolve complaints promptly and equitably. Gonzaga does this by providing counseling and support services for individuals and groups who have been affected by harassment, discrimination, and/or sexual misconduct, by holding individuals who violate this policy accountable, and by providing education and training to the Gonzaga community.

It is a violation of Gonzaga policy to threaten, intimidate or retaliate in any way against an individual for raising allegations of harassment or discrimination, participating in an investigation, complaint process or hearing, filing a complaint alleging harassment or discrimination, or encouraging others to report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Gonzaga will take immediate and responsive action to any retaliation. Anyone found to have acted in a retaliatory manner may be subject to appropriate disciplinary action up to and including termination of employment.

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in any federally funded education program or activity. Depending on the circumstances, sexual harassment can be a form of discrimination prohibited by Title IX. Gonzaga University will not tolerate any sexual harassment or any retaliation against any individual making a report or participating in the investigation of such harassment.

Scope of Policy

This Policy applies to all members of the Gonzaga University community, including students, whether engaged in credit or non-credit bearing course work, faculty, staff, administrators, Board members, and other third parties, consultants, vendors who have a formal relationship with the University. The University has jurisdiction to take disciplinary action against a Respondent who is a current student or employee of the University, or a Respondent who was a former student or employee of the University at the time of the alleged sexual harassment, as defined below. Each member of the University community is responsible for conducting themselves in accordance with this Policy and other University policies and procedures.

This Policy addresses the prohibition of "sexual harassment" as defined by Title IX. Under Title IX, sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo);
- Unwelcome conduct determined by a reasonable person to be so severe and pervasive and objectively offensive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment); or
- Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

This Policy is specific to such sexual harassment that occurs against a person in the United States and within the University's education program or activity, which includes locations, events, or circumstances over which the University exercises substantial control over the accused harasser and the context in which the sexual harassment

occurred. This includes off-campus conduct that effectively deprives someone of the University's educational program. This may also extend to online conduct when the Title IX Coordinator determines that the conduct affects a substantial University interest.

The University also prohibits sexual harassment outside the scope of Title IX, such as conduct that occurs during a study abroad program or conduct that occurs outside a university education program or activity, as discussed in its other policies, including but not limited to the Harassment and Nondiscrimination Policy, the Student Code of Conduct, and the Faculty Handbook.

When the University receives a report of sexual harassment, gender-based harassment, discrimination, or sexual misconduct, it will determine whether the report falls within the scope of this policy and the procedures outlined below, or whether it falls within the scope of another University policy and procedure, including but not limited to the University's Harassment and Nondiscrimination Policy or the Student Code of Conduct. Such determinations will be made on a case-by case basis and will take into account various factors, including, but not limited to, the nature of the report and the location of the alleged incident(s).

The University will not condone or tolerate any sexual harassment from any member of the University community. The University will respond according to the severity and pervasiveness of the offense and the threat it poses to the community. Individuals who are found responsible under this Policy may face disciplinary sanctions up to and including expulsion from the University for students, and/or termination of employment for university employees or faculty.

The University community has a responsibility to maintain an environment free from sexual harassment. The University is committed to taking all appropriate steps to eliminate sexual harassment, prevent its recurrence and address its effects. The University is committed to fostering a climate free from sex and gender-based harassment, sexual assault, stalking, intimate partner violence and/or retaliation through clear and effective policies, coordinated education and prevention programs and prompt and equitable procedures for resolution that are accessible to all. The University encourages all members of the University community to participate in the process of creating a safe, welcoming and respectful campus environment.

The University will not tolerate retaliation against an individual who makes a report of sexual harassment or participates in an investigation. Community members engaging in reprisals or retaliation related to a sexual harassment report will be subject to disciplinary action, whether such acts are implicit or explicit, or committed directly or indirectly.

Examples, Definitions and Prohibited Conduct

See the examples and definitions starting on page 30.

Reporting Sexual Harassment to the University

The University encourages the prompt reporting of sexual harassment so that all involved parties can get the care and support they need, and so that our broader community can remain safe. There is no time limit for reporting an incident of sexual harassment. However, the University encourages reports be made as soon as possible after any incident.

If the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Members of the University community who believe they have experienced sexual harassment have the right to choose whether or not to report the incident to the University or law enforcement and have the right to choose whether to engage with the University once the University receives a report. The information below is for individuals who wish to report incidents of sexual harassment.

An individual who has experienced sexual harassment may choose to report the incident to the University. Anyone wishing to make a report of sexual harassment may do so in person, by email, by regular mail, by phone, or electronically as explained below.

a. Participant Roles as Discussed in this Policy

- A Complainant is an individual who is a victim of alleged sexual harassment and has chosen to participate in the complaint resolution process.
- A Respondent is an individual who has been reported to be the perpetrator of alleged sexual harassment.
- The Parties include the Complainant(s) and Respondent(s), collectively.
- A Navigator is a trained University staff member who is available to provide general information to the Parties about the complaint resolution process, such as information regarding procedures and timelines. The same Navigator will not provide information to both Parties. Navigators will not advocate on behalf of any Party or represent any Party and should not be confused with Advisors, described below.
- An Advisor is an individual chosen by a Party to accompany the Party to meetings related to the resolution process, advise the Party on that process, and conduct questioning during the hearing. The University will also offer to assign a trained Advisor for any Party if the Party so chooses, for the limited purpose of conducting questioning during the hearing. Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to the hearing.
- The Investigator is the individual(s) assigned by the University to gather facts about an alleged violation of this Policy, assess relevance and credibility, analyze the evidence, and compile the information into an investigation report and file of directly related evidence.
- The Hearing Officer is the individual who has the decision-making authority, and sanctioning authority (including the authority to impose and/or recommend sanctions on students, refer adverse determinations regarding employees for sanctioning by appropriate 10 University officials, and take action to restore access to educational programs) within the University Formal Grievance Process, outlined below.

b. Privacy

Every effort is made by the University to preserve the privacy of reports. The University will not share the identity of any individual who has made a report or complaint of harassment; any Complainant, any individual who has been reported to be the perpetrator of sexual harassment or retaliation, any Respondent, or any witness, except: as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The University reserves the right to determine which University officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Information will be shared as necessary with Investigators, the Hearing Officer, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

The University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

c. Supportive Measures

The University will offer and implement appropriate and reasonable supportive measures to the Parties upon notice of alleged sexual harassment.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Parties to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all Parties or the University's educational environment, and/or deter sexual harassment.

The Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving notice or a complaint. At the time that supportive measures are offered, the University will inform the Complainant, in writing, that they may file a Formal Complaint with the University either at that time or in the future, if they have not done so already.

The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

The University will maintain the privacy of the supportive measures, if privacy does not impair the University's ability to provide the supportive measures. The University will act to ensure as minimal an academic/occupational impact on the Parties as possible.

The University will implement measures in a way that does not unreasonably burden the other Party. These actions may include, but are not limited to:

- **Contact/Communication Directives:** The Complainant or Respondent may request, or Gonzaga may impose, even if not requested, communication and contact restrictions to prevent further potentially harmful interaction. Any such request shall be made to the investigator. Upon request the investigator assigned to the case will inform the Reporting Party or Respondent of options and will endeavor to accommodate the requested changes if they are reasonably available. In some cases, an individual may wish to consider a protection/anti-harassment order issued by the appropriate court of the State of Washington. This is a civil proceeding independent of Gonzaga. If a court order is issued Gonzaga will, to the extent possible, assist the protected person in benefitting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order. The court enforces the order through law enforcement. Gonzaga does not enforce the order but does enforce its own rules.
- **Academic, Employment or Living Arrangements:** A Complainant or Respondent may request, or Gonzaga may impose, even if not requested, a change in academic, employment or living situation after a report of sexual misconduct, harassment or discrimination. Upon request Gonzaga will inform the Complainant or Respondent of the options and will endeavor to accommodate the requested changes if they are reasonably available. Interim changes may include:
 - Class or work schedule changes
 - Limiting access to certain Gonzaga facilities or activities
 - Leave of Absence
 - Campus Security escorts across campus
 - Academic support services
 - Other remedies which can be tailored to the involved parties to achieve the goals of this policy
- **Emotional Support:** Gonzaga provides counseling services through the Health and Counseling Center for students, or the Employee Assistance Plan (EAP) for staff and faculty. These resources also provide referrals to off campus agencies.
- Other actions deemed appropriate by the Title IX Coordinator.

d. Emergency Removal of Student Respondent

The University can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal.

Where deemed necessary and appropriate, a risk analysis may be performed by the Title IX Coordinator using standard objective violence risk assessment procedures. The Resolution Center for Student Conduct and Conflict or the University's Behavior Intervention Team (BIT) may also be consulted before suspension and/or removal.

In all cases in which an emergency removal is imposed, the student Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator or other University Administrator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified ("the show cause meeting").

When a show cause meeting is not requested within five (5) business days, objections to emergency removal will be deemed waived.

A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion.

The University will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Where the Respondent is an employee, existing provisions for interim action are applicable.

e. Mandatory Reporting

All staff, faculty, and student workers, except for the Confidential Resources listed above, are considered to be "Mandatory Reporters." Mandatory Reporters must report actual or suspected sexual harassment to appropriate officials immediately.

Employees must also promptly share with the Title IX Coordinator all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandatory Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Coordinator by Mandatory Reporters, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the University.

Supportive measures may be offered as a result of such disclosures without formal University action.

Failure of a Mandatory Reporter, as described above in this section, to report an incident of sexual harassment or retaliation of which they become aware is a violation of University policy and can subject a Mandatory Reporter to disciplinary action for failure to comply.

When a Mandatory Reporter has engaged in harassment or other violations of this policy, they have a duty to report their own misconduct, though the University is technically not on notice when a harasser is also a Mandatory Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandatory Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

Resolution Process for a Complaint of Sexual Harassment

The procedures below outline the process the University follows when it receives a complaint alleging a violation of this Policy by current students, faculty, staff members, and third parties who have a formal relationship with the University. Visitors to campus who are not participating in a university education program or activity over whom the University does not have substantial control but who are accused of sexual harassment are not subject to the process set forth in this Policy. The University's Title IX Coordinator and Deputy Coordinators are responsible for handling reports alleging sexual harassment. The University may notify the employer of, or organization associated with an accused Respondent who is not a student or employee of the University of the alleged violation.

The process described below is the University's process to determine whether this Policy was violated. It is not a court system. As such, the University's process does not use the same rules of procedure and evidence as those used by courts or law enforcement. A person who has experienced sexual harassment or any crime has the right to simultaneously file and pursue a criminal complaint with law enforcement and a complaint with the University if they choose, and to be assisted by the University in notifying law enforcement authorities if they choose, or to decline to notify such authorities. Parties may also have options to file civil actions in court.

Because allegations of sexual misconduct can sometimes raise challenging new issues not specifically addressed in Department of Education regulations or guidance, the University reserves discretion to take reasonable actions to address those issues in a manner consistent with the spirit of this Policy and this process, while preserving fairness for both Parties and maintaining the integrity of the resolution process.

a. Complaint of Sexual Harassment

Complaints of sexual harassment may be made by:

1) Submitting a complaint with, or giving verbal notice, to the Title IX Coordinator or Deputy Coordinators. Such a complaint may be made at any time (including during non-business hours) by telephone, email, or mail, listed for the Title IX Coordinator.

2) Submitting a complaint online, at: <https://cm.maxient.com/reportingform.php?GonzagaUniv>

A Formal Complaint is a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the University investigate the allegation(s). If a complaint is submitted in a form that is not signed or does not request that the University investigate the allegation(s), the Title IX Coordinator will contact the Complainant to ensure that it is submitted correctly.

The Title IX Coordinator will respond by:

- Promptly contacting Complainant to discuss the availability of supportive measures;
- Consider complainant's wishes with respect to supportive measures;
- Inform Complainant of availability of supportive measures with or without filing a Formal Complaint; and
- Explain to complainant the Formal Grievance Process for filing a formal complaint.

The University uses the Formal Grievance Process to determine whether the Policy has been violated. If so, the University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to sexual harassment, any potential recurrence, or effects.

Under Washington State Law, the University must, within forty-eight hours of receiving a report of alleged sexual assault of an individual under the age of eighteen (18), make a report or cause a report to be made to Child Protective Services or local law enforcement. An appropriate Gonzaga professional will notify the reporting party of Gonzaga's mandatory reporter requirements.

Coordination with Law Enforcement

Notifying Law Enforcement may result in the reporting party, Complainant and/or Respondent being contacted by a police officer. The police department determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution may receive a Gonzaga response.

An act not criminally prosecuted may violate Gonzaga policy. To the extent permitted or required by law, Gonzaga will cooperate with outside investigators. Gonzaga encourages reporting to both Gonzaga and to an outside law enforcement agency, if the alleged gender-based harassment, discrimination, and/or sexual misconduct may also be a crime.

Gonzaga process and the criminal justice process are two separate and independent courses of action. If an individual wants to file a report with Law Enforcement, a Gonzaga professional staff member is available to assist. Gonzaga generally will not file a police report on behalf of an individual, unless circumstances warrant.

Gonzaga's response to a report is not impacted by the filing of a criminal complaint or by the outcome of the criminal investigation.

False Reports

Submission of a complaint, concern or report of harassment will not affect the reporting party's or Complainant's employment, grades, academic standing or work assignments.

b. Initial Inquiry

Following receipt of notice or a Formal Complaint of a violation of this Policy, the Title IX Coordinator engages in an initial inquiry, typically within one (1) to five (5) business days. The steps in an initial inquiry can include:

- The Title IX Coordinator seeking to determine if an individual providing notice of alleged sexual harassment wishes to make a Formal Complaint, and will assist them to do so, if desired.
 - The University will defer to the Complainant's wishes as to whether to pursue an investigation, but if the University determines that not pursuing an investigation would be deliberately indifferent (or that pursuing an investigation is necessary for community safety or similar reasons), the Title IX Coordinator may sign the complaint.
- If a Formal Complaint is received, the Title IX Coordinator assessing its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaching out to the Complainant to offer supportive measures.
- The Title IX Coordinator working with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator working with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.

Violence Risk Assessment

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment should be conducted by the University Behavior Intervention Team of the initial assessment. A Violence Risk Assessment may help determine the following:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer University about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether notices to students and employees of crime or misconduct should be issued and/or trespass orders should be sought.

A Violence Risk Assessment assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

If a Violence Risk Assessment is required by the Title IX Coordinator, a Respondent's refusal to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

c. Dismissal

The University must dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the Formal Complaint does not constitute sexual harassment as defined above, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by the University (including buildings or property controlled by recognized student organizations), and/or the University does not have control of the Respondent; and/or
- 3) The conduct did not occur in the United States; and/or

- 4) At the time of filing a Formal Complaint, a complainant is not participating in or attempting to participate in the education program or activity of the University.

The University may, in its sole discretion, dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- 2) The Respondent is no longer enrolled in or employed by the University; or
- 3) Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, the University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

d. Counterclaims

The University is obligated to ensure that the grievance process is not abused for retaliatory purposes. The University permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this Policy and/or other University policies.

Counterclaims determined to have been reported in good faith will be processed using the grievance process below. Investigation of such claims may take place after resolution of the underlying initial allegation; in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator and/or University.

e. Right to an Advisor

Each Party may have an Advisor of their choice present with them for all meetings, interviews, and hearings within the resolution process, if they so choose. Advisors should not be confused with Navigators, who are trained University staff members available to provide general information to the Parties about the complaint resolution process. Navigators will not advocate on behalf of any Party or represent any Party.

The Advisor may be a friend, mentor, family member, attorney, or any other individual who was not involved in the conduct alleged in the Formal Complaint who a Party chooses to advise, support, and/or consult with them throughout the resolution process. The Parties may select whoever they wish to serve as their Advisor, as long as the Advisor is eligible and available.

The University will also offer to assign a trained Advisor for any Party if the Party so chooses, for the limited purpose of conducting questioning during the hearing described. Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

i. Advisor's Role in Meetings and Interviews

Parties may be accompanied by their Advisor in all meetings and interviews at which the Party is entitled to be present, including intake and interviews.

ii. Advisor's Role in Hearings

Under U.S. Department of Education Title IX regulations, a form of indirect questioning is permitted during the hearing but all questioning by the Parties must be conducted by the Parties' Advisors.

The Parties are not permitted to directly question each other or any witnesses. If a Party does not have an Advisor for a hearing, the University will appoint a trained Advisor for the limited purpose of conducting any questioning of the other Party and witnesses.

At least 10 business days prior to a scheduled hearing, each Party should inform the University if it needs the University to appoint an Advisor for a hearing.

The University cannot assure that the Parties' Advisors will be of equal skill level or ability. This means, for example, that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the University is not obligated to provide an attorney. Similarly, even if both Parties hire attorneys to serve as their Advisors, one may have a higher level of skill and/or ability than the other.

A Party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor for purposes of cross examination. The Hearing Officer may also conduct questioning of the Parties and witnesses during the hearing.

f. Informal Resolution of Formal Complaints

The University may facilitate informal resolution of Formal Complaints if it obtains voluntary, written confirmation that all Parties wish to resolve the matter through informal resolution.

Prior to implementing Informal Resolution, the University will provide the parties with written notice of the reported allegations, the requirements of the informal resolution process, and any consequences from participating in the process, including information regarding any records that will be maintained or shared by the University.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

The University will not offer or facilitate an informal resolution process to resolve allegations that a University employee sexually harassed a student.

g. Formal Grievance Process

i. Written Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations to the Respondent as part of the Formal Grievance Process to allow the Respondent to prepare for the interview and to identify and choose an Advisor to accompany them. A copy of this written notice will also be provided to the Complainant, along with advance notice of when the written notice will be delivered to the Respondent. The notice will contain the following:

- Notice of the grievance process, including any informal resolution process.
- Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
 - Sufficient details include the identities of the Parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that informs the Parties that they may have an Advisor of their choice, who may be, but is not required to be, an attorney, and who may inspect and review evidence.
- A statement that informs the Parties that the University's Student Code of Conduct prohibits dishonesty, forgery or fraud, which includes knowingly making false statements or knowingly submitting false information during a grievance process. Amendments and updates to the written notice may be made as the investigation progresses and more information becomes available. The written notice will be delivered in person, by mail, or emailed to the Parties' University-issued email or designated accounts.

ii. The Investigation Process and the Investigation Report

The University will strive to conduct investigations in a thorough, impartial, prompt, and fair manner. Investigations may involve interviews with all relevant parties and witnesses, obtaining available, relevant evidence, and identifying sources of expert information, if applicable. The Parties will have the opportunity to suggest witnesses and questions, provide evidence and expert witnesses, and fully review and respond to all evidence.

Although in-person interviews for Parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, Webex, or similar technologies may be used for interviews if the Investigator determines that timeliness or efficiency dictate a need for remote interviewing. The University will take appropriate steps to reasonably ensure the security/privacy of remote interviews. Neither the Investigator nor any witness, Party or Advisor may record an interview, except by taking typed or handwritten notes, unless both the Investigator and witness consent to the recording.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator, though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

Within 15 business days of completing all information gathering during the investigation, the Investigator will also write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. If appropriate under the circumstances due to the nature of the allegations or investigation, this time frame may be extended by a reasonable amount of time. Written notice of such an extension will be provided to the Parties.

Prior to the conclusion of the investigation, the Investigator will provide the Parties and their respective Advisors (if so desired by the Parties) a secured electronic or hard copy of the draft investigation report and the opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the University does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each Party may meaningfully respond to the evidence. The Parties may choose to waive the full 10 calendar days.

The Investigator may choose to respond in writing in the investigation report to the Parties' submitted responses and/or to share the responses between the Parties for additional responses. The Investigator will incorporate relevant elements of the Parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report.

The final investigation report will be shared with all Parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days before a hearing. The Investigator will also provide the Parties with a file of any directly related evidence that was not included in the report.

Prior to the conclusion of the investigation, the Investigator will provide the Parties and their respective Advisors (if so desired by the Parties) with a list of witnesses whose information will be used to render a finding.

iii. The Hearing

If the Formal Complaint is not resolved through Informal Resolution, once the final investigation report is shared with the Parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing will not be held less than ten (10) calendar days from the conclusion of the investigation – when the final investigation report is transmitted to the parties and the Hearing Officer – unless all Parties and the Hearing Officer agree to an expedited timeline.

1. The Hearing Officer

The University will select an appropriate Hearing Officer who will not have had any previous involvement with the investigation of the Formal Complaint at issue. The Hearing Officer will act as the decision-maker and reach a determination regarding responsibility as to the allegations presented by the Complainant. The Investigator(s) of the Formal Complaint at issue will not be allowed to serve as the Hearing Officer. Likewise, any individuals serving as Advisors for any Party involved in the Formal Complaint at issue may not be a Hearing Officer for the hearing. The Hearing Officer selected may be an external third party who is not employed by with the University.

The Title IX Coordinator may not serve as a Hearing Officer in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, the Title IX Coordinator may designate another individual to fulfill this role.

2. Evidentiary Considerations

Any evidence that the Hearing Officer determines is relevant and credible may be considered.

The Hearing Officer will not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming the University uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The Parties may each submit a written impact statement prior to the hearing for consideration by the Hearing Officer. The Hearing Officer will consider this statement at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Hearing Officer renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

3. Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings with sufficient time for the party to prepare to participate.

The notice may also contain, at the University's discretion:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Hearing Officer and Parties to see and hear a Party or witness answering questions.
- A list of all those who will attend the hearing, along with an invitation to object to any Hearing Officer on the basis of demonstrated bias.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any Party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the Party's or witness's testimony and any statements given prior to the hearing will not be considered by the Hearing Officer. For compelling reasons, the Title IX Coordinator may reschedule the hearing.
- Notification that the Parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The Party should notify the Title IX Coordinator at least ten (10) business days before the hearing if they do not have an Advisor, and the University will appoint one for the limited purpose of conducting questioning during the hearing.
- An invitation to each party to submit to an impact statement pre-hearing that the Hearing Officer will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether Parties can bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held within a reasonably prompt time frame.

If the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student alleged to have violated this Policy is not in good standing to graduate.

4. Alternative Hearing Participation Options

If a Party or Parties prefer not to attend or cannot attend the hearing in person, the Party should request alternative arrangements from the Title IX Coordinator or the hearing facilitator at least five (5) business days prior to the hearing.

The Title IX Coordinator can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Hearing Officer know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

5. Pre-Hearing Preparation

The Title IX Coordinator or other designated hearing facilitator after any necessary consultation with the Parties or Investigator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator or have proffered a written statement or answered written questions, unless all Parties and the Hearing Officer agree to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the Parties and Hearing Officer do not assent to the admission of evidence newly offered at the hearing, the Hearing Officer may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The Parties will be given the name of the Hearing Officer in advance of the hearing. All objections to any Hearing Officer must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than five (5) business days following receipt of the Hearing Officer's name. A Hearing Officer will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Hearing Officer a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Hearing Officer who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Hearing Officer is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the Parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Hearing Officer at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Hearing Officer.

6. Pre-Hearing Meetings

The Hearing Officer may convene a pre-hearing meeting(s) with the Parties and/or their Advisors to invite them to submit the questions or topics they (the Parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Hearing Officer can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration based on any new information or testimony offered at the hearing. The Hearing Officer must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

The Hearing Officer, only with full agreement of the Parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator in the investigation report or during the hearing.

At each pre-hearing meeting with a Party and their Advisor, the Hearing Officer will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator may be argued to be relevant.

The Hearing Officer may rule on these arguments pre-hearing and will exchange those rulings between the Parties prior to the hearing to assist in preparation for the hearing.

The pre-hearing meeting(s) will not be recorded.

7. Hearing Procedures

At the hearing, the Hearing Officer has the authority to hear and make determinations on all allegations of sexual harassment.

Participants at the hearing will include the Hearing Officer, the hearing facilitator (if applicable), the Parties, Advisors to the Parties, any called witnesses, and anyone providing authorized accommodations or assistive services.

The Hearing Officer will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Hearing Officer and the Parties and will then be excused.

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the procedure will be to hear the allegations jointly, unless the University permits the investigation and/or hearings pertinent to each Respondent to be conducted separately because there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

a. Testimony and Questioning

The Parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Hearing Officer. The Parties/witnesses will submit to questioning by the Hearing Officer, if applicable, and then by the Parties through their Advisors. This process is known as cross-examination.

All questions are subject to a relevance determination by the Hearing Officer. The Advisor, who will remain seated during questioning, will pose the proposed question orally, the proceeding will pause to allow the Hearing Officer to consider it (and state it if it has not been stated aloud), and the Hearing Officer will determine whether the question will be permitted, disallowed, or rephrased.

The Hearing Officer may invite explanations or persuasive statements regarding relevance with the Advisors, if the Hearing Officer so chooses. The Hearing Officer will then state their decision on the question for the record and advise the Party/witness to whom the question was directed, accordingly. The Hearing Officer will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Hearing Officer will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complaint's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The Hearing Officer has the final determination of whether questions may be asked and whether they are relevant.

If a Party's Advisor of choice refuses to comply with the University's established rules of decorum as determined by the Hearing Officer for the hearing, the University may require the party to use a different Advisor. If a university-provided Advisor refuses to comply with the rules of decorum, the University may provide that Party with a different Advisor to conduct cross-examination on behalf of that Party.

b. Refusal to Submit to Cross-Examination

If a Party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Hearing Officer may nevertheless rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility.*

*Modification is effective as of August 24, 2021. It replaces a provision in prior versions of this Policy that prohibited reliance on such statements. That provision was based on a regulatory requirement of the U.S. Department of Education that has since been vacated by a federal court and that is no longer enforced by the Office for Civil Rights. See Suzanne B. Goldberg, Acting Assistant Secretary for Civil Rights, U.S. Department of Education, "Letter to Students, Educators, and other Stakeholders re Victim Rights Law Center et al. v. Cardona," p.1 (August 24, 2021).

The Hearing Officer may not draw any inference solely from a Party's or witness's absence from the hearing or refusal to answer cross-examination. However, if a Party or witness refuses to answer a Hearing Officer's questions, the Hearing Officer may rely on that Party or witness's statements.

c. Recording Hearings

Hearings will be recorded by the University for purposes of review in the event of an appeal. The Parties may not record the proceedings, and no other unauthorized recordings are permitted. The recording will be available to the Parties for inspection and review. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

8. Decision-Making

The Hearing Officer will determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. The preponderance of the evidence standard of proof is used.

When there is a finding of responsibility on one or more of the allegations, the Hearing Officer may then consider the previously submitted Party impact statements in determining appropriate sanction(s).

The Hearing Officer will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party or parties.

The Hearing Officer may consider the statements, but they are not binding. The Hearing Officer will determine the appropriate sanction(s), and in the process of doing so, may consult with other appropriate administrators.

9. Written Determination

After reaching a decision, the Hearing Officer will prepare a written determination which will include the following in a Written Determination:

- Identification of the allegations potentially constituting sexual harassment as defined in this Policy;
- Description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notification to parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, hearings held;
- Findings of facts supporting the determination
- Conclusions regarding the application of the University's policy to the facts;
- Statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any sanctions [or recommendations for sanctions] to be imposed, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided; and
- The University's procedures and permissible bases for any appeal.

This statement must be submitted to the Title IX Coordinator within a reasonable time after deliberation, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the Parties.

The Written Determination will then be shared with the Parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official University records, or emailed to the Parties' University-issued email or otherwise approved account.

iv. Sanctions

The following are the usual sanctions that may be imposed upon students singly or in combination:

- Conduct Probation: A status for a specified period in which a student's conduct is under review. Violations of University expectations and policies while on Conduct Probation may result in suspension or expulsion.
- Housing Probation: A status for a specified period in which a student's on-campus housing status is under review. Violations of University expectations and policies while on Housing Probation may result in residential restrictions or removal.
- Policy Review: Written notification of policy reminders.
- Warning: Written notice to a student that their behavior is incongruent with university standards of conduct. Future misconduct may result in an elevated University response.
- Ban: Excluding a student from university premises or specific University facilities, events, or ceremonies.
- Educational Program or Workshop: Assignment to an educational program or participation in a workshop.
- Civic Service: Community service.
- Educational Project: Research project, reflection prompt, reading, or other assigned learning experience.
- Meetings: Scheduled meetings or other conversations
- Expulsion: Permanent separation of a student from the University

- Revocation of Admission and/or Degree: Revocation of admission to or a degree awarded from the University.
- Suspension: Separation of a student from the University for a specified period, with associated conditions for readmission.
- Withholding Degree: Withholding a degree pending completion of student conduct proceedings, including the completion of all sanctions imposed, if any. The University reserves the right to withhold a degree permanently.

The following are the usual sanctions that may be imposed upon faculty and staff singly or in combination:

- Informal discussions
- Education
- Verbal or written notice of expectations
- Leave of absence
- Transfer
- Demotion
- Resignation
- Dismissal

In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate, in its sole discretion.

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature of the conduct at issue;
- The impact of the conduct on the Complainant;
- The impact of the conduct on the community or the University;
- Prior misconduct by the Respondent, including the Respondent's disciplinary history;
- Whether, and to what extent, the Respondent has accepted responsibility for the conduct;
- The necessity of any specific action to eliminate the conduct, prevent its recurrence, and remedy its effects on the complainant or other University community members; and
- Any other mitigating, aggravating, or compelling circumstances.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

h. Appeals

Any Party may file a Request for Appeal, but it must be submitted in writing to the Title IX Coordinator within five (5) business days of the delivery of the Written Determination.

An appeal should be addressed to:

Title IX Coordinator

Contact: Brice Yates, Ph.D., Title IX Coordinator

Location: Manresa Hall, 107

Phone: 509.313.6910

Email: yatesb@gonzaga.edu

A single Appeal Decision-maker will handle the appeal. No Appeal Decision-maker will have been involved in the process previously. The University will notify the non-appealing Party in writing that an appeal has been filed.

i. Grounds for Appeal

An appeal must be in writing and specify the basis for appeal. The original finding is presumed to have been decided reasonably and appropriately by a preponderance of the evidence. The only grounds for appeal are as follows:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

- The Title IX Coordinator, investigator(s), 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.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, an appeal request will be denied, and the Parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Party or Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Officer will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given five (5), business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded to all Parties for review and comment.

A non-appealing Party may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy and either denied or approved. If approved, it will be forwarded to the Party who initially requested an appeal, the Investigator(s) and/or original Hearing Officer, as necessary, who will submit their responses in five (5), business days, which will be circulated for review and comment by all parties.

Neither Party may submit any new requests for appeal after this time period. All decisions will apply the preponderance of the evidence standard.

A Written Decision on Appeal will be sent to all parties simultaneously, which will include the decision on each approved ground and rationale for each decision. The Written Decision on Appeal may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' University-issued email or otherwise approved account.

ii. Sanctions Status

During the Appeal Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

University may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

i. Remedies

In addition to any sanctions imposed, the Title IX Coordinator may implement additional remedies or actions with respect to the Parties and/or the University community that are intended to stop sexual harassment, remedy the effects and prevent reoccurrence.

These remedies/actions are designed to restore or preserve equal access to the University's education program or activity and may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the Parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies that may be provided by the University to the Respondent to ensure no effective denial of educational access.

The University will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the University's ability to provide these services.

j. Recordkeeping

The University will maintain for a period of at least seven years, records of:

- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
- Any disciplinary sanctions imposed on the Respondent;
- Any remedies provided to the Complainant designed to restore or preserve equal access to the University's education program or activity;
- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom;
- All materials used to train Title IX Coordinators, Investigators, Hearing Officer, and any person who facilitates an Informal Resolution process. The University will make these training materials publicly available on University's website; and
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - The basis for all conclusions that the response was not deliberately indifferent;
 - Any measures designed to restore or preserve equal access to the University's education program or activity; and
 - If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The University will also maintain any and all records in accordance with state and federal laws.

Section 5: Additional University Policies and Procedures

This section contains select excerpts from Gonzaga's Student Code of Conduct and Housing and Residence Life Policies. To read the Student Code of Conduct in its entirety, please refer to <https://www.gonzaga.edu/student-life/student-services/resolution-center/student-code-of-conduct>. To read the Housing and Residence Life Policies in their entirety, please refer to <https://www.gonzaga.edu/student-life/student-services/resolution-center/student-code-of-conduct/standards-of-conduct-and-policies/other-university-regulations/housing-and-residence-life-policies>.

Missing or Absent Student Policy

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

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

A report of a student suspected being absent or missing under unusual or unexplained circumstances must be referred immediately to the CSPA Communications Center, 509-313-2222. This office is staffed 24 hours a day, 365 days a year. Reports may also be made to the Student Affairs office, College Hall 120, 509-313-4100. This office is open Monday-Friday 8:00 am until 5:00 pm. In addition, reports of missing persons may be made to following:

Assistant Director, Training and Recruitment

509-313-4881

Assistant Director, Living Learning Communities	509-313-5302
Residence Director, Coughlin Block	509-313-4160
Residence Director, Catherine Monica Block	509-313-4173
Residence Director, East Block (Mantua, Marian, Dillon, Goller, Chardin)	509-313-4473
Residence Director, West Block (Dassault, Burch, Sharp Apartments, Corkery)	509-313-4648
Residence Director, Kennedy Block	509-313-4471
Residence Director, South Block (Welch, Twohy, Madonna)	509-313-4476
Residence Director, Central Block (DeSmet, Cushing, Dooley)	509-313-4524

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

If the University is advised of the unusual or unexpected absence of a student, reasonable steps will be taken to gather information to locate the student or establish his or her well-being. CSPS is responsible for conducting an inquiry and making a determination the student is "missing." As part of an inquiry, instructors, advisors, parents, friends, law enforcement officials, and others may be contacted. In addition, social media sites such as Facebook, Twitter, etc. may be accessed and activity on university-issued email accounts may be checked.

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

Any student living in a university-owned, leased, managed, or operated residential facility may list a confidential contact person or persons to whom the University will notify within 24 hours of a determination by the CSPS Department that the student is missing. The confidential contact information will be maintained jointly by the CSPS Department and the Office of Housing and Residence Life. Students will be prompted to designate a confidential contact on the ZagLiving platform when submitting a housing application. This information is confidentially maintained, will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel as part of a missing person's investigation.

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

Regardless of whether a residential student lists a confidential contact person, is above the age of 18 years, or is an emancipated minor, the CSPS Department will inform the SPD within 24 hours of the determination that a student is missing, unless SPD was the entity that made the determination that the student was missing. When the CSPS Department notifies the SPD of the missing student report, SPD will become the lead agency on the investigation. CSPS will assist the SPD with continued inquiry within the campus community.

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

Housing and Residence Life Policies – Selected Sections

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

1. **Absences:** Prolonged and unannounced absences from your room may be investigated to assure either that you are safe or that you are in compliance with your residency requirement or rental agreement. This may involve room entry, contacting emergency contacts or roommates, or even reporting the situation to the local police department. Please see the section on "Missing Students."
2. **Entry, Search, and Confiscation:** The Entry, Search, and Confiscation Procedures contained within this section apply to residents and guests of all buildings operated by the Office of Housing and Residence Life.
 - a. Entry, University Official – Entry by a University Official may occur for several reasons. Examples include, but not limited to: (a) to insure that health and/or safety standards are being met, including safety inspections during break periods; (b) for purposes of repair, construction, or inventory; or (c) when there exists reasonable suspicion that a violation of University policy or law is being committed, or has been committed; and/or that a delay in such entry would endanger the health and safety of the resident, residential community or property, or result in the probable destruction of material relating to the violation. (d) concern for the immediate physical and/or emotional health and well-being of a resident or guest. Where possible, notice of intent to enter a room or property will be given to the resident in advance. However, advance notice of room entry may not be practical when emergencies arise.
 - b. Entry and Search, University Official – The entering of a room and a subsequent search of that room may occur when there exists a reasonable suspicion that a violation of student conduct expectations is being committed, or has been committed, and/or the delay would endanger the health and safety of the resident, residential community, and/or result in the probable destruction of material relating to the violation.
 - c. Confiscation of Items – Any item within a university residential facility which is prohibited or which reasonably indicates a violation of University policy is subject to removal and confiscation. This includes, but is not limited to, items within bags and/or storage containers not owned by the University. Removal of the item does not require express permission on the part of the room occupant(s). The University reserves the right to confiscate, retain, and dispose (at any time) of any and all illegal, dangerous, or prohibited items, regardless of value or ownership. Items confiscated under this policy may be returned to a student at the discretion of Housing and Residence Life Staff. Housing and Residence Life Staff and Security staff are not able to promise, guarantee or arrange for items to be returned. A written request must be made to the Student Affairs Executive Office before the end of the current term for consideration of extraordinary situations.
3. **Fire Escapes:** Students are prohibited from loitering upon, or conducting any activity on or from, a fire escape or fire escape platform.
4. **Fire/Smoke Detection Equipment:** All University residences are equipped with fire and/or smoke detectors, many of which operate using batteries as a primary or back-up source of power. Students are required to maintain their fire/smoke detectors in working order. If a fire/ smoke detector (a) does not operate when tested, or (b) alerts the student to a failing battery, the student must promptly contact the Plant Services department (extension 5656) to make a maintenance request for the repair of the unit. Tampering or modification of smoke detectors or fire detection equipment to limit its ability to detect smoke is prohibited and will result in a referral to the Resolution Center for Student Conduct and Conflict.
5. **Guests and Overnight Visitors:**
 - a. Guests can be, without limitation, any but not limited to the following: Gonzaga students, personal friends, family, 'friends of friends' or acquaintance, or a person who has explicit or assumed permission to be in an assigned residential space.
 - b. All residents of the room, suite, apartment, or house must consent to visitation of the space. The right of a resident to live in reasonable privacy takes precedence over the right of their roommate to entertain a guest in the room, suite, or apartment.

- c. Guests must be escorted by the resident they are visiting, whether inside the room or in a common area. Guests found to be without an escort may be required to leave the building immediately.
 - d. Residents are responsible for guest compliance with the Student Code of Conduct, Housing and Residence Life Policies and other University policies and may be held accountable for the actions of their guest.
 - e. Guests are allowed in facilities between 9:00 am and 2:00 am.
6. **Windows/Window Screens:** Window screens are not to be loosened or removed under any condition. If your screen comes loose by itself, please place a work order to have it repaired. A missing screen at the year's end will be charged to the resident(s) in damage charges. Endangering the safety or property of others by dropping/throwing objects from windows, endangering oneself by sitting on the window ledge or by climbing in or out windows will result in disciplinary action. Banners, flags, posters, and other hangings are not allowed to be displayed outside of windows or from ledges.

Student Code of Conduct –Selected Sections

ALCOHOL POLICY

The use of alcoholic beverages on university property, at University events, and off-campus must be consistent with University policy and applicable law. In the case of Gonzaga in Florence and other branch campuses or programs, the use of alcoholic beverages must be consistent with the laws of the jurisdiction where University programs are located. All Washington state and Spokane City laws regarding alcohol are incorporated into this policy.

1. Definitions

- a. Guests: Gonzaga students, personal friends, family, 'friends of friends' or acquaintance, or a person who has explicit or assumed permission by a host to be in that space.
- b. Paraphernalia: Equipment, supplies, and other materials for use in alcohol consumption. This may include shot glasses, wine glasses, shakers, 'beer bong', beer pong tables/cups/balls/dice, or other drinking game materials. This does not include articles of clothing or other branded merchandise that is not used or intended for use in facilitating alcohol consumption.

2. Applicable Conduct:

- a. A person under 21 years of age acquiring, possessing or consuming any alcohol is prohibited. This includes empty alcohol containers.
- b. A person under 21 years of age possessing alcohol paraphernalia is prohibited.
- c. A person under 21 years of age purchasing or attempt to purchase any alcohol is prohibited.
- d. Selling, giving, or otherwise supply alcohol to any person under 21 years of age is prohibited.
- e. Permitting a Guest under 21 years of age to consume alcohol on a premises under a host's control (e.g. residence) is prohibited. Residential students may be held accountable for the actions of their guests, whether the hosts are present or not at the time of the behavior and or possessing or consuming alcoholic beverages.
- f. Misrepresentation of age or the use of false or forged documents (such as a driver's license from any state) to obtain alcohol is prohibited.
- g. Consuming alcoholic beverages when consumption leads to dangerous or disruptive behavior, over-intoxication, or public drunkenness is prohibited.
- h. Playing drinking games or engaging in other behaviors that facilitate, promote, or replicate competitive excessive, accelerated, or abusive consumption of alcoholic beverages (e.g. "Beer bong", pong table set-ups, "shot gunning", Black Out Rage Gallon (BORG)) is prohibited. Equipment, supplies and paraphernalia for use in these games and other behaviors are also prohibited.
- i. A person 21 years of age or older possessing or consuming alcoholic beverages in an area (both interior and exterior) that is not an approved venue for alcohol consumption is prohibited.

j. Possessing mass quantities of alcoholic beverages is prohibited. This includes, but is not limited to kegs, multiple cases of beer, and multiple bottles of hard liquor. Exceptions may apply for organizations that are facilitating an approved University event.

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

4. The following allows for approved alcohol consumption for persons 21 years of age and older:

a. Residents of a residential room/suite/apartment when all assigned residents of the room/suite/apartment are at least 21 years of age, and the room/suite/apartment is in a building/area designated for students 21+ years old by Housing and Residence Life. University regulations do not permit the possession or consumption of alcoholic beverages in common areas (both interior and exterior).

b. Only Recognized Student Organizations may seek authorization for events with alcoholic beverages present. Authorization may be granted by submitting an Event Request form on Zagactivities. Request for such events does not guarantee permission will be granted. For information about Recognized Student Organizations, please refer to the Center for Student Involvement.

c. Student organizations which violate University alcohol policies may be held accountable by processes outlined in Club Policies. In addition, individuals and groups involved may be held accountable through the Student Code of Conduct.

DRUG POLICY

Any use of drugs, including prescription and over the counter medications, must be consistent with university policy and applicable Washington state and federal law.

1. Definitions:

a. Consumption: Breathing, inhaling, ingesting, injecting, smoking, snorting, and/or swallowing.

b. Drugs: Any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound or combination, including any otherwise lawfully available product used for any purpose other than its intended use (e.g., the misuse of prescription drugs, over the counter drugs, or household products). The University classifies drugs into three categories:

i. Cannabis (marijuana): Cannabis or the psychoactive compounds found in cannabis and intended for human use or consumption, regardless of form. This includes the use of products that include THC or CBD. This excludes hemp fabrics.

Although Washington State Chapter 69.50 RCW allows persons over the age of 21 to possess small amounts of cannabis for personal use, Gonzaga University abides by federal law prohibiting the possession, use, consumption, purchase, manufacture, distribution, or sale of cannabis, regardless of age.

ii. Drugs and/or controlled substances: Cocaine, fentanyl, Psilocybin mushrooms, heroin, LSD and other hallucinogens, barbiturates and other sedative-hypnotics, amphetamines, methamphetamines, MDMA (Ecstasy), PCP, and any drugs or substances listed on Federal or Washington State schedules of controlled substances.

iii. Misuse of prescription drugs or other products: Opiates/painkillers (i.e. morphine, oxycodone), stimulants (i.e. Ritalin, Adderall), sedative-hypnotics (i.e. barbiturates, anxiolytics), and other psychoactive drugs. This includes taking medication without a prescription, taking more than the prescribed dose of a medication, sharing or selling prescription medication, or using a prescription medication or other lawfully available

product (e.g. over the counter drugs, or household products) for a purpose or in a manner other than the intended use (i.e. to produce an altered state or intoxication).

- c. Guests: Gonzaga students, personal friends, family, 'friends of friends' or acquaintance, or a person who has explicit or assumed permission by a host to be in that space.
- d. Paraphernalia: Equipment, supplies, and other materials used to produce, consume, or conceal drugs. This may include glass bongos, rolling papers, scales, air filters, pipes.
- 2. Applicable Conduct:
 - a. Possession, use, or consumption of Drugs is prohibited.
 - b. Possession, use, manufacture, or sale of Drug Paraphernalia is prohibited.
 - c. Manufacture, sale, distribution, transfer, or possession with intent to manufacture, deliver, or sell Drugs is prohibited.
 - d. Permitting a Guest to possess or consume Drugs on a premises under the host's control (e.g. residential room) is prohibited.
 - e. Misrepresenting oneself or to use false or forged documents (such as a driver's license from any state) to obtain Drugs is prohibited.
 - f. Unauthorized possession or misuse of prescription drugs or other products is prohibited. Prescription drugs must either be kept in its original container with appropriate labeling or valid prescription information must be presented to verify the prescription is for the owner.
 - g. Being under the influence of drugs leading to an altered state or intoxication is prohibited.
- 3. The University reserves the right to confiscate, test, retain and dispose of/destroy all drug-related items regardless of value or ownership.

WEAPONS, FIREWORKS, AND EXPLOSIVES POLICY

The presence and use of weapons on campus presents a potential threat to the safety of all community members. Use or display of weapons may result in threat or injury to self or others. Use or display of weapons, whether intentional or not, is generally inconsistent with the University's student code of conduct and may be illegal.

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

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

GUEST CONDUCT AND RESPONSIBILITY POLICY

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

personal friends, family, 'friends of friends' or acquaintance, or a person who has explicit or assumed permission to be in an assigned residential space.

HAZING POLICY

Gonzaga University is committed to providing for the safety, health, and welfare of the entire campus community by educating its members on the dangers of hazing and holding community members accountable. Gonzaga University strictly prohibits hazing and seeks to foster a supportive and respectful community for its members.

A. **Hazing Prohibited:** No Gonzaga University staff member, faculty member, student employee, or volunteer may conspire to engage in hazing or participate in hazing of another. Gonzaga University utilizes the "Stop Campus Hazing Act" definition of hazing for the purpose of Clery Act reporting and relies on RCW 28B.10.090 to determine if a student and/or organization has committed a violation.

B. **Definitions**

- a. **Hazing.** Pursuant to RCW 28B.10.900, the term "Hazing" includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with the respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions.

Hazing includes, but is not limited to:

1. Acts that cause, or are likely to cause, bodily danger or physical harm, such as beating, bondage, branding, calisthenics (e.g., wall-sits, sit-ups, push-ups, and/or other forms of forced physical activity), exposure to the elements, kicking, paddling, pushing, shoving, striking, tackling, throwing items at or on individuals, whipping, and/or forced, excessive, or coerced consumption of food, alcohol, cannabis, drugs, or any other substance.
2. Acts that cause, or are likely to cause, psychological or emotional harm, such as exclusion from social contact, isolation, kidnapping or abandonment, line-ups or berating, sleep deprivation, and/or food deprivation.
3. Activities that a reasonable person would view to be frightening, humiliating, intimidating, or deceptive (including deception intended to convince the individual of impending pain, injury, or non-initiation) such as: blindfolding; having individuals yell when entering or departing a physical structure or in the presence of designated individuals; having individuals use designated entrances or exits and/or not permitting them to enter general use facilities or spaces; intentionally creating labor or clean-up work; not allowing individuals to wear certain garments or accessories; promoting servitude; requiring individuals to complete personal errands; requiring individuals to wear apparel that is conspicuous, lewd, or uncomfortable; and/or requiring individuals to wear scant clothing or to be nude.
4. Participation in any act of a sexual or lewd nature.
5. Activities that endanger or have the potential to endanger the academic performance or personal life of an individual such as: not allowing adequate time for or interfering with academics, employment, or other personal obligations.
6. Any destruction or removal of public or private property.
7. Activities that violate federal, state, or local laws.
8. Activities that violate University policies.

b. **Athletic Team**

A group of students who are associated with each other through an organized athletic team. Teams may include intercollegiate teams, club sports teams, and intramural teams and may be organized by the Athletic Department or Student Affairs.

c. **Employee**

A person who is receiving wages from the University and is in a position with direct contact with students in a supervisory role or position of authority. "Employee" includes student employees. "Employee" does not include persons employed as medical staff with an affiliated organization, entity, or extension of Gonzaga University, unless the employee has a supervisory role or position of authority over students. "Employee" does not include confidential employees such as Lutheran Social Services Advocate, SAFeT, priests serving as a sacramental confessor, any ordained religious serving in a sacred confidence role.

d. **Living Group**

A group of students living in university owned, leased, or managed residential property or building in which an application or selection process for membership is required. Examples include Logan House and Living Learning Communities (LLC).

e. **Student**

A person enrolled or taking course(s) at Gonzaga University whose primary relationship with the University is a student and therefore, defined through the Student Code of Conduct. This includes a person enrolled at the University for the immediately preceding term and/or a person eligible for continued enrollment.

f. **Student Organization**

A group of students who are associated with each other and who have registered with the University as an organization through Student Affairs policies for recognized organizations. "Organizations" may also be groups who are recognized by an academic unit or University department.

g. **Volunteer**

A person who provides or offers to provide services without payment for a university sponsored activity or program.

h. **Reasonable cause**

A person witnesses hazing or receives a credible written or oral report alleging hazing or potential for a planned hazing activity.

C. **Jurisdiction:** This policy applies to behavior that occurs on or off-campus and includes University sponsored, or approved and non-University events, activities, and programs, as well as non-University events.

D. **Reporting Hazing**

Mandatory Duty to Report

Employees and Volunteers: All Gonzaga University Employees (staff, faculty, and student employees) and Volunteers are subject to a mandatory reporting obligation. If, as a result of observations or information received in the course of their employment or volunteer service, any Gonzaga University Employee or Volunteer has reasonable cause to believe that hazing has occurred, the Employee or Volunteer shall report the incident or cause a report to be made. The Employee or Volunteer shall make the report at the first opportunity to do so.

Other: Students, community members, parents, families, and others are encouraged to report any concerns regarding hazing to the University, to allow Gonzaga an opportunity to review the information and assess whether an organization or athletic team may have engaged in behavior in violation of this policy.

Amnesty Policy:

A person who witnesses hazing or has reasonable cause to believe hazing has occurred or will occur and makes a report in good faith may not be sanctioned for the violation of hazing unless the person is engaged in the planning, directing, participating, or the act of hazing reported.

a. How to Report

To report a violation under this policy or to file a complaint, contact:

The Resolution Center for Student Conduct and Conflict or Human Resources.

Any person may file a report using the [Conduct Hazing Reporting Form](#)

Nothing in this policy shall preclude a person from independently reporting hazing or suspected hazing activity to law enforcement.

b. Process Used to Investigate Hazing Incidents

Resolution Center

1. Report a Concern

2. A hazing report is received by the university

3. The Director of the Resolution Center (or designee) is assigned to the case

4. The Director of the Resolution Center (or designee) completes intake meeting and/or fact gathering to determine next steps:

Option A – Not moving forward due to insufficient information/evidence

Option B – Moving forward to open an investigation (see below for Step 2)

5. Investigative Interview of Impacted Parties

6. Notice of investigation is sent to organization leadership

7. Notice of interviews are sent to the impacted parties/witnesses/victims

8. Interviews of impacted parties

9. Following the interviews of impacted parties, the Director of the Resolution Center (or designee) will determine if there's enough information to charge the organization for a violation of the Conduct Code regarding hazing

Option A – No charge(s) towards the organization due to insufficient information/evidence

Option B – Charge(s) (see below for Step 3)

Student Conduct Resolution Process

10. Notice of charges/violations are sent to organization leadership

11. Conduct officer conducts Student Conduct Resolution Process with appropriate student leadership and/or other involved students

12. Following the Student Conduct Resolution Process, the conduct officer will determine whether the organization had violated the Student Code of Conduct by utilizing preponderance of evidence standard.

Option A – Preponderance is not met thus the organization will be found not responsible for hazing

Option B – Preponderance is met thus the organization will be found responsible for hazing and issued the appropriate sanction

Each student organization is provided the opportunity to appeal against the decision of their case and will follow the appropriate appeal procedures.

Throughout the entire process, the Resolution Center for Student Conduct and Conflict is engaged with campus partners and stakeholders on the status of the investigation.

i. **Human Resources**

1. Initial Intake
 - a. Receive Report: Accept the report via official channels (e.g. online form, email, in-person) See Section D(c)(i)(2).
 - b. Acknowledge Receipt: Confirm receipt with the reporting party and advise regarding confidentiality
2. Preliminary Assessment
 - a. Assess Urgency: Determine if there is an immediate threat to safety. If so, alert Campus Security and/or Law Enforcement
 - b. Determine jurisdiction: Confirm whether the incident falls under HR's scope or needs referral (e.g., Student Affairs, Title IX)
3. Investigation Planning
 - a. Assign Investigator: Designate and HR partner to lead the investigation
 - b. Outline Scope: Define scope of investigation, including individuals' involvement and relevant policies.
4. Fact Finding
 - a. Conduct Interviews: Speak with the complainant, respondent(s), and witnesses
 - b. Collect Evidence: Review documents, communications, photos or videos related to the incident.
5. Analysis & Findings
 - a. Evaluate Evidence: Compare findings against university policies and hazing definitions.
 - b. Determine Outcome: Decide if hazing occurred and identify any policy violations.
6. Resolution and Action
 - a. Take Action: Recommend disciplinary measures, training, or other corrective actions.
 - b. Notify Parties: Communicate the outcome to involved parties, maintaining need to know confidentiality.
7. Documentation and Follow Up
 - a. Document process: Maintain detailed records of the investigation and outcome
 - b. Monitor Compliance: Ensure any corrective actions are implemented and effective.

Transparency Reports: Information related to findings of violations by student organizations, athletic teams, or living groups can be found [Hazing Violations Report - Gonzaga University](#).

E. **Violations**

- a. Sanctions for Violating the Hazing Policy
 - i. In the event of an alleged violation of this policy, a student will be referred to the Resolution Center for Student Conduct and Conflict for review. Individuals found to have violated this Policy, or any section of the Student Code of Conduct may be subject to disciplinary action and sanctions as outlined in the Code.

- ii. Student Groups and individual student group members may be formally charged collectively and/or individually when student group members act in the capacity of membership in the group, including member(s) knowing or having reasonable cause to know of such actions.
- iii. Employees, including student employees, who fail to comply with the mandatory reporting requirements of this policy may be subject to corrective action up to dismissal from employment in accordance with the procedures as articulated in the Faculty Handbook and Policy and Procedures Manual and/or Student Employment Manual.
- iv. Washington State law (RCW 28B.10.901) also imposes the following sanctions on those responsible for hazing:
 - 1. Any person who violates state hazing laws, in addition to other sanctions that may be imposed, shall forfeit any entitlement to state-funded grants, scholarships, or awards for a time period determined by the University;
 - 2. Any organization, association, or group that knowingly permits hazing by its members or others subject to its direction or control shall be deprived of any official recognition or approval granted by the University;
 - 3. Certain violations of state hazing law can be misdemeanors punishable as provided under RCW 9A.20.021.
 - 4. Violations of Washington's hazing laws subject an organization, association, academic cohort, or living group to strict liability for harm caused to persons or property resulting from hazing, and its individual members may be held individually liable for damages.

F. Prevention Education

- a. Pursuant to RCW 28B.10.904, Gonzaga University provides [Hazing Prevention Education](#) to all incoming students to complete during their orientation.
- b. RCW 28B.10.907 requires that Gonzaga University provide [Hazing Prevention Education](#) on the signs and dangers of hazing as well as the University's prohibition on hazing annually to all employees with direct ongoing contact with students in a supervisory role or position of authority at the beginning of each academic year and for new employees at the beginning of each academic term.
 - i. Although the law only mandates training for employees who are in "direct ongoing contact with students in a supervisory role or position of authority" Gonzaga University has broadened this requirement and requires all University employees to complete the training on an annual basis.

IDENTIFICATION CARD POLICY

Students must maintain and carry an official student identification card for the entire period they are affiliated with Gonzaga University.

The student ID card is the property of Gonzaga University and must be presented upon a reasonable request of a University Official in the performance of their duties and may be revoked at any time by the University.

No one other than the person to whom the card is issued is to use the official student ID card. Transfer, alteration, falsification, or forgery of the student ID card is prohibited.

To learn more about the ZAGCARD, including information on how to manage lost or stolen ID cards, visit the ZAGCARD Terms and Conditions section of the Campus Card Services website.

KEYS, PASS CARDS AND CODES POLICY

Unauthorized possession, duplication or use of a key, pass card, or code to any University premises, is prohibited.

Loaning a key, pass card, or code to any other person for the purpose of entering a university premises without being accompanied by the legitimate key, pass card, or code holder is prohibited. This includes student identification cards equipped with proximity readers for building entry or other swipe-type cards and keypad codes.

RESTRICTED AREA POLICY

Unauthorized entrance, occupancy, or use of university property or premises, including but not limited to, entry onto roofs, secured areas, maintenance and custodial areas, construction sites, departmental storage closets, unassigned residential rooms, areas not intended for student use, and Lake Arthur and the Spokane River adjacent to University property is prohibited. Entry into another student's assigned room without their permission is also prohibited.

Student Code of Conduct Administrative Guidelines

1. Authority

The Division of Student Affairs is responsible for the implementation and administration of the Student Code of Conduct. The determination as to which process will be utilized for the hearing and resolution of allegations of misconduct shall be made by the Resolution Center. The University reserves the right to make any exceptions to written disciplinary procedures if deemed necessary.

2. Preponderance of Evidence Standard

The University uses a preponderance of evidence standard, also known as "more likely than not". A determination of responsibility is based on a finding that the student more likely than not committed the act alleged.

3. Terminating a Conduct Process

If the conduct officer(s) administering a conduct process receives information that suggests another conduct process would be a more appropriate setting or receives information that suggests an incident involves an alleged violation of the University's Harassment and Discrimination Policy, the conduct officer(s) will stop the meeting. The Resolution Center will:

- a. Schedule the appropriate conduct process, or
- b. Consult with the University's Title IX Coordinator to initiate the review and resolution procedures listed in the University's Harassment and Discrimination Policy.

4. In Absentia

In the event that a student or student group does not participate in a conduct resolution process, the conduct officer(s), in the exercise of their discretion, may adjudicate the matter in the absence of such student or student group.

5. Conduct Record

The results of conduct processes are documented, and this record may be used to establish a student's or student group's conduct history at the University.

6. Role of an Advisor

The role of an advisor is to provide support as a student or student group represents themselves in the process. An advisor does not actively participate in any part of a Student Code of Conduct process. An advisor may privately consult with and advise a student or student group during the proceeding but may not act as a representative of or spokesperson for a student or student group; nor may an advisor provide any information on behalf of the student or student group, examine a witness, or otherwise participate in a conduct proceeding. Neither a witness nor a potential witness is permitted to serve as an advisor. Advisors must make themselves available for all hearing processes as requested by the student or student group and the individual schedules of advisors generally has no impact upon the scheduling of hearings or other Student Code of Conduct processes.

If an advisor is disruptive to the conduct process, they may be dismissed. Dismissal of an advisor does not constitute grounds to postpone, suspend, or reschedule any conduct process.

REVIEW OF A COMPLAINT

Upon receipt of a complaint against a student, a student group, or a report of alleged misconduct, the Resolution Center may:

1. Refer the complaint for further investigation, and/or
2. Refer the complaint to another University department or
3. Propose resolving allegations against a respondent through an Alternative Resolution Process or
4. Bring a formal charge under the Student Code of Conduct or
5. Determine that no further action is warranted.

A formal charge is warranted when the Resolution Center determines that the circumstances alleged in the complaint are sufficient to create a reasonable belief that a violation has occurred and that conduct action is appropriate. The Resolution Center will notify a student or student group who will be provided the opportunity to respond pursuant to a student conduct resolution process. If information presented during a student conduct resolution process indicates a violation has occurred other than that charged, the conduct officer(s) may find a student or student group responsible for that violation.

A student conduct resolution process shall be conducted within forty-five days of the receipt of a complaint or completed investigation report by the Resolution Center. The Resolution Center or a hearing board chairperson may modify or extend any time frames described in this code for good cause.

Student Groups and individual student group members may be formally charged collectively and/or individually when student group members act in the capacity of membership in the group, including member(s) knowing or having reasonable cause to know of such actions.

1. Formal charges for individual student group member(s) are resolved through student conduct resolution processes as outlined in the Student Code of Conduct.
2. Formal charges for student groups are resolved through the Student Group Accountability Board (SGAB) as outlined in the Student Code of Conduct.

PROCEDURAL RIGHTS AND PROTECTIONS

A respondent or student group participating in a student conduct resolution process is entitled to the procedural rights and protections listed in this section.

A Complainant participating in a student conduct resolution process related to alleged violations of the Harassment and Non-Discrimination Policy or the General Standards of Conduct related to any intentional conduct directed towards a person or group which threatens physical or psychological health or safety is entitled to the procedural rights and protections listed in this section.

- i. Receive advance written notice of the date, time, and location of a student conduct resolution process or other meeting
- ii. Receive written notice of the allegation(s) the basis for the charge, including the date or time frame and the location in which the misconduct is alleged to have occurred
- iii. Notified of the names of the conduct officers
- iv. The opportunity to review any and all documentation and/or information which might be used during the student conduct resolution process as permitted by FERPA and any other applicable privacy laws
- v. The opportunity to be heard and present written documentation, witnesses, and/or other information
- vi. Have access to a trained University staff member who is available to provide general information about the student conduct resolution processes and procedures
- vii. The opportunity to have an advisor of their choice present during any state of the student conduct resolution process

- viii. Written notice of the findings and outcomes, if any, as permitted by FERPA and other applicable privacy laws
- ix. The opportunity to have the findings and/or outcomes, if any, reviewed through the appropriate appeals process

STUDENT CONDUCT RESOLUTION PROCESSES

1. Conduct Review

This process presents an opportunity for the involved student(s) to present information that will be used to determine findings and outcomes related to their alleged policy violation(s). Conduct Reviews are ordinarily conducted by one or two staff members from the Resolution Center and/or their designee(s).

Except for expulsion or suspension, any conduct outcomes may be assigned as the result of a Conduct Review.

2. Conduct Conference

A Conduct Conference is a formal student conduct resolution process in which the involved student(s) are provided an opportunity share information related to an incident involving alleged violation of the Student Code of Conduct. Conduct Conferences are ordinarily conducted by one or two staff members from the Resolution Center and/or their designee(s).

If a Conduct Conference includes both a respondent and a complainant as participants, the Conduct Officer(s) may decide to utilize many of the procedures outlined in the Hearing Board section of the Student Code of Conduct.

Following the Conduct Conference meeting, conduct officers will determine findings of responsibility for each alleged policy violation and assign student conduct outcomes, if any. Except for expulsion, any conduct outcomes may be assigned as the result of a Conduct Conference, including conduct probation or suspension

3. Hearing Board

A hearing board hears and decides cases to determine whether a student or student group is responsible for a formal charge under the Student Code of Conduct. The Resolution Center assigns cases to hearing boards.

1. University Conduct Board (UCB)

1. The UCB hears and decides cases involving allegations of the most serious nature and/or a repeat nature including but not limited to allegations of sexual harassment or misconduct, discrimination, or interpersonal violence. The UCB may assign any conduct outcome(s), including expulsion, suspension, or conduct probation.

2. Student Group Accountability Board (SGAB)

1. The SGAB hears and decides cases involving allegations against a student group. The SGAB may assign any conduct outcome(s) to the student group, including revocation of student group recognition. The SGAB does not make determinations of individual student group member(s) findings or conduct outcomes.
2. A representative of the student group (president, captain, or designee) is responsible for representing the responding student group during the hearing.
3. The representative may identify up to two additional student group members to assist in representing the student group. Within (3) three days of receipt that a hearing will be scheduled, the student group shall provide the Resolution Center in writing the names and contact information of the student group members who will represent the responding student group.
4. Student group advisors and the University department overseeing a student group will be notified in writing of the SGAB's findings and assigned conduct outcomes, if any.

3. Hearing boards are comprised of three conduct officers. One officer serves as panel chairperson and is responsible for meeting oversight to afford a fair and orderly hearing for all participants and to prevent the harassment and/or intimidation of parties and witnesses.
4. Formal rules of evidence do not apply. The responsibility for the resolution of all issues as to admissibility or relevance of evidence, the propriety of questions, and any other procedural matter shall rest solely with the panel chairperson in the exercise of their discretion.
5. Pre-Hearing Procedures
 1. Within (3) three days of receiving notice of a scheduled hearing board meeting, a student or student group wanting to challenge the participation of any conduct officer must notify the Resolution Center in writing providing the name of the conduct officer and the reason(s) for the challenge. The challenge will be forwarded to the Vice Provost for Student Affairs who reserves discretion to make changes in the panel composition. Not filing a challenge with the stated timeframe constitutes a waiver of any objection to the composition of the panel.
 2. To provide time for hearing board members to prepare and review information, a student or student group must submit all additional information to the Resolution Center at least (3) three days prior to the hearing board meeting. Such information may include but is not limited to names and contact information for potential witnesses, documents, reports, writings, photos, and videos. Witnesses not disclosed in advance will not be eligible to participate. Other information shared after this date may not be reviewed in advance of the conduct board meeting but instead will be considered by the conduct board during the conduct board meeting. In hearings involving a respondent and a complainant, any information that is submitted (3) three days in advance will be made available to the other party at least (1) one day in advance to review.
 3. Witnesses, documents, statements, reports and writings submitted by a student or student group should be in addition to university investigative or incident reports prepared and submitted by qualified university officials.
 4. A student or student group is responsible for arranging for the attendance of such witnesses. The University does not coordinate or compel the attendance of such witnesses.
6. Hearing Procedures
 1. Hearing board meetings are not open to the public. All information is private and confidential, and participants will receive instruction as to the preservation of the privacy of all concerned.
 2. All participants shall affirm the truthfulness of their testimony.
 3. Hearing board meetings are recorded by the Resolution Center and no other electronic devices are allowed. Recordings are maintained by the Resolution Center and are considered part of a respondent or student group's conduct record. The Resolution Center will exercise reasonable care to minimize technical issues; however, technical issues that result in no recording or an inaudible recording are not considered procedural defects for the purposes of the appeals process. There shall be no recording of deliberations.
 4. The panel chair shall open a hearing by reading the statement of charges.
 5. The conduct officers will present information related to the case which may include but not be limited to documents, investigative reports, incident reports, or witnesses.
 6. A student or student group may present a response to the charges. The response, if any, may include the introduction of available and relevant documents, physical evidence or through the in-person testimony of witnesses. All witnesses shall be excluded from the hearing except during their own testimony.
 7. Conduct officers may direct questions to a student, student group, or witnesses if present.
 8. Following the presentation of each student's or student group's evidence the panel chair may allow each student or student group to present additional evidence in response.
 9. After the presentation of evidence is complete the panel chair may allow the student or student group to present a closing summation of their case.

10. Upon the completion by all students' or student group's presentation of their case and information, the panel chair will declare the hearing "closed" and no further information will be received by the conduct officers.
 11. The panel chair in the exercise of their discretion may provide a student or student group the opportunity to submit an impact and/or reflection statement which shall be considered when assigning conduct outcomes for findings of responsibility.
 12. Conduct officers will deliberate privately for the purpose of determining whether or not a student or student group is responsible for the violation(s) charged. The determination is made by majority vote and supported by a written statement of the rationale for the decision. If no findings of responsibility are determined, then the proceedings are at an end. For findings of responsibility, the conduct officers will continue deliberations for the purpose of assigning conduct outcomes, if any.
7. Hearings related to alleged violations of the Harassment and Non-Discrimination Policy or the General Standards of Conduct related to any intentional conduct directed towards a person or group which threatens physical or psychological health or safety.
1. A complainant has an identical right to be present at and to participate in all pre-hearing and hearing processes as outlined in hearing board procedures.
 2. The conduct officers may allow the contesting parties to be screened from the vision of one another during the hearing, arrange for attendance by video conference, or make accommodations, all within their sound discretion.
 3. A complainant has the opportunity to present any relevant information in the case against the responding student. This information may be presented by the introduction of any available and relevant documents, physical evidence or through the in-person testimony of witnesses. The panel chair and the conduct officers may direct reasonable questions to witnesses presented by the complainant.
 4. The respondent and complainant may submit, to the panel, questions to be asked of the other party or their witness. Panel members will use their discretion in allowing questions to be asked or reframed. Respondents and complainants may decide to answer or not any question asked of them.
 5. A complainant and a respondent may not directly question one another unless granted permission to do so by the panel chair. If a request to allow direct questioning between the parties is made, the panel chair shall enter into the record a written finding in support of their decision. If a request to allow direct questioning is denied, the chair, at their discretion, may allow the parties to pose additional questions or inquire further into specific matters by submitting these questions/requests in writing to the chair. The chair may then, at their discretion, pose the submitted questions to the other party. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such questions/requests. The chair is empowered to disallow or reframe any questions that are irrelevant, redundant, or otherwise inadmissible.
 6. In matters alleging a violation of the University's Harassment and Discrimination Policy no information, facts or evidence bearing upon the prior sexual conduct of a party shall be introduced into a hearing process absent permission to do so granted by the panel chair. Where a respondent and complainant have a prior intimate or sexual relationship this information may be relevant to determine responsibility, however the mere fact of a current or previous consensual intimate or sexual relationship between the respondent and complainant does not itself imply consent or preclude a finding of responsibility for sexual misconduct. Any prior sexual conduct of the complainant unrelated to the respondent is not relevant and shall not be considered. The prior unrelated sexual misconduct of the respondent may be relevant to the issue of appropriateness of assigning conduct outcomes.

CONDUCT OUTCOMES

If it is determined that a student or student group is responsible for a violation of a University standard of conduct, the nature of the violation, the circumstances surrounding the violation, the student's or student group's prior conduct history (if any), the impact of the misconduct on the community, and conduct outcomes assigned to previous findings for such violations, will be among the factors considered in determining an outcome.

The Resolution Center and/or its designee(s) are not limited to the assignment of conduct outcomes listed in the Student Code of Conduct and the University reserves the right to impose additional and/or different conduct outcomes.

i. Administrative

- (1) **Conduct Probation:** A status for a specified period in which a student's conduct is under review. Violations of University expectations and policies while on Conduct Probation may result in suspension or expulsion.
- (2) **Fees or Fines:** A monetary amount assessed to a student's account, not to exceed \$1,000.00.
- (3) **Housing Probation:** A status for a specified period in which a student's on-campus housing status is under review. Violations of University expectations and policies while on Housing Probation may result in residential restrictions or removal.
- (4) **Policy Review:** Written notification of policy reminders.
- (5) **Restitution:** Financial payment to the University for amounts assessed or incurred because of a Student Code of Conduct violation. Restitution payments between individual students, groups, or other parties are not sanctioned, mandated or administered by the University.
- (6) **Warning:** Written notice to a student or student group that their behavior is incongruent with university standards of conduct. Future misconduct may result in an elevated University response.

ii. Restrictions

- (1) **Loss of Privilege:** Denial of specific privileges for a designated period of time or exclusion of a student or student group from events or ceremonies.
- (2) **Contact restriction:** Communication or contact limitations or prohibition with other member(s) of the University community.
- (3) **Residence-related restrictions within University Housing:** Restriction, relocation, or removal of a student from university housing.
- (4) **Ban:** Excluding a student or student group from university premises or specific University facilities, events, or ceremonies.

iii. Developmental

- (1) **Educational Program or Workshop:** Assignment to an educational program or participation in a workshop
- (2) **Civic Service:** Community service
- (3) **Educational Project:** Research project, reflection prompt, reading, or other assigned learning experience
- (4) **Meetings:** Scheduled meetings or other conversations

iv. Status-based

- (1) **Expulsion:** Permanent separation of a student from the University
- (2) **Revocation of Admission and/or Degree:** Revocation of admission to or a degree awarded from the University.
- (3) **Suspension:** Separation of a student from the University for a specified period, with associated conditions for readmission.

- 4) Withholding Degree: Withholding a degree pending completion of student conduct proceedings, including the completion of all sanctions imposed, if any. The University reserves the right to withhold a degree permanently.
- 5) Revocation of Student Group Recognition: Temporary or permanent revocation of the student group's status as a university recognized student group.

ALTERNATIVE RESOLUTION PROCESSES

Following receipt of a complaint or report, the Resolution Center may propose resolving allegations against a respondent through an Alternative Resolution Process. Examples of Alternative Resolution Processes include mediation, facilitated dialogue, conflict coaching, and restorative justice. Participation in an Alternative Resolution Process must be mutually agreed upon and voluntary for all parties and may or may not result in agreement or resolution.

If resolution is reached through an Alternative Resolution Process, the situation is considered resolved. Agreements are binding and not subject to appeal. Failure to abide by the agreement may result in referral for resolution through an appropriate student conduct resolution process.

If resolution is not achieved, allegations against the respondent will be resolved through one of the conduct processes listed in the Student Code of Conduct.

The use of Alternative Resolution Processes as an appropriate method of resolution is at the discretion of the Resolution Center, based on the facts and circumstances of the case.

APPEAL PROCEDURES

A. Appeal Procedures for Respondents

Respondents have the opportunity to request review of the findings and/or outcomes, if any, of a Student Conduct Resolution Process through the appropriate appeals process.

Respondents may provide a written statement specifically stating the grounds for the appeal and any supporting information.

i. The appeals process is not intended to undermine the original factfinders or undertake an entirely new investigation. An appeal may be filed on one or more of the following grounds:

1. Procedural Error: A procedural defect in published procedures and processes which more likely than not would have had a significant effect on the decision.
2. New Information: The discovery of substantive new information that was unknown or unavailable to the student or student group at the time of the student conduct resolution process that more likely than not would have had a significant effect on the decision.
3. Arbitrary Findings or Outcomes: The Findings or Outcomes that were assigned to the student or student group were unfair or not reasonable considering the facts and circumstances of the case.

Appeal requests must be submitted, using the form linked below, within five days of the date of the decision letter from the Conduct Officer(s). The Resolution Center will confirm receipt of the appeal request. In exercise of reasonable discretion, the Resolution Center may defer assigned conduct outcomes while the appeal is being considered. The status of assigned outcomes will be included in the confirmation of receipt of the appeal request.

The Appeal process is not a rehearing of the case; it is a "documents only" process and no parties are present when an appeal request is reviewed. Appeal Officers are provided with information in the original Student Conduct Resolution Process, the decision made by the original Conduct Officer(s), and information submitted

with the Appeal request. Appeal Officers have access to the recording of the Hearing Board's hearing, if applicable. The Resolution Center and/or its designee may also include a written response to the appeal request.

A panel of three Appeals Officers considers cases resulting in any Status-based Conduct Outcomes. One Appeal Officer considers all other cases.

ii. The Appeals Officer(s) may take the following actions:

1. Remand the case to the Resolution Center with specific instructions to correct a procedural error, review new information and/or reconsider the case.
2. Uphold the original finding and assigned conduct outcomes if it is determined that grounds for an appeal were not met.

The Appeal Officer(s) have seven (7) days to make a decision, which shall be supported by a written rationale statement. Respondents will be notified of the decision. The decision of the Appeal Officer(s) is final and effective immediately.

B. Hearings related to alleged violations of the Harassment and Non-Discrimination Policy or the General Standards of Conduct related to any intentional conduct directed towards a person or group which threatens physical or psychological health or safety.

- i. Complainants have an identical opportunity to request review of the decision (findings and assigned conduct outcomes) of a Student Conduct Resolution Process through the appropriate appeals process as outlined above.
- ii. When the appealing party submits a request for appeal, the non-appealing party will have an opportunity to respond to the appeal. The non-appealing party must submit a response within five days. This response will be included in the materials available to the Appeal Officer(s).
- iii. Complainants will be notified of the decision of the appeal, consistent with any notification provided regarding the original decision. Notification will be made in conformance with privacy laws, including FERPA.

Employee Policies and Procedures Manual –Selected Sections

DOMESTIC VIOLENCE LEAVE

In accordance with the Washington Leave for Victims of Domestic Violence, Sexual Assault, and Stalking law, employees are entitled to time off from work if they are victims of domestic violence, sexual assault, or stalking, or if they are a family member of such a victim. Family member includes child, spouse, parent, parent-in-law, grandparent or a person the employee is dating. Eligible employees are entitled to a reasonable period of leave or may reduce their work schedule. Employees may use paid leave accruals (sick leave, personal and vacation) or have time off without pay. Reasons for the leave include:

- a. To obtain legal or law enforcement assistance.
- b. To obtain treatment for physical or mental injuries or to attend treatment for the family member.
- c. To obtain services from a domestic violence shelter, rape crisis center or other social service agency.
- d. To obtain mental health counseling.
- e. To participate in creating a safety plan, temporary or permanent relocation, or other actions to increase the safety of the employee or employee's family member.

SMOKING

Gonzaga recognizes an obligation to provide an environment reasonably free of health hazards and contaminants that may adversely affect the safety and health of Gonzaga employees and students. In support of this obligation, Gonzaga complies with the Washington State Clean Indoor Air Act, by prohibiting smoking and the use of e-cigarettes in all Gonzaga buildings, and within 25 feet of any entrance, exit, window, or ventilation intake. This includes the use of smokeless or chewing tobacco and electronic nicotine delivery devices and related products. Supervisors are responsible for enforcing the provisions of this policy for their employees and in their work areas. Environmental Health and Safety is responsible for administering this policy. Marijuana, although now legal in Washington State, remains prohibited on university property pursuant to federal law.

DRUG, CONTROLLED SUBSTANCE AND ALCOHOL-FREE WORKPLACE POLICY

Gonzaga University encourages employees who might have a drug, controlled substance or alcohol abuse problem to seek assistance through outside sources or to contact HR for referral to an agency providing rehabilitative and counseling services.

Illegal Drugs: In compliance with the Drug-Free Workplace Act of 1988 (41 U.S. Code, Section 702) and consistent with its Mission Statement, Gonzaga University prohibits in its workplace the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances that are illegal under state or federal law.

Controlled Substances/Prescription Medication: Employees must not be working when they are under the influence of prescription medication that impairs their personal safety or ability to perform the essential functions of their job or affects their perception or judgment. If an employee has been prescribed a controlled substance and the employee or his/her medical professional believes this medication may impair him/her, the employee must report this information to Gonzaga's Accommodations and Leaves Manager (313-5996).

Alcohol: Employees must not be working when they are under the influence of alcohol.

A. Procedure

1. **Administration and Education:** The Assistant Vice President for HR (AVPHR) is responsible for administering the Drug, Controlled Substance and Alcohol-Free Workplace Policy. Information, support, guidance and resources for staff and faculty dealing with a drug, controlled substance or alcohol problem are provided through Curalinc, Gonzaga's Employee Assistance Program (EAP).
2. **Reporting:** Any employees observing or having knowledge of others in a condition adversely affecting their ability to perform job responsibilities or posing a hazard to the safety and welfare of themselves or others shall promptly report such condition to the appropriate supervisor or HR.
3. **Violations:** A violation of this policy may result in actions ranging from mandatory participation in a drug rehabilitation program up to dismissal from employment.
4. **Notifications:** To comply with the Federal Drug-Free Workplace Act, the AVPHR will, if required, notify the appropriate government agency within ten (10) days after receiving notice of an employee's criminal drug statute conviction occurring in the workplace. The Office of Sponsored Research and Programs (SRP) will provide copies of Gonzaga's Drug, Controlled Substance and Alcohol-Free Workplace Policy to all employees involved with federally funded grants or contracts.

B. Testing Program

1. **For-Cause Testing:** Employee drug, controlled substance and alcohol testing may occur whenever a reasonable suspicion exists that an employee is under the influence of illegal drugs, controlled substances or alcohol. When an incident occurs, the employee's supervisor and HR must immediately be notified to review the circumstances and facts related to the event that gave rise to the suspicion that an employee is under the influence. No prior notice is required to test for-cause.
2. **Post-Accident Testing:** Gonzaga reserves the right to require a post-event drug test of employees involved in an on-the-job accident or incident, where there is a reasonable possibility that drug use contributed to the accident.
3. **Group Testing:** Gonzaga reserves the right to conduct drug, controlled substance or alcohol tests for an area, team, shift or department when reasonable suspicion of wide-spread use exists.

4. Testing Company: Drug, controlled substance and alcohol testing will be conducted by a certified testing company.

5. Paid Administrative Leave: If a drug, controlled substance, or alcohol test is administered to an employee, the employee immediately will be placed on paid administrative leave until a full evaluation is complete and an appropriate course of action has been determined.

6. Refusal to Test: Any employee refusing to be tested will be deemed to have failed the relevant test and will be subject to disciplinary action, up to and including dismissal.

C. Washington State Marijuana Law

Gonzaga prohibits the use or possession of marijuana on Gonzaga-owned, leased, or managed property or during any university-sponsored or affiliated activity or program whether on campus or at another location.

As a condition of receiving federal funds, Gonzaga is required by the federal Drug-Free Schools and Communities Act to certify it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illegal drugs and alcohol by students and employees on campus and as part of its activities and programs. At the federal level this law includes any amount of marijuana.

Although Washington State Chapter 69.50 RCW allows people over the age of 21 to possess small amounts of marijuana for personal use, it is in conflict with federal law. When state and federal laws are in conflict, federal law takes precedence.

EMPLOYEE ANTI-HAZING POLICY

Policy

Gonzaga University is committed to providing for the safety, health, and welfare of the entire campus community. Gonzaga University strictly prohibits hazing. The University has published a separate anti-hazing policy for students.

Hazing Defined

Pursuant to RCW 28B.10.900, the term “Hazing” includes any act committed as part of a person’s recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with the respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person’s willingness to participate. “Hazing” does not include customary athletic events or other similar contests or competitions.

Hazing Prohibited

No Gonzaga University staff member, faculty member, student employee, or volunteer may conspire to engage in hazing or participate in hazing of another.

Jurisdiction

This Policy applies to behavior that occurs on or off-campus and includes University sponsored, or approved and non-University events, activities, and programs.

Mandatory Duty to Report

1. All Gonzaga University employees (staff members, faculty members, and student employees) and volunteers have the following mandatory reporting obligation pursuant to state law. If, as a result of observations or information received in the course of their employment or volunteer service, any Gonzaga University employee or volunteer has reasonable cause to believe that hazing has occurred, the employee or volunteer shall report the incident, or cause a report to be made, to the Resolution Center for Student Conduct and Conflict or Human Resources. The employee or volunteer shall make the report at the first opportunity to do so. “Reasonable cause” means a person witnesses hazing or receives a credible written or oral report alleging hazing or potential or a planned hazing activity.

2. A person who witnesses hazing or has a reasonable cause to believe hazing has occurred or will occur and makes a report in good faith may not be sanctioned or disciplined for the violation of this Policy unless the person is directly engaged in planning, directing, or participating in the act of hazing reported.
3. Nothing in this section shall preclude a person from independently reporting hazing or suspected hazing activity to law enforcement.
4. For the purposes of the mandatory reporting requirement, the term “employee” does not include confidential employees or persons employed as medical staff or with a Gonzaga University affiliated organization or entity unless the employee has a supervisory role or position of authority over students.

Violations

Failure to comply with the affirmative duties, responsibilities, and requirements of this Policy may result in corrective action up to dismissal from employment and the University in accordance with the procedures for employee discipline in the Faculty Handbook for faculty members and the Policy and Procedures Manual for staff members.

Washington state law also imposes the following sanctions on those responsible for hazing:

1. Any person who violates state hazing laws, in addition to other sanctions that may be imposed, shall forfeit any entitlement to state-funded grants, scholarships, or awards for a time period determined by the university;
 2. Any organization, association, or group that knowingly permits hazing by its members or others subject to its direction or control shall be deprived of any official recognition or approval granted by the university;
 3. Certain violations of state hazing law can be misdemeanors punishable as provided under RCW 9A.20.021.
- v. Violations of Washington’s hazing laws subject an organization, association, academic cohort, or living group to strict liability for harm caused to persons or property resulting from hazing, and its individual members may be held individually liable for damages.

Prevention Education

Pursuant to RCW 28B.10.907, Gonzaga University shall provide hazing prevention education on the signs and dangers of hazing as well as the University’s prohibition on hazing annually to all employees at the beginning of each academic year and for new employees at the beginning of each academic term. This hazing prevention education may be presented in person or electronically.

WORKPLACE VIOLENCE PREVENTION POLICY

Policy

This policy establishes procedures to minimize the threat of violence in the workplace and provides guidelines for responding promptly to workplace violence. All employees are responsible for minimizing workplace violence. Verbal threats, threatening behavior, or acts of violence by any employee against any person on Gonzaga-owned, leased, or managed property will not be tolerated. Workplace violence will be investigated, and employees who engage in this behavior will be removed from the campus as quickly as safety permits. Violations of this policy will result in appropriate disciplinary action, including potential dismissal. Arrest and criminal prosecution by off-campus authorities are also possible.

A. Prohibited Behavior

While it is not possible to describe all the actions that might constitute threatening or violent behavior, the following conduct is strictly forbidden in the workplace:

1. Harming or threatening to harm another person.
2. Damaging or threatening to damage another person’s property.
3. Committing or threatening to commit acts of workplace sabotage.
4. Possessing a weapon. The term “weapon” is defined as any object designed to cause bodily injury, damage property, or cause a reasonable fear of bodily injury or property damage. The prohibition includes, but is not limited to, firearms, pellet/BB/air guns, replica guns and other simulated weapons, fireworks, home-manufactured cannons or explosive devices, bows and arrows, slingshots, clubs, martial arts devices, and switchblades or otherwise-illegal knives. An object otherwise not considered a weapon may be included within this policy if used as a weapon. Possession of a lawfully issued concealed weapon permit does not exempt a party from this prohibition.

B. Managing Behavior

1. Incidents of Workplace Violence – Notification Requirements

- a. 9-1-1: Employees should call 911 to report violent behavior or immediate threats of violence. An immediate threat includes any behavior that is perceived as likely to lead to violence, such as a verbal altercation which appears to be escalating. Employees are encouraged to err on the side of caution and not hesitate to call 911.
- b. Campus Security & Public Safety (CSPS) (external 509 313-2222, internal 2222): Employees should next call CSPS and explain a 911 call has been placed. CSPS will respond accordingly. CPSS will contact Human Resources at the soonest available opportunity. HR will coordinate services as appropriate.
- c. Functional Area Leadership: Employees should next call their immediate supervisor. If unavailable, the employee should contact their next level of leadership until they have exhausted the functional area chain of command. For example, a faculty member needs to notify their Chair, and depending on accessibility, their Dean, and potentially, the Provost and Senior Vice President. Department and program chairs will notify their dean or vice-president level supervisor.

2. Potential Threat of Workplace Violence

- a. Reporting: Employees should promptly report to their supervisors or Human Resources situations they believe could lead to workplace violence, including, but not limited to, personal situations of domestic violence or the existence of any type of no contact orders such as restraining or anti-harassment orders.
- b. Evaluation: Employees are encouraged to err on the side of caution when evaluating the threat of potential workplace violence. While each situation is unique, circumstances can quickly escalate. In all cases, University personnel will exercise discretion in handling reported information.
- c. Employee Relations: Supervisors are required to seek HR's assistance with potentially volatile situations such as employee disciplinary action or organizational restructuring.

C. Exceptions

1. ROTC - The Director of CSPS has authorized ROTC personnel access to simulated inoperable, ceremonial weapons. The authorization defines the terms and conditions of access, storage, and transportation requirements and is available through CSPS (external 509 313-2222, internal 2222).
2. Academic - With prior approval from both the Provost and Senior Vice President and Director of CSPS, a weapon used in or for specific instruction, theatre production, or approved research may be permitted in university academic, administrative, or support facilities. The AVP and Director will define terms and conditions for weapons use at the time of approval.
3. Washington State Fully Commissioned Law Enforcement Officer - This policy does not apply to Washington State fully commissioned law enforcement officers conducting official business on university property.

D. Assistance and Resources

Human Resources is available to assist employees and supervisors to help prevent workplace violence. This assistance includes opportunities for training to identify situations likely to result in violence, anger management classes, and referrals to the Employee Assistance Program and other resources. Training is also available regarding the handling and reporting of specific volatile situations.

Section 6: Fire Safety and Statistics

Fire Statistics and Safety Education

The Campus Fire Safety Right-to-Know Act of 2007 defines a fire as “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” The act requires colleges and universities with student housing to disclose certain statistics, policies, and information. Included in the requirements is a daily fire log. This log contains the following information about each reported fire on campus: nature of the fire, date and time the fire occurred, and the general location of the fire. The log is available for viewing in the lobby of Huetter Mansion during business hours.

Fires are further categorized in this report by cause: Unintentional (cooking, smoking materials, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural and other); Intentional (arson); and Undetermined. The required statistics to be reported on an annual basis are: number of fires and cause of each fire; number of deaths related to a fire; number of injuries related to a fire that resulted in treatment at a medical facility; and the value of property damage related to the fire.

Occupants of student residential facilities are provided with education and awareness regarding fire safety and evacuation procedures. For occupants of on-campus residence halls this can occur during on-going residence hall programs and during the initial residential hall safety talks that take place on an annual basis at the beginning of the school year. One series of evacuation drills was held in twenty-two (22) residential halls during the calendar year 2024. Halls are indicated in the chart below. All GU owned, leased, managed, or operated apartments and rental houses (12) conducted evacuation drills and occupants can request specific programming for that living unit in addition to the general fire safety material provided them. Residence hall staff members, both student and professional, are provided with fire safety training. Other University staff members that work in the residence halls are provided with awareness and training of fire safety issues.

Reporting Fires and Fire Safety Concerns

Fires should be reported to 911 and CSPS at the time they occur. Reports of fires after the fact should be called in to CSPS at 509-313-2222. In addition, reports of fires after the fact and fire safety concerns may also be made to the Student Affairs Contacts listed on pages 17.

Fire Alarms, Fire Safety Devices, and Flammable Materials

When a fire alarm sounds in a building the occupants of that building must immediately evacuate. If a building's fire alarm sounds call CSPS at 509-313-2222 after you evacuate. Entering or re-entering a building in which a fire alarm is sounding is prohibited unless authorized by a CSPS or Spokane Fire Department official. Failure to evacuate a building during a fire alarm, entering or re-entering a building during a fire alarm is a violation of the Uniform Fire Code. Tampering with, or the unauthorized use of fire safety equipment such as extinguishers, smoke and heat detectors, alarm pull stations, signage or emergency exits is prohibited. This includes activation of a false fire alarm and tampering with any equipment or fixtures used for the purpose of fire, health, or building safety.

Gas or charcoal barbecue grills are prohibited in and around residence halls, including decks and patios of university owned apartment buildings, with the exception of university provided barbecues at individual residence halls and apartment facilities. Electrical BBQs/grills are permitted so long as they do not generate an open flame. The use of equipment that produces, contains, or conducts a continuous open flame—such as candles, potpourri burners, incense, Sterno cans, or other combustibles—is prohibited. Examples of flammable items or materials which are specifically prohibited from any University property include but are not limited to: gasoline containers (full or empty); gas-operated camping equipment (e.g., Coleman stoves); engines or engine parts; propane tanks; and liquid oxygen containers. Other examples of commonly utilized flammable materials that are considered dangerous and therefore prohibited include: chemical compounds and components, open-coil burners; open-coil space heaters; and candles. In addition, natural Christmas trees are prohibited. Fire pits and campfires are prohibited in and on the property of all Gonzaga-owned, leased, managed, or operated residential facilities without pre-approval by the Residence Director. Halogen lamps are not allowed in Gonzaga University residence halls, apartments, and properties. There is extreme hazard and fire danger associated with the high temperatures at which halogen lamps burn (750-1100 degrees Fahrenheit). These high temperatures can ignite bedding, paper, posters, curtains, etc., when they come in contact with the bulb.

Smoking of any kind is prohibited inside residence hall facilities, including stairwells, balconies, and any grounds area closer than 25 feet from the structure. Evidence of smoking, including presence of residual odor, will be responded to as a violation of this policy. Fire safety systems are regularly serviced by both University personnel and an outside fire protection company. Improvements in the systems may be made by the University in the future as determined by need. Fire safety systems are upgraded and replaced as necessary. There are no current plans for future improvements of fire safety systems.

Fire Evacuation Procedures

General Evacuation Procedures:

- In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave.
- Once safely outside a building, it is appropriate to contact 911 and then Campus Security and Public Safety at 509-313-2222.
- Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm.
- In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave.
- Each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Student Housing Evacuation Procedures:

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have been trained to do so.
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Residence Life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Residence Life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

Fire Alarm and Safety Devices Policy

Tampering with, or the unauthorized use of, fire safety equipment including but not limited to extinguishers, smoke and heat detectors, alarm pull stations, fire sprinklers, signage or emergency exits is prohibited. This includes activation of a false fire alarm and tampering with any equipment or fixtures used for the purpose of fire, health, or building safety.

Failure to evacuate a building during a fire alarm, or entering or re-entering a building during a fire alarm is prohibited unless authorized by an official of the Spokane Fire Department, Campus Security & Public Safety, or other University Official.

Fire Systems and Statistics

FIRE SAFETY SYSTEMS – ON CAMPUS RESIDENCE HALLS

X	Smoke Detectors (Central)	Central Reporting	Smoke Detectors (Battery)	Thermal Detectors	Pull Stations	Sprinkler System	Fire Drills Conducted
Alliance (629 E. Boone)	X	X	X	X	X	X	X
Burch Apts. (224 E. Sharp)		X	X	X	X	X	
Catherine/Monica (902 N. Cincinnati)	X	X	X	X	X	X	X
Chardin (703 E. Sharp)	X	X	X	X	X	X	X
Corkery Apts (601 E. Sharp)		X	X	X	X	X	X
Coughlin Hall (816 N. Cincinnati)	X	X	X	X	X	X	X
Crimont (1321 N. Standard)	X	X	X	X	X	X	X
Cushing (604 E. Sharp)	X	X	X	X	X	X	X
DeSmet (1102 N. Standard)	X	X	X	X	X	X	X
Dillon (604 E. Sharp)	X	X	X	X	X	X	X
Dooley (318 E. Sharp)	X	X	X	X	X	X	X
Dussault Suites (118 E. DeSmet)		X	X	X	X	X	X
Goller (630 E. Sharp)	X	X	X	X	X	X	X
Kennedy Apts. (121 E. Boone)		X	X	X	X	X	X
Lincoln (701 E. Boone)	X	X	X	X	X	X	X
Madonna (1020 N. Cincinnati)	X	X	X	X	X	X	X
Marian Hall (1015 E. Boone)	X	X	X	X	X	X	X
Roncalli (711 E Boone)	X	X	X	X	X	X	X

Sharp Apt./House (418 E Sharp)		X	X	X	X	X	X
Twohy Hall (801 E. Boone)	X	X	X	X	X	X	X
Welch Hall (1117 N. Dakota)	X	X	X	X	X	X	X

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

FIRE SAFETY SYSTEMS – OFF CAMPUS STUDENT HOUSES AND APARTMENTS

Building	Wireless Local-Only Fire Alarm	Battery Smoke Detectors
207 E. Sinto (Sinto Apts)	X	X
209 E. Sinto (Sinto Apts)	X	X
211 E. Sinto (Sinto Apts)	X	X
502 E. Sinto	X	X
511 E. Sinto	X	X
511.5 E. Sinto	X	X
514 E. Sinto	X	X
514.5 E. Sinto	X	X
518 E. Mission	X	X
518 ½ E. Mission	X	X
527 E. Sharp	X	X
720 E. Sinto (Lamplighter)	X	X
723 E. Sharp	X	X
727 E. Sharp	X	X
814 E. Sharp (Ritter)	X	X
1001 E. Boone	X	X
1007 E. Boone	X	X

FIRE STATISTICS 2024 – RESIDENCE HALLS AND APARTMENTS

Building Name Address	or	Total Fires in Building	Fire Number	Cause/Category of Fire	Injuries	Deaths	Property Damage Value
Alliance (629 E. Boone)		0	0	0	0	0	0
Burch Apts. (224 E. Sharp)		0	0	0	0	0	0
Catherine/Monica (902 N. Cincinnati)		0	0	0	0	0	0
Chardin (703 E. Sharp)		0	0	0	0	0	0
Corkery Apts (601 E. Sharp)		0	0	0	0	0	0
Coughlin Hall (816 N. Cincinnati)		0	0	0	0	0	0
Crimont (1321 N. Standard)		0	0	0	0	0	0
Cushing (604 E. Sharp)		0	0	0	0	0	0
DeSmet (1102 N. Standard)		0	0	0	0	0	0
Dillon (604 E. Sharp)		0	0	0	0	0	0
Dooley (318 E. Sharp)		0	0	0	0	0	0
Dussault Suites (118 E. DeSmet)		0	0	0	0	0	0
Goller (630 E. Sharp)		0	0	0	0	0	0
Kennedy Apts. (121 E. Boone)		0	0	0	0	0	0
Lincoln (701 E. Boone)		0	0	0	0	0	0
Madonna (1020 N. Cincinnati)		0	0	0	0	0	0
Marian Hall (1015 E. Boone)		0	0	0	0	0	0
Roncalli (711 E. Boone)		0	0	0	0	0	0
Sharp Apt./House (418 E Sharp)		0	0	0	0	0	0
Twohy Hall (801 E. Boone)		0	0	0	0	0	0
Welch Hall (1117 N. Dakota)		0	0	0	0	0	0

FIRE STATISTICS 2024 – UNIVERSITY OWNED, LEASED, MANAGED, OR OPERATED HOUSES/APARTMENTS

Building Address	Total Fires in Building	Fire Number	Cause/Category of Fire	Injuries	Deaths	Property Damage Value
207 E. Sinto	0	0	0	0	0	0
209 E. Sinto	0	0	0	0	0	0
211 E. Sinto	0	0	0	0	0	0
502 E. Sinto	0	0	0	0	0	0
511 E. Sinto	0	0	0	0	0	0
511.5 E. Sinto	0	0	0	0	0	0
514 E. Sinto	0	0	0	0	0	0
514.5 E. Sinto	0	0	0	0	0	0
518 E. Mission	0	0	0	0	0	0
518 ½ E. Mission	0	0	0	0	0	0
527 E. Sharp	0	0	0	0	0	0
720 E. Sinto	0	0	0	0	0	0
723 E. Sharp	0	0	0	0	0	0
727 E. Sharp	0	0	0	0	0	0
814 E. Sharp	0	0	0	0	0	0
1001 E. Boone	0	0	0	0	0	0
1007 E. Boone	0	0	0	0	0	0
1320 N. Dakota	0	0	0	0	0	0

FIRE STATISTICS 2023 – RESIDENCE HALLS AND APARTMENTS

Building Name or Address	Total Fires in Building	Fire Number	Cause/Category of Fire	Injuries	Deaths	Property Damage Value
Alliance (629 E. Boone)	0	0	0	0	0	0
Burch Apts. (224 E. Sharp)	0	0	0	0	0	0
Catherine/Monica (902 N. Cincinnati)	0	0	0	0	0	0
Chardin (703 E. Sharp)	0	0	0	0	0	0
Corkery Apts (601 E. Sharp)	0	0	0	0	0	0
Coughlin Hall (816 N. Cincinnati)	0	0	0	0	0	0
Crimont (1321 N. Standard)	0	0	0	0	0	0

Cushing (604 E. Sharp)	0	0	0	0	0	0
DeSmet (1102 N. Standard)	0	0	0	0	0	0
Dillon (604 E. Sharp)	0	0	0	0	0	0
Dooley (318 E. Sharp)	0	0	0	0	0	0
Dussault Suites (118 E. DeSmet)	0	0	0	0	0	0
Goller (630 E. Sharp)	0	0	0	0	0	0
Kennedy Apts. (121 E. Boone)	0	0	0	0	0	0
Lincoln (701 E. Boone)	0	0	0	0	0	0
Madonna (1020 N. Cincinnati)	0	0	0	0	0	0
Marian Hall (1015 E. Boone)	0	0	0	0	0	0
Roncalli (711 E. Boone)	0	0	0	0	0	0
Ruby River (700 N. Division) (Spring 2022 Only)	0	0	0	0	0	0
Sharp Apt./House (418 E Sharp)	0	0	0	0	0	0
Twohy Hall (801 E. Boone)	0	0	0	0	0	0
Welch Hall (1117 N. Dakota)	0	0	0	0	0	0

FIRE STATISTICS 2023 – UNIVERSITY OWNED, LEASED, MANAGED, OR OPERATED HOUSES/APARTMENTS

Building Address	Total Fires in Building	Fire Number	Cause/Category of Fire	Injuries	Deaths	Property Damage Value
207 E. Sinto	0	0	0	0	0	0
209 E. Sinto	0	0	0	0	0	0
211 E. Sinto	0	0	0	0	0	0
502 E. Sinto	0	0	0	0	0	0
511 E. Sinto	0	0	0	0	0	0
511.5 E. Sinto	0	0	0	0	0	0
514 E. Sinto	0	0	0	0	0	0
514.5 E. Sinto	0	0	0	0	0	0
518 E. Mission	0	0	0	0	0	0
518 ½ E. Mission	0	0	0	0	0	0

527 E. Sharp	0	0	0	0	0	0
720 E. Sinto	0	0	0	0	0	0
723 E. Sharp	0	0	0	0	0	0
727 E. Sharp	0	0	0	0	0	0
814 E. Sharp	0	0	0	0	0	0
1001 E. Boone	0	0	0	0	0	0
1007 E. Boone	0	0	0	0	0	0
1320 N. Dakota	0	0	0	0	0	0

FIRE STATISTICS 2022 – RESIDENCE HALLS AND APARTMENTS

Building Name or Address	Total Fires in Building	Fire Number	Cause/Category of Fire	Injuries	Deaths	Property Damage Value
Alliance (629 E. Boone)	0	0	0	0	0	0
Burch Apts. (224 E. Sharp)	0	0	0	0	0	0
Catherine/Monica (902 N. Cincinnati)	0	0	0	0	0	0
Chardin (703 E. Sharp)	1	1	Unintentional: Cooking	0	0	\$100 - 999
Corkery Apts (601 E. Sharp)	0	0	0	0	0	0
Coughlin Hall (816 N. Cincinnati)	0	0	0	0	0	0
Crimont (1321 N. Standard)	0	0	0	0	0	0
Cushing (604 E. Sharp)	0	0	0	0	0	0
DeSmet (1102 N. Standard)	0	0	0	0	0	0
Dillon (604 E. Sharp)	0	0	0	0	0	0
Dooley (318 E. Sharp)	0	0	0	0	0	0
Dussault Suites (118 E. DeSmet)	0	0	0	0	0	0
Goller (630 E. Sharp)	0	0	0	0	0	0
Kennedy Apts. (121 E. Boone)	1	1	0	0	0	0
Lincoln (701 E. Boone)	0	0	0	0	0	0
Madonna (1020 N. Cincinnati)	0	0	0	0	0	0
Marian Hall (1015 E. Boone)	0	0	0	0	0	0

Roncalli (711 E Boone)	0	0	0	0	0	0
Ruby River (700 N. Division)	0	0	0	0	0	0
Sharp Apt./House (418 E Sharp)	0	0	0	0	0	0
Twohy Hall (801 E. Boone)	0	0	0	0	0	0
Welch Hall (1117 N. Dakota)	0	0	0	0	0	0

FIRE STATISTICS 2022 – UNIVERSITY OWNED, LEASED, MANAGED, OR OPERATED HOUSES/APARTMENTS

Building Address	Total Fires in Building	Fire Number	Cause/Category of Fire	Injuries	Deaths	Property Damage Value
207 E. Sinto	0	0	0	0	0	0
209 E. Sinto	0	0	0	0	0	0
211 E. Sinto	0	0	0	0	0	0
502 E. Sinto	0	0	0	0	0	0
511.5 E. Sinto	0	0	0	0	0	0
514 E. Sinto	0	0	0	0	0	0
514.5 E. Sinto	0	0	0	0	0	0
518 E. Mission	0	0	0	0	0	0
518 ½ E. Mission	0	0	0	0	0	0
527 E. Sharp	0	0	0	0	0	0
702 E. Sinto	0	0	0	0	0	0
720 E. Sinto	0	0	0	0	0	0
723 E. Sharp	0	0	0	0	0	0
814 E. Sharp	0	0	0	0	0	0
1001 E. Boone	0	0	0	0	0	0
1007 E. Boone	0	0	0	0	0	0
1320 N. Dakota	0	0	0	0	0	0