



2023 Annual Security Report

[For incidents occurring between January 1, 2022 – December 31, 2022]

Published September 26, 2023

2023 Annual Crime Awareness and Campus Security Report

Saybrook University

This report is provided to meet the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1988* ("Clery Act") and has been prepared by Saybrook University using statistical and other information supplied by local law enforcement agencies.

Saybrook University is a not-for-profit, accredited higher education institution offering master's degrees, doctoral degrees, and certificates in the areas of humanistic and clinical psychology; counseling; transformative social change; integrative social work; leadership and management; mind-body medicine; integrative wellness coaching; integrative and functional nutrition; and psychophysiology. The University operates out of one campus at 55 W Eureka St., Pasadena, CA, 91103, with many faculty and staff also working remotely.

As of the time of this report, the University employs 57 core faculty, 201 adjunct faculty, and 41 staff members, 69 graduate employees serving a student body of 1013.

All information regarding campus safety policies is publicly available on the Saybrook University website: <https://www.saybrook.edu/academics/student-services/campus-safety-and-sexual-misconduct/>.

Jeanne Clery Disclosure Act – The Clery Act is a federal law which requires colleges and universities across the United States to disclose information about crime on or around their campuses.

The report also includes institutional policies concerning campus safety such as policies on drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

BUILDING SECURITY FOR PASADENA CAMPUS

Emergency Phone Numbers

Pasadena

Police & Fire	Emergency Only:	9-1-1
Building Security and After Hours	Security Desk:	626-529-8432
Saybrook Campus Security Authority	Joline Pruitt:	626-316-5340

Courtyard by Marriott Seattle/Bellevue Downtown

Police & Fire	Emergency Only: Emergency (using cell phone):	9-1-1 425-452-6917
Bellevue Police Department	Non-Emergency:	425-577-5656
Hotel Front Desk/Security	In-house:	425-454-5888

Safety and Security Program and Policy Statements

Access to Campus Facilities

Saybrook University is a non-profit University, and its campus is private property. The University has one campus and offers most of its classes online. No classes are held at our Pasadena campus. We do offer meeting and office space to both students and faculty on a temporary basis at the Pasadena campus.

Clery Geography

Access to Saybrook's Pasadena campus and facilities during normal business hours are permitted only with Saybrook's consent which may be withdrawn at any time for any reason. Saybrook gives implied permission to persons with genuine and legitimate purposes to enter and remain on its premises during normal business hours. That permission is, however, conditional upon the person behaving in a manner consistent with any policies or procedures the University may have in place. Where those policies or procedures are not observed, Saybrook is within its rights to withdraw permission and request the person leaves its premises.

Access to the Pasadena campus is restricted to Saybrook faculty and staff via appointment for emergency or operational necessary business. Saybrook employees, faculty, staff, and students must contact LaGrange Smith, Executive Assistant; or Joline Pruitt, Assistant Vice President, Business Operations & Institutional CFO to set an appointment and are required to wait for written confirmation prior to visiting the campus.

We attempt to maintain our facilities in a manner that minimizes hazardous conditions. Regular walk-throughs are conducted, and malfunctioning lights or other unsafe physical conditions are reported to facilities management for correction. In addition, Saybrook invites reports of physical hazards (e.g., a broken stair, broken furniture, spills, plumbing problems, electrical problems, etc.). Contact the Security Desk for support at 626-529-8432 to report facility issues.

Non-Campus Building or Property

Due to the COVID-19 pandemic, from August 2020 through January 2022, Saybrook held the Residential Learning Experiences virtually. Virtual locations are not considered part of Saybrook University's geography as recognized by the Clery Act (Campus Property, Non-Campus Property, and Public Property) for this 2023 Annual Security Report. In this report, crime statistics for non-campus locations refer to the Courtyard by Marriott property in Bellevue, WA which were part of Saybrook's geography as recognized by the Clery Act (Campus Property, Non-Campus Property, and Public Property) prior to this 2023 Annual Security Report.

In March and November of 2022, the University used the Courtyard by Marriott, located at 11010 Northeast 8th Street, Bellevue, WA, 98004, for its mid-term Residential Learning Experience for students in the Clinical Psychology program residing in Washington. Students, faculty, and staff were in attendance for a three day stay. Access to the hotels is public, and the hotel in-house handles security. One Saybrook staff member was always present and available to assist students and employees in an emergency.

In August of 2022, the University used the Hilton Pasadena, located at 168 S. Los Robles Avenue, Pasadena, CA 91101, for its Fall Residential Learning Experience for students in the Clinical Psychology and Counseling programs. Students, faculty, and staff were in attendance for a four to five day stay. Access to the hotels is public, and the hotel in-house handles security. Several Saybrook staff members were always present and available to assist students and employees in an emergency.

Typically, Saybrook students participate in study abroad trips; however, due to the COVID-19 pandemic, the University did not host any study abroad trips in 2022.

Saybrook requested data from local law enforcement for Clery Act crimes; hate crimes; and arrests for liquor law violations, drug law violations and weapons offenses that may have taken place during the relevant time periods of the student experiences. Saybrook either did not receive a response from law enforcement or received a response that no Clery Act crimes; hate crimes; or arrests for liquor law violations, drug law violations and weapons offenses occurred during the relevant time.

Campus Security Authority

Saybrook University has designated Joline Pruitt, Assistant Vice President, Business Operations & Institutional CFO; LaGrange Smith, Executive Assistant; and Shaniece McGill, Assistant Vice President for Student Affairs and Title IX Coordinator, as being responsible for coordinating disaster preparedness, maintaining fire alert, and building security systems, reporting crimes to local authorities and keeping campus safety records for the University. The campus security authorities include LaGrange Smith, Executive Assistant, and Joline Pruitt, Assistant Vice President, Business Operations & Institutional CFO. The annual security crime report was prepared by Shaniece McGill.

Saybrook University does not have an institutional campus police department or campus security department. Saybrook University works with an external vendor, Allied Universal, for parking lot security and the local police on crime prevention and security. Allied Universal patrols the parking lot Monday through Thursday, 2:30pm-10:30pm PT and Saturday through Sunday, 8:00am-5:00pm PT. Allied Universal security personnel do not have the authority to arrest individuals, they may only observe and call 911 for emergencies. Saybrook works with the Pasadena Police Department as local law enforcement and does not currently have any agreements (including, but not limited to a Memorandum of Understanding) with them for the investigation of alleged criminal offenses.

Campus Facilities and Security

The campus administration is dedicated to promoting campus safety and crime prevention is a high priority. Maintenance, Building Security, and Saybrook personnel regularly inspect campus facilities for potential safety and security hazards. Prompt response is made to repair identified hazards to further assist in providing a safe environment. Campus administrative and academic offices/classrooms are generally locked after 5:00 p.m. and reopened at 8:30 a.m. Monday through Friday.

The University administrative office at the Pasadena campus is well lit and monitored by building facilities, security, and maintenance staff.

Reporting Criminal Activity

Saybrook University strongly encourages students, faculty and staff to report all criminal activity and emergencies that have occurred on its campus to the local authorities as well as to the Assistant Vice President for Student Affairs, Shaniece McGill (Phone: 626-316-5342; Email Address: StudentAffairs@Saybrook.edu). Saybrook also encourages accurate and prompt reporting of crimes when the victim elects to or is unable to make such a report. While at the hotel hosting a Residential Learning Experience, all criminal activity and emergencies should be reported to the hotel staff and the Vice President of Academic Affairs. All crimes or crimes in progress should be reported directly to local police or by dialing 911.

Saybrook community members are strongly encouraged to immediately report crimes in progress, fires, medical emergencies, other emergencies, and any suspicious activities to the local police department or building security depending on which campus the activity occurred. Saybrook University is required by the Department of Education to publish Campus Crime Statistics and a Security Crime Survey by October 1st of each year. The information within the crime surveys are compiled from incidents recorded in the campus security log, as well as local law enforcement statistics, and made available to all students and staff as published on the following website: <http://ope.ed.gov/security/GetOneInstitutionData.aspx>.

Confidential Reporting Procedures

Saybrook community members are strongly encouraged to immediately report crimes in progress, fires, medical emergencies, other emergencies, and any suspicious activities to the local police department. Phone numbers of local police departments are published above and in our Emergency Preparedness and Response Plan (EPRP) – which can be found on the University's *Campus Safety and Sexual Misconduct* Page at: <https://www.saybrook.edu/academics/student-services/campus-safety-and-sexual-misconduct/>.

If you are the victim of a crime and do not want to pursue action within the institutional system or the criminal justice system, you may still want to consider making a confidential report to the University. With your permission, a designee of Saybrook University can file a report on the details of the incident without revealing your identity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated campus security authorities. At a minimum, crime victims will have the option to receive valuable counseling and referral information. Confidential reports are important because they provide valuable information that may enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the Saybrook community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime's statistics for the University. Anonymous crime reporting is NOT for emergencies. If you need to report an emergency, call 911.

Emergency Response and Evacuation Procedures

Timely Warning Procedures

Outside of emergency communications, Saybrook must provide a timely warning of Clery crimes reported to campus security and local police agencies in a manner that is intended to prevent similar crimes from recurring and to protect the personal safety of students and employees. Saybrook's timely warning messages are disseminated by the designated Communications Coordinators.

The decision to disseminate a timely warning will be made by the Leadership Team on a case-by-case basis, considering all the facts surrounding the crime and the continuing danger to the Saybrook community. (The Leadership Team members can be found listed in our EPRP.) Crime alerts will contain a brief description of the incident; the date, time, and location of the incident; and precautions to take. The amount and type of information presented in the warning will vary depending on the circumstances of the crime. Significant criminal incidents that might elicit a timely warning include, but are not limited to, crimes of violence or patterns of property crimes. For crimes considered a threat to other students or employees, victim names will be withheld from timely warnings. Anyone with information warranting a timely warning should report the circumstances to the Assistant Vice President for Student Affairs. Saybrook University has communicated with local police requesting their cooperation in informing the institution about crimes reported to them that may warrant timely warnings.

Emergency Notifications

Timely and accurate communication with the Saybrook community during a campus emergency is critical. Upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees, the Leadership Team, aided by the designated Communications Lead and Communications Coordinators will immediately notify the Saybrook community. Note that confirmation means that a member of the Leadership Team has verified that a legitimate emergency or dangerous situation exists.

In consultation with the Leadership Team, the Communications Lead will (1) determine the appropriate segment(s) of the Saybrook community to receive immediate notification as well as the appropriate segment for follow-up communication or notification, (2) determine the contents of the notification, and (3) initiate the notification system through the Communications Coordinators. Only the representatives explicitly authorized by the Leadership Team may distribute public statements or comments on behalf of Saybrook related to any developing, unfolding, or resolved crisis scenario. The Leadership Team members can be found listed in our EPRP with updated information. The EPRP can be found on the University's *Campus Safety and Emergency Response Page* at: <https://www.saybrook.edu/academics/student-services/campus-safety-and-sexual-misconduct/>.

The Communications Coordinators are the only representatives explicitly authorized by the Leadership Team to distribute prepared statements or comments on behalf of Saybrook related to any developing, unfolding, or resolved crisis scenario. The Communications Coordinators are: Executive Assistant, LaGrange Smith; Assistant Vice President, Business Operations & Institutional CFO, Joline Pruitt.

Key priorities of emergency communications will be:

- Providing timely status reports and announcements to the Saybrook community internal audience, which includes:
 - Employees, faculty, and staff
 - Students
 - Visitors
 - Groups using Saybrook facilities
 - The Community Solution Education System “The System”
- Communicating accurate information to external audiences as determined prudent on a case-by-case basis to help prevent the spread of rumors and misinformation. External audiences may include:
 - Family and relatives of students, employees, faculty, and staff
 - Alumni
 - Board of Trustees
 - Community-at-large
 - Neighbors
- Gathering information, reports, and recommendations on the status of the emergency as it evolves.

When doing so does not jeopardize life or property, the Communications Lead will consult with The System Chief of Staff and The System Senior Director of Marketing and Public Relations about crafting crisis communications, especially non-emergency status notifications and any external communications to the public or media organizations.

Saybrook will issue said emergency notifications via Saybrook email and text message using the RAVE alert system. The RAVE system distribution list is generated at the start of each semester and before the Residential Learning Experience and is maintained by IT. The list will include everyone's email addresses. Users must manually add their phone numbers. The lists are defined as:

- Pasadena Faculty, Staff, and Students
- Residential Learning Experience Attendees

If you desire to also receive a TEXT message on your cell phone, you will need to opt-in and list your cell phone number in the Rave Emergency Alert System. To expedite delivery of a potentially lifesaving communication, we encourage you to subscribe to the text message option by visiting:

<https://www.getrave.com/login/tcsedsystem>.

Saybrook will, without delay, and taking into account the safety of the Saybrook community, initiate the notification system unless issuing such a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Saybrook has requested cooperation from the local police departments in informing Saybrook about any crimes that may warrant an emergency response.

Emergency Evacuation Procedures

In the event of an emergency that requires evacuating the campus, Pasadena Campus Building Wardens will work with building security to direct Saybrook community members to appropriate emergency exits.

While at the Hilton Pasadena and Courtyard Marriott Seattle/Bellevue Saybrook staff, faculty, and students followed the hotel procedures.

Emergency Notification and Evacuation Tests

Each year the campus participates in an annual fire drill that corresponds with the Earthquake Emergency Drill called the Great Shake Out. The Great Shake Out was held on October 15, 2022. The annual fire drill was not held due to most faculty and staff working remotely. The annual fire drill and Great Shake Out drills are coordinated by Joline Pruitt, Assistant Vice President, Business Operations & Institutional CFO.

The RAVE Alert System was not utilized in 2022 for emergency notification and there has been no testing utilizing the system. In conjunction with the drills, the University publicizes its emergency response and evacuation procedures by updating the procedures on the University website and sending out an email with the link to the procedures to students and staff annually, in conjunction with the publication of this Annual Security Report.

Disclosure and Crime Statistics

Crime statistics are requested, collected, and reported annually by the Title IX Coordinator from the Pasadena and Bellevue Police Departments. The University requested crime statistics for the calendar year 2022 from Pasadena and Bellevue on July 6, 2023. The Pasadena agency responded with the requested information on July 11, 2023, and the Bellevue agency responded with the requested information on July 7, 2023.

Collection of Statistics for Campus Security Report

The Title IX Coordinator is primarily responsible for gathering crime statistics related to the campus security report, identifying reportable crimes, and reporting/publishing statistics to the Department of Education, to the FBI, and to the public on behalf of Saybrook University. Law enforcement agencies with jurisdiction over the area in which the campus is located have been asked to provide crime statistics for campus and non-campus properties according to each location's appropriate reporting geography. Statistics are

reported in different formats and categories depending upon legal requirements. Each set of statistics was used in the preparation of the crime statistics provided in this report.

Saybrook urges that all crimes be reported to the Title IX Coordinator. As noted above, the campus also surveys “campus security authorities” including those with responsibility for controlling access to buildings or facilities and officials having significant responsibility for students or campus activities.

Saybrook reports arrests for liquor law, drug, and weapons violations occurring on campus or on public property adjacent campus. A disciplinary referral will be reported if it is not otherwise reported as an arrest or crime.

The 2023 Campus Security Report Crime Statistics have been compiled for the 2022 calendar year by using the statistics outlined above and crime reports received by Saybrook University. Reportable campus crime statistics for Saybrook’s Pasadena Campus is outlined in the chart in the following *Crime Prevention* section.

Crime Prevention

Employees and students are notified during their respective orientation sessions about how and where to report any incidents involving campus security at all Residential Learning Experiences which occur twice a year (January and August). The University also provides training and programs to prevent sexual misconduct and related crimes, which are detailed in this Report under the section regarding Policy on Sexual Misconduct.

Hate Crimes

There were no reported Hate Crimes for the years 2020, 2021 or 2022 for the Pasadena campus. Hate Crimes cover the following offenses: Murder and non-negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, theft, simple assault, intimidation and destruction/damage/vandalism of property. Hate crimes are defined as those committed on the basis of a person’s actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability.

Saybrook University Crime Statistics

Pasadena Campus

	Campus Property			Non-Campus Property			Public Property		
OFFENSE TYPE	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible ¹	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible ²	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Larceny-theft (Hate Crime)	0	0	0	0	0	0	0	0	0
Simple Assault (Hate Crime)	0	0	0	0	0	0	0	0	0
Intimidation (Hate Crime)	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property (Hate Crime)	0	0	0	0	0	0	0	0	0
HATE CRIMES BY PREJUDICE									
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0
Liquor Law Arrests									
Liquor Law Arrests	0	0	0	0	0	0	0	0	0

¹ Forcible sex offenses include rape and fondling

² Non-forcible sex offenses include statutory rape and incest

* Saybrook has no unfounded crimes.

Saybrook University Crime Statistics

Pasadena Non-Campus Property

	Campus Property			Non-Campus Property			Public Property		
OFFENSE TYPE	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder / Non-negligent Manslaughter	-	-	0	-	-	0	-	-	0
Negligent Manslaughter	-	-	0	-	-	0	-	-	0
Sex Offenses, Forcible ³	-	-	0	-	-	0	-	-	0
Sex Offenses, Non-Forcible ⁴	-	-	0	-	-	0	-	-	0
Robbery	-	-	0	-	-	0	-	-	0
Aggravated Assault	-	-	0	-	-	0	-	-	0
Burglary	-	-	0	-	-	1	-	-	0
Motor Vehicle Theft	-	-	0	-	-	0	-	-	0
Arson	-	-	0	-	-	0	-	-	0
Domestic Violence	-	-	0	-	-	0	-	-	0
Dating Violence	-	-	0	-	-	0	-	-	0
Stalking	-	-	0	-	-	0	-	-	0
Larceny-theft (Hate Crime)	-	-	0	-	-	0	-	-	0
Simple Assault (Hate Crime)	-	-	0	-	-	0	-	-	0
Intimidation (Hate Crime)	-	-	0	-	-	0	-	-	0
Destruction, Damage, Vandalism of Property (Hate Crime)	-	-	0	-	-	0	-	-	0
HATE CRIMES BY PREJUDICE									
Race	-	-	0	-	-	0	-	-	0
Gender	-	-	0	-	-	0	-	-	0
Religion	-	-	0	-	-	0	-	-	0
Sexual Orientation	-	-	0	-	-	0	-	-	0
Ethnicity	-	-	0	-	-	0	-	-	0
Disability	-	-	0	-	-	0	-	-	0
Gender Identity	-	-	0	-	-	0	-	-	0
National Origin	-	-	0	-	-	0	-	-	0
Liquor Law Arrests									
Liquor Law Arrests	-	-	0	-	-	0	-	-	0

³ Forcible sex offenses include rape and fondling

⁴ Non-forcible sex offenses include statutory rape and incest

* Saybrook University began using the Pasadena non-campus property in 2022. Therefore, no crime data is reported for 2020 and 2021.

Liquor Law Violations Referred for Disciplinary Action	-	-	0	-	-	0	-	-	0
Drug Law Arrests	-	-	0	-	-	0	-	-	0
Drug Law Violations Referred for Disciplinary Action	-	-	0	-	-	0	-	-	0
Illegal Weapons Possession Arrests	-	-	0	-	-	0	-	-	0
Illegal Weapons Possession Referred for Disciplinary Action	-	-	0	-	-	0	-	-	0

Saybrook University Crime Statistics

Bellevue Non-Campus Property

	Campus Property			Non-Campus Property			Public Property		
OFFENSE TYPE	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder / Non-negligent Manslaughter	-	0	0	-	0	0	-	0	0
Negligent Manslaughter	-	0	0	-	0	0	-	0	0
Sex Offenses, Forcible ⁵	-	0	0	-	0	0	-	0	0
Sex Offenses, Non-Forcible ⁶	-	0	0	-	0	0	-	0	0
Robbery	-	0	0	-	0	1	-	0	0
Aggravated Assault	-	0	0	-	0	0	-	0	0
Burglary ⁷	-	0	0	-	1	0	-	0	0
Motor Vehicle Theft	-	0	0	-	0	0	-	0	0
Arson	-	0	0	-	0	0	-	0	0
Domestic Violence ⁸	-	0	0	-	1	0	-	0	0
Dating Violence	-	0	0	-	0	0	-	0	0
Stalking	-	0	0	-	0	0	-	0	0
Larceny-theft (Hate Crime)	-	0	0	-	0	0	-	0	0
Simple Assault (Hate Crime)	-	0	0	-	0	0	-	0	0
Intimidation (Hate Crime)	-	0	0	-	0	0	-	0	0
Destruction, Damage, Vandalism of Property (Hate Crime)	-	0	0	-	0	0	-	0	0
HATE CRIMES BY PREJUDICE									
Race	-	0	0	-	0	0	-	0	0
Gender	-	0	0	-	0	0	-	0	0
Religion	-	0	0	-	0	0	-	0	0
Sexual Orientation	-	0	0	-	0	0	-	0	0
Ethnicity	-	0	0	-	0	0	-	0	0
Disability	-	0	0	-	0	0	-	0	0

⁵ Non-forcible sex offenses include statutory rape and incest.

⁶ Saybrook University began using the Bellevue non-campus property in 2021. Therefore, no crime data is reported for 2020.

⁷ The 2022 report identified one burglary and one domestic violence offense in the campus property statistics, those offenses should have been included (as here) in the non-campus property statistics given that they were reported on non-campus property.

⁸ The 2022 report identified one burglary and one domestic violence offense in the campus property statistics, those offenses should have been included (as here) in the non-campus property statistics given that they were reported on non-campus property.

Gender Identity	-	0	0	-	0	0	-	0	0
National Origin	-	0	0	-	0	0	-	0	0
ARRESTS & DISCIPLINARY REFERRALS									
Liquor Law Arrests	-	0	0	-	0	0	-	0	0
Liquor Law Violations Referred for Disciplinary Action	-	0	0	-	0	0	-	0	0
Drug Law Arrests	-	0	0	-	0	0	-	0	0
Drug Law Violations Referred for Disciplinary Action	-	0	0	-	0	0	-	0	0
Illegal Weapons Possession Arrests	-	0	0	-	0	0	-	0	0
Illegal Weapons Possession Referred for Disciplinary Action	-	0	0	-	0	0	-	0	0

POLICY ON ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND TITLE IX

The text below is adapted from Saybrook's Policy on Sexual Misconduct. For the full Policy on Sexual Misconduct as well as additional resources, please visit our Campus Safety & Sexual Misconduct webpage: <https://www.saybrook.edu/academics/student-services/campus-safety-and-sexual-misconduct/>.

Saybrook University acknowledges its ethical and statutory responsibility to afford equal treatment and equal opportunity to all persons and thus complies with all applicable laws and directives regarding nondiscrimination and equality of opportunity. As required by Title VI, Title IX, Section 504 and all other applicable federal and state laws, Saybrook does not discriminate and prohibits discrimination and harassment against its employees, students, and applicants based on race, ethnicity, color, sex, gender, gender identity, gender expression, genetic information, religion, creed, age (40 years or older), national origin or ancestry, sexual orientation, physical or mental disability, marital or parental status, pregnancy, military or veteran status, political activities/affiliations or any other impermissible reason in its programs and activities ("Protected Category" or "Protected Categories").

Saybrook is committed to creating and maintaining a safe learning and working environment that is free from unlawful discrimination, harassment, and retaliation. The Policy prohibits discrimination, harassment, and Sexual Misconduct, which includes Sexual Harassment, and all other forms of discrimination and harassment based on membership in any Protected Category. The Policy also prohibits retaliation against anyone who exercises their rights under the Policy.

The Policy applies to all members of the Saybrook Community (students, faculty, and staff), as well as contractors and visitors (collectively, "Saybrook Community Members"). Saybrook has jurisdiction to investigate conduct occurring on Saybrook's campus, in connection with its educational programs, activities, and services, or that puts Saybrook Community Members at risk of serious harm or otherwise creates a hostile learning and/or working environment.

Reporting Sexual Misconduct

Making a Report to Law Enforcement

Saybrook Community Members who have experienced sexual misconduct or are aware of incidents experienced by other Saybrook Community Members should immediately report the incident to the local police department.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the Reporting Party to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the Reporting Party decides to proceed with criminal charges.

Making a Report to Saybrook

Members of the Saybrook Community, including employees, supervisors, and co-workers, vendors, consultants, visitors or other students, are encouraged to report incident(s) of sexual misconduct to the University's Title IX Coordinator:

Shaniece McGill
StudentAffairs@Saybrook.edu

(626) 316-5342

Complainant or Reporting Parties are not required to report to area law enforcement to receive assistance from or pursue any options within Saybrook.

The Title IX Coordinator will provide Reporting Parties with information about available support services and resources, and may also assist in notifying law enforcement, including the local police, if the Reporting Party elects to do so.

If a Reporting Party discloses an incident to a Responsible Employee, a Saybrook employee who has the duty to report incidents of sexual misconduct to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the Reporting Party.

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes under the Clery Act. All personally identifiable information is kept confidential, but statistical information must be passed along to campus security authorities regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, thereby ensuring greater community safety.

CAMPUS SAVE AND VAWA

Saybrook University is committed to providing a safe learning and working environments for all members of the Saybrook community. The guidelines below are intended to aid Saybrook in preventing and responding to sexual violence as outlined in the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act). These guidelines apply to all Saybrook Community Members.

Saybrook does not tolerate sexual misconduct in any form. Sexual misconduct includes, but is not limited to, sexual harassment and sexual violence, including forcible and non-forcible sex offenses; sexual assault; domestic violence; dating violence; or stalking, as defined below. Saybrook Community Members who, after a thorough review of the facts, are found, based on a preponderance of the evidence, to have violated this policy will be subject to discipline, up to and including dismissal or termination of employment. Saybrook may institute discipline and other measures regardless of whether the Saybrook Community Member is also facing criminal or civil charges in a court of law.

Procedures When Sexual Misconduct is Reported to Saybrook

Upon receiving a report of sexual misconduct, the University will respond by providing the Reporting Party with supportive resources and interim interventions (where appropriate) and conducting a prompt, fair and impartial process from the initial investigation to the final result by an official who has received at least annual training on how to conduct an investigation, dating violence, domestic violence, sexual assault and stalking and a process that protects the safety of victims and promotes accountability. The response and investigation procedures are designed to provide a supportive process for those who report sexual misconduct as well as fairness and due process for the individual being accused ("Responding Party").

During an investigation, interim protections for both parties may be put in place, regardless of whether the Reporting Party chooses to report the incident to local law enforcement. If requested by the Reporting Party or Responding Party and reasonably available, interim protections may include changes to academic and/or working situations. In addition, Saybrook will provide assistance, if requested, with obtaining and enforcing campus no-contact orders, and will honor an order of protection or no-contact order entered by a state civil or criminal court. The Title IX Coordinator shall review all requested interim protections and accommodations, shall determine what is available and appropriate and shall notify the party requesting the interim protection or accommodation of the determination.

Saybrook may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking, which may include some or all the following actions: no-contact orders, changes to class schedules or modification to academic requirements. Such interventions may be kept in place until the conclusion of the Title IX investigation and the sanctioning and appeal processes and shall be kept confidential, to the extent possible.

Rights and Options

The Title IX Coordinator will provide the Complainant Party of sexual misconduct with written information about available support services and resources, and also assist the Complainant Party in notifying law enforcement, including the local police, if the Complainant elects to do so. The Reporting Party has the right to decline to notify law enforcement. If requested by the Complainant Party and reasonably available, interim protections may include changes to academic, living, dining, transportation and/or work situations. Saybrook will provide assistance, if requested, about obtaining and enforcing campus no-contact orders, and will honor an order of protection or no-contact order entered by a state civil or criminal court. The Title IX Coordinator shall review all requested interim protections and accommodations, shall determine what is available and appropriate, and shall notify the party requesting the interim protection or accommodation of the determination. Such interventions may be kept in place until the conclusion of the Title IX investigation and the sanctioning and appeal processes.

Saybrook will provide written notification to Reporting Parties of sexual assault, dating violence, stalking or domestic violence, whether the offense occurred on campus or off campus, of their rights and options to:

1. Notify appropriate law enforcement authorities, including local police.
2. Receive assistance from university personnel in reporting a crime to law enforcement authorities if the student requests such assistance.
3. Decline to notify such authorities and/or decline to report to Saybrook.
4. Request interim protective measures and accommodations, such as a change in their academic, living, dining, transportation or working situations, if those changes are requested and are reasonably available, regardless of whether or not the victim chooses to file a police report.
5. Request assistance from campus authorities in obtaining and enforcing a restraining order or "no-contact" directive and, if such measures are reasonably available, an order of protection or no-contact order in state court.
6. A clear description of the University's disciplinary process including the range of possible sanctions.
7. Information and assistance about existing counseling, health, mental health, victim advocacy, legal

assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community.

8. Seek confidential advocacy and support from a professional counselor, pastoral counselor, or confidential advisor.

The University recognizes that in certain circumstances, informal resolution of a report of sexual misconduct may be beneficial to the Complainant Party, the Responding Party, other involved parties (Witnesses), and/or the Saybrook Community at large. Whether a report of sexual misconduct is appropriate for informal resolution is within the discretion of the Title IX Coordinator. However, reports of sexual assault are never appropriate for informal resolution.

In circumstances where informal resolution is appropriate, and with the approval of both the Reporting Party and the Responding Party, the University may utilize informal methods to resolve a report of sexual misconduct. To pursue informal resolution, the Title IX Coordinator must obtain the approval of both the Reporting Party and the Responding Party, which may be withdrawn at any time during the investigation and/or sanctions process.

When the Title IX Coordinator determines that informal resolution is not appropriate or formal resolution is requested by either the Complainant Party or Responding Party, the University will proceed in launching an investigation.

Typically, investigation into reports of sexual misconduct will include a period of fact-finding led by the Title IX Coordinator, during which time the Reporting Party, Responding Party, and other relevant parties will be given the opportunity to participate in the investigation by sharing information with the Title IX Coordinator. Parties participating in an investigation will have the opportunity to submit a written statement, provide supporting materials, and identify witnesses.

The University investigates reports of sexual misconduct independently of local law enforcement. Absent delay to allow police to gather evidence or agreement by the parties, the University will make every reasonable effort to investigate and reach a resolution on all reports of sexual misconduct within ninety (90) calendar days after the Title IX Coordinator's receipt of a report.

Both the Reporting Party and the Responding Party have a right to have a Title IX Advisor of their choosing, accompany them to any meeting or proceeding related to any alleged violation of this policy, provided that the involvement of the Title IX Advisor does not result in undue delay of any meeting or proceeding. The Title IX Advisor is present to provide support to the Complainant Party or Responding Party during any meetings or proceedings and can provide any advice to the Reporting Party or Responding Party prior to such meetings or proceedings. All advisors are subject to the same rules, whether they are attorneys or not. An advisor may not communicate with an investigator on behalf of the Reporting Party or the Responding Party. If the advisor is an attorney, the attorney is required to act in a supportive role and may not serve as an advocate or formally represent the party.

Once the Title IX Coordinator determines that a formal investigation is appropriate, an individual who has been trained to investigate reports of sexual harassment, e.g., the Title IX Coordinator, Deputy Title IX Coordinator, or other designee approved by the President, Hearing Officer will conduct a thorough and impartial investigation. The burden of gathering sufficient evidence to make a determination regarding

responsibility rests with Saybrook, and Saybrook will not use medical records or records maintained in the provision of treatment to a party, unless Saybrook obtains voluntary, written consent to access, consider, disclose or otherwise use such records. The parties will receive written notice of the individual who will conduct the investigation and will have an opportunity to request a substitution if the participation of the individual named poses a conflict of interest.

In investigating and determining whether a violation of this policy has occurred, the Hearing Officer will use the “preponderance of the evidence” standard of proof. This means that Hearing Officer will determine whether it is “more likely that not” that sexual harassment occurred.

Once the Hearing Officer has concluded the hearing, Saybrook will simultaneously issue the written findings to both the Reporting Party and Responding Party.

Sanctions for Violations of Saybrook’s Policy on Sexual Misconduct

Upon finding that sexual misconduct occurred, the Title IX Coordinator will commence the sanctioning process and determine appropriate sanctions.

In addition to sanctions, the Title IX Coordinator may also recommend that the University or particular Saybrook Community Members take on additional measures to remediate and/or prevent further conduct in violation of this policy.

The response and investigation procedures are designed to provide a supportive process for those who report sexual misconduct as well as fairness and due process for the individual being accused.

Sanctions against students and employees may include, but are not limited to the following:

- Formal written warning.
- Performance Improvement Plan (a plan intended to require reflection and remediation of behavior found to have violated this policy).
- No contact order pertaining to certain Saybrook Community Members or physical locations.
- Probation (a written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within one academic year. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.).
- Suspension (termination of student status for a definite period of time not to exceed one academic year and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Saybrook).
- Withholding of a degree or certificate.
- Referral to counseling services and/or Student Solutions for the Respondent; and/or
- Dismissal from Saybrook.

In addition, further protections for the Complainant may be available.

Appeal Process

Any party may file a request for appeal (“Request for Appeal”) of a decision to dismiss the Formal Complaint, as described in Section C.7.c and of the Final Determination. All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within five business days of the delivery of the Final Determination to the parties.

A three-member appeals panel, consisting of at least three members of a pool of administrators and faculty trained in this policy will be designated by the Title IX Coordinator, who will also designate an Appeal Chair.

No appeal panelists will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. All appeals panelists will receive training regarding this policy and the appeals process. The parties will be advised of filing of the appeal and of the members on the panel and may, within two business days of being provided with their names, raise a concern regarding bias or conflict of interest by submitting a written notification to the Title IX Coordinator raising the concern. The Appeal Chair will determine whether the concern is reasonable and supportable. If so, another member or members will be assigned to the appeals panel.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the Request for Appeal meets the grounds and is timely filed.

Appeals are limited to the following grounds:

- A 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. A summary of this new evidence and its potential effect must be included in the submitted appeal request.
- The sanctions-imposed fall outside the range of sanctions Saybrook has designated for this offense and the cumulative record of the Respondent.
- 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, that request will be denied by the Appeal Chair and the parties and their Title IX 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 Appeal Chair will notify the other party(ies) and their Title IX Advisors, the Title IX Coordinator and, when appropriate, the investigator and/or the original Hearing Officer.

When any party requests an appeal, the Title IX Coordinator will share the appeal request with the other party (ies) and their Title IX Advisors, the Title IX Coordinator, and, when appropriate, the Investigator

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 business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Appeal Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed for standing by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator and/or original Hearing Officer, as necessary, who will submit their responses in three 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. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses will be shared with the Appeal Panel, and the Panel will render a decision in no more than five business days, barring exigent circumstances. All decisions are by majority vote and apply the preponderance of the evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which Saybrook is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent Saybrook is permitted to share under state or federal law.

- 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 Saybrook records, or emailed to the parties' Saybrook-issued email account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural or substantive error cannot be cured by the original Hearing Officer (as in cases of bias), the appeals panel may recommend a new hearing with a new Hearing Officer. The results of a remand to a Hearing Officer cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases where the appeal results in reinstatement to Saybrook or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

For the full Policy on Sexual Misconduct as well as additional resources, please visit our Campus Safety & Security Webpage: <https://www.saybrook.edu/academics/student-services/campus-safety-and-sexual-misconduct/>.

Prevention and Reduction of Sexual Misconduct

The prevention, reduction, and response to domestic violence, dating violence, sexual assault and stalking is a key aspect of the University's campus safety procedures. Every new student, faculty and staff member

receives a mandatory online training (Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act) as part of their orientation. Ongoing educational opportunities are provided through workshops and sessions offered at each university learning experience.

If you are a victim of rape, domestic violence, sexual assault or stalking you should follow these procedures and risk reduction tips:

- **Get to a Safe Place:** Get to a safe space as soon as you can. If you believe you or anyone else is in immediate danger, you should alert law enforcement as soon as possible. Once you are safe, contact someone you trust to be with you for support. This could be a friend, family member, or even a specially trained sexual assault advocate.
- **Get Medical Attention:** Medical attention should be sought as soon as possible. This is necessary to mitigate the risk of sexually transmitted diseases or pregnancy and to determine the existence or extent of, and to treat, any physical injury. Additionally, forensic evidence can be collected if criminal action is or may be desired in the future.
- **Preserve Evidence of the Incident:** It is important to preserve evidence as it may be necessary in providing proof of criminal activity or in obtaining an order of protection. Evidence is best collected as soon as possible or at least within 96 hours of the assault. Assistance with evidence preservation can be provided by medical and/or law enforcement personnel.
- **Consider Reporting the Incident:** There are several reporting options including reporting to local law enforcement and/or reporting to the Title IX Coordinator. University authorities will assist in notifying law enforcement if requested. Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the victim to further legal action. While victims are not required to report to local law enforcement in order to receive assistance or pursue options within Saybrook, the earlier an incident is reported, the easier it will be for the police to investigate, if the victim decides to proceed with criminal charges. If a reported incident did not occur on campus, Saybrook can assist the survivor in notifying the local police department with jurisdiction over the crime.
- **Counseling and other Supports:** Saybrook University encourages victims of sexual misconduct to talk to someone about what has happened, which may include counseling. Whether services are sought on campus or in the community, remember that self-care is an important part in coping with an event.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
2. Confront people who seclude, hit on, or try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health counseling, or with legal assistance.

Risk Reduction Tips

The following are some suggested strategies to help reduce one's risk of sexual assault or harassment:

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you and charged** and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Know where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately** (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - a. **Remember that being in this situation is not your fault**. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.

- b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather **wait until you both have your full judgment** before doing anything you may regret later.

Resources and Services Available in the Pasadena Area⁹

PASADENA:

- **Peace Over Violence (Pasadena):** *Peace Over Violence is a nonprofit 501c3, multicultural, community based, and volunteer centered organization dedicated to building healthy relationships, families, and communities free from sexual, domestic and interpersonal violence. To achieve this mission our agency manages five departments delivering the services of Emergency, Intervention, Prevention, Education and Advocacy.*

Website: www.peaceoverviolence.org

24-Hour Hotline: 626-793-3385; 310-392-8381; 213-626-3393

- **UCLA Rape Treatment Center (Greater Los Angeles Area):** *The Rape Treatment Center provides comprehensive treatment for sexual assault victims and their families, including 24-hour emergency medical care, forensic examinations and crisis counseling. Our medical clinic is dedicated exclusively to sexual assault victim care 24 hours a day. It is located within the hospital, in a private, safe, therapeutic setting. The medical clinic is staffed by highly trained professionals with specialized expertise in the medical, forensic and psychological aspects of victim care.*

Address: 1250 Sixteenth Street Santa Monica, California 90404

Website: <https://www.uclahealth.org/rtc/>

24-hour Hotline: 424-259-7208

- **Public Health Department of Pasadena**

Website: <https://www.cityofpasadena.net/public-health/contact/>

⁹ Resources for San Diego are excluded because all operations at this non campus property ceased in 2020.

Social media: <https://www.facebook.com/crisistextline> - text LA to 741741 to reach a crisis counselor through Facebook Messenger.

Website resource: <https://www.crisistextline.org/>

Contact: (626) 744-6000

ALHAMBRA:

- **BHC Alhambra Hospital:**

Address: 4619 N. Rosemead Blvd., Rosemead, CA 91770

Website: <https://www.bhcalhambra.com>

24-hour Hotline: 1-800-235-5570 or 1-626-286-1191

LOS ANGELES:

- **1736 Family Crisis Center:** *services the needs of victims of domestic violence, runaway and homeless youth, victims of human trafficking, homeless families, homeless and at-risk Veterans, unemployed adults and youth, and other low-income community members in need of assistance. Men, women, children and families can access life-saving support 24 hours a day through five shelters, five community service centers, various community-based offices and co-locations and five crisis and suicide hotlines.*

Address: 2116 Arlington Avenue, Suite 200, Los Angeles, CA 90018

Website: <http://www.1736familycrisiscenter.org/>

24-hour Crisis hotlines: 213-745-6434; 213-222-1237; 310-370-5902; 310-379-3620; 562-388-7652

- **East Los Angeles Women's Center:** *Focuses on making sure women have access to safety, health, well-being, free from abuse and violence, and access to resources and social support. The 24-hour hotline assists survivors of sexual assault and HIV/AIDS.*

Address: 1431 S. Atlantic Blvd., Los Angeles, 90022

Website: <https://www.elawc.org/>

24-hour Crisis hotline: 800-585-6231

- **YWCA Greater Los Angeles** – *This YWCA is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. The 24/7 hotline provides services for those dealing sexual assault.*

Address: 1020 S. Olive Street, 7th Floor, Los Angeles, 90015

Website: <https://ywcaqla.org/>

24-hour Crisis Hotline: 877-Y-HELPS-U (877-943-5778)

- **YWCA Glendale California** – *This YWCA is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. The 24/7 hotline provides services for those dealing sexual assault.*

Address: 735 East Lexington Drive, Glendale, CA 91206

Website: <https://www.glendaleywca.org/>

24-hour Domestic Violence Hotline: 888-999-7511

National Domestic Violence Hotline: 800-799-7233

RAINN Sexual Assault Hotline: 800-656-HOPE (4673)

info@ywcagp.org

WHITTIER (Los Angeles County):

- **Women's and Children's Crisis Shelter:** *Provides safety and shelter women who have experience domestic violence. The 24-hour hotline provides crisis assistance, safety planning, shelter placement, and information & referrals to service providers throughout Los Angeles County.*
Website: <https://wccshope.org/>
24-hour Crisis hotline: 562-945-3939
- **VA Greater Los Angeles Healthcare System (for veterans)**
Website: <https://www.losangeles.va.gov/locations/directions-SGVCBOC.asp>
24-hour Crisis Hotline: 800-273-8255 (press 1)
11301 Wilshire Boulevard
Los Angeles, CA 90073-1003
Main phone: 310-478-3711
Mental health care: 310-268-4449

BELLEVUE:

- **King County Sexual Assault Resource Center (KCSARC):** *provides sexual assault- related services for people of all ages in King County*
Address: 707 S. Grady Way, Suite 300, Renton, WA 98057
Website: www.kcsarc.org
24-hr Crisis Line: (888) 998.6423
Main Office Phone: 425.226.5062

Ayuda en Espanol: 425.282.0324

TTY Phone: 425.271.6332
- **Sexual Assault Legal Services & Assistance (YWCA):** *provides legal information and referrals for survivors of sexual violence throughout Washington through a confidential, anonymous hotline.*
Address: 101 Yester Way, Suite 300, Seattle, WA 98104
Website: www.svlawcenter.org
Legal Resource Line (Open weekdays): Toll-free: (844) 991-7852
- **Harborview Medical Center, Center for Sexual Assault and Traumatic Stress:** *provides services at offices in Seattle, Factoria, and Shoreline. Trauma therapy services are provided to children and adults. Formal legal advocacy services managed by KCSARC.*
Website: <http://depts.washington.edu/hcsats/>
Phone: (206) 744-1600

SAYBROOK RESOURCES FOR STUDENTS:

- **Student Solutions:** Saybrook is proud to partner with Student Solutions to offer free, confidential counseling services for students, 24 hours a day, 7 days a week.
Website: <https://www.guidanceresources.com>
Saybrook Web ID: SAYBROOK
Phone: 866-379-0894
- **TimelyCare:** Saybrook University students have FREE, 24/7 access to virtual care services with TimelyCare — the virtual health and well-being platform.
Download the app [here](#).
Create your account [here](#).

SAYBROOK RESOURCES FOR EMPLOYEES:

- **Employee Assistance Program (EAP):** Saybrook employees receive counseling services through the EAP, which is available 24 hours a day, 7 days a week.
Website: <https://www.guidanceresources.com>
Saybrook company web ID: COM5
Phone: 800-272-7255

Sex Offender Registry

The State of California requires sex offenders to register with the police in the jurisdiction in which they reside. The state makes this information available to law enforcement agencies. This information is available to the public at the local police department. Information regarding registered sex offenders may be obtained free of charge at <https://www.meganslaw.ca.gov/> for California.

Drug and Alcohol Regulations and Policies

In compliance with the Drug Free Schools and Communities Act of 1986, as amended in 1989, Saybrook University has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on Saybrook premises or as part of any of its activities. Saybrook University promotes a safe, healthy, and productive educational and work environment for all individuals in our community. We comply with federal, state, and local laws governing the possession, use and distribution of unlawful drugs at the workplace. Saybrook prohibits the sale, possession, distribution, or use of illicit drugs on Saybrook premises or at its functions. In addition to compliance requirements of the Drug-Free Schools and Committees Act (as amended in 1989), Saybrook subscribes to a long and distinguished tradition of humanistic values. As such, Saybrook seeks to develop the ability of our students to apply to their own personal and social lives the principles and values contained in Saybrook's mission statement. Individuals younger than 21 years old may not purchase, accept as a gift, or possess alcoholic beverages on any street or highway or other public place. Consumption by minors is expressly prohibited. Licensees to sell alcoholic beverages are prohibited from selling, giving, or delivering alcoholic beverages to anyone under 21 years of age. It is unlawful for anyone of legal age to purchase or obtain alcoholic beverages and then sell, give, or deliver them to a minor. Students determined to have illegal possession of a controlled substance are subject to institutional disciplinary action, in addition to legal sanctions under federal and state law.

Drug Free Guidelines

The Assistant Vice President for Student Affairs oversees student compliance with the Drug-Free guidelines, which are detailed in the *Academic and School Policies* section of the Saybrook Academic Catalog and Student Handbook: <http://catalog.saybrook.edu/>.

The Office of the President oversees employee compliance with the Drug-Free Policies and Procedures. For additional information, please consult the Office of the President.

Institutional Policies on Smoking, Open Flames and Portable Electronic Appliances

Saybrook University's campus prohibits smoking. The Pasadena, campus is a "No Smoking" building, but smoking is allowed twenty feet from the building. The Courtyard Marriott property may have designated smoking rooms but does not allow smoking in their conference buildings.

Substance Abuse Policy

Saybrook University promotes a safe, healthy, and productive educational and work environment for all individuals at the institution. We comply with federal, state, and local laws governing the possession, use, and distribution of unlawful drugs at the workplace. The sale, possession, distribution or use of illicit drugs on Saybrook premises or at its functions will not be tolerated.

- The University complies with the Drug-Free Schools and Communities Act (as amended in 1989) and prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on University premises or as part of any of its activities. (Reference: Saybrook University 2023-2024 Academic Catalog)
 - <http://catalog.saybrook.edu/>
- Furthermore, each and every member of the Saybrook community has the right and responsibility to pursue his or her academic endeavors in a safe, effective, drug-free environment.
- Saybrook will impose discipline on faculty, students and staff members who violate the standards of conduct. Students who violate the provisions of the drug-free campus policy may be subject to suspension or expulsion. Violating California state statutes may also subject the individual to criminal prosecution.

Counseling, Treatment, or Rehabilitation Programs

Any student who fails to abide by the terms of the Tobacco, Drug, and Alcohol Regulations and Policies may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by the federal, state, or local health, law enforcement, or other appropriate agency. Specific programs of counseling or rehabilitation are available within the Pasadena, Oakland, and Bellevue areas. The Assistant Vice President for Student Affairs can provide a list of referral sources or other rehabilitation agencies such as: Narcotics Anonymous (<https://www.na.org/>); Alcoholics Anonymous (<https://www.aa.org/>); and the National Counsel of Alcoholism and Drug Dependence (800-622-2255). Saybrook can also provide students with a list of counselors and therapists at a discounted rate. The Assistant Vice President for Student Affairs can be reached at 626-316-5342.

Definitions

Aggravated Assault

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

Alcohol Offenses

The unlawful possession, sale, transportation, manufacturing furnishing alcohol to a minor (under 21 years), transportation, manufacturing, or maintaining an unlawful drinking place, and/or public drunkenness.

Arson

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

Assault

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

Bias Crime

A criminal offense committed against a person, property or society that is motivated in whole or in part by the offender's bias against a race, religion, disability, sexual orientation, gender identity, or ethnicity/national origin; also known as Hate Crime.

Burglary

The unlawful entry into a defined structure or locked vehicle with the intent to commit a theft or any felony. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Campus

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.
2. Any building or property owned or controlled by an institution within the same reasonably contiguous to the are identified in paragraph 1 of this definition; that is owned by the institution but controlled by another person, is frequently used by students; and supports institutional purposes (such as a food or retail vendor).

Campus Security Authority

1. A campus police department or a campus security department of an institution.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph 1 of this definition, such as an individual who is responsible for monitoring entrance into institutional property.

3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing,¹⁰ student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Consent

In California, "affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Cal. Ed. Code § 67386(a)(1).

It shall not be a valid excuse to alleged lack of affirmative consent that the Responding Party believed that the Reporting Party consented to the sexual activity under either of the following circumstances:

- a) The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- b) The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

Cal. Ed. Code § 67386(a)(2). It shall not be a valid excuse that the Respondent believed that the Reporting Party affirmatively consented to the sexual activity if the Responding Party knew or reasonably should have known that the Reporting Party was unable to consent to the sexual activity under any of the following circumstances:

- a) The Reporting Party was asleep or unconscious.
- b) The Reporting Party was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- c) The Reporting Party was unable to communicate due to a mental or physical condition.

Cal. Ed. Code § 67386(a)(4).

At Saybrook, consent is *informed*. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is *revocable*. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consented to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute

¹⁰ NOTE: Saybrook University does not have any on-campus housing.

consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

Criminal Homicide

The killing or taking of another person's life through gross negligence.

Dating Violence

Saybrook defines dating violence as violence on the basis of sex committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The Clery Act defines "dating violence" as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of the relationship shall be determined based on a consideration of the following factors – the length of the relationship, the type of relationship, and the frequency of interaction between persons 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.

Note that California law does not include a separate definition for "dating violence."

Destruction/Damage/Vandalism of Property

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

Disabled

Of or relating to persons who have physical or mental impairments and/or challenges, whether temporary or permanent, due to conditions that are congenital or acquired by heredity, accident, injury, advanced age, or illness.

Domestic Violence

In line with California law, Saybrook defines "domestic violence" as any act of violence committed by a current or former spouse or intimate partner of the Complainant, by an individual with whom the Complainant shares a child in common, by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under California state law, or by any other individual against an adult or minor Complainant who is protected from that individual's acts under California state law.

Under California law, "domestic violence" is defined as abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant"

means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as spouses, (5) the continuity of the relationship, and (6) the length of the relationship. Cal. Penal Code § 13700

The Clery Act defines “domestic violence” as a felony or misdemeanor crime of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or 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.

Drug Abuse Violations

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

Hate Crime

A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of this section, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability

Intimidation

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

Larceny - Theft

The unlawful removal or relocation of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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.

Manslaughter

The killing of another person through gross negligence.

Manslaughter by Negligence

The killing of another person through gross negligence.

Motor Vehicle Theft

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

Murder and Non-Negligent Manslaughter

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

Narcotics/Drug Offenses

The unlawful possession, sale, use, transportation, cultivation, manufacturing, and/or making of narcotic drugs.

Non-campus Building or Property

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. 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.

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.

Racial Bias

A pre-formed negative opinion or attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features; etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, whites.

Robbery

The unlawful taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear.

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. *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 incapacity.
- B. *Incest*—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C. *Statutory Rape*—Sexual intercourse with a person who is under the statutory age of consent.

Sex Offenses (Forcible)

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

- Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- Forcible Sodomy – Oral or any sexual intercourse with another person forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault with an Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

Sex Offenses (Non-forcible)

1. Any unlawful, but consensual sex act with another person.
2. Incest--consensual sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited.
3. Statutory rape--consensual intercourse with a person who is under the age of consent. Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses (Other)

1. All other unlawful misdemeanor behaviors of a sexual nature.
2. Indecent exposure.
3. Unlawful voyeurism.
4. Prostitution.
5. Loitering in a public restroom for the purpose of engaging in or soliciting in any lewd act.

Sexual Assault

Offenses classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, which includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest and statutory rape.

Under California law, the term “sexual assault” is not defined. Rather, it includes many separate sex offenses, including sexual battery.

Sexual Misconduct

Includes, but is not limited to, sexual harassment and sexual violence, including forcible and non-forcible sex offenses, sexual assault, domestic violence, dating violence, or stalking, as defined below.

Simple Assault

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

Stalking

At Saybrook, term “[stalking](#)” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

The Clery Act defines “stalking” as engaging in a *course of conduct* directed at a specific person that would cause a *reasonable person* to fear for his or her safety or the safety of others or suffer *substantial emotional distress*. For the purpose of this definition, *course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. For the purpose of this definition, *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. For the purpose of this definition, *substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Under California law, stalking occurs when any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family. Cal. Penal Code § 646.9.

Weapons Violations (i.e. carrying, possessing, Etc.)

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.

