



AZUSA PACIFIC UNIVERSITY

2023 Annual Security and Fire Safety Report

*(Calendar Years: 2022, 2021, 2020 for the APU Main Azusa Campus and Five APU Regional Locations:
Orange County, San Diego, Inland Empire, High Desert, and Murrieta)*



Report Prepared by the Department of Campus Safety



2023 Annual Security and Fire Safety Report



INTRODUCTION



Azusa Pacific University is a comprehensive, evangelical, Christian university located 26 miles northeast of Los Angeles, California. A leader in the Council for Christian Colleges & Universities, APU is committed to excellence in Christ-centered higher education. Offering more than 150 bachelor's, master's, and doctoral programs on campus, online, and at several regional locations across Southern California, APU continues to be recognized annually as one of America's Best Colleges by *U.S. News & World Report*.

The Azusa Pacific University Department of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. **All policy statements contained in this report apply to all APU campuses unless specified otherwise. Including these regional locations:**

- 1. Orange County Regional Campus**
- 2. Inland Empire Regional Campus**
- 3. Murrieta Regional Campus**
- 4. San Diego Regional Campus**
- 5. High Desert Regional Campus**

The information contained in the [2023 Annual Security Safety and Fire Safety Report](#) is provided to members of the Azusa Pacific University campus community in compliance with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#). The Department of Campus Safety gathers statistical crime data from its own campus safety records and information provided by Student Affairs (undergraduate and graduate), Human Resources, designated campus security authorities, and local law enforcement agencies. These specific and reportable crime statistics pertain

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to on campus, on-campus residential facilities (subset of on campus), certain off-campus buildings or property owned or controlled by Azusa Pacific University, and public property within or immediately adjacent to and accessible from the campus.

This combined Annual Security Report and Fire Safety Report (available on the Department of Campus Safety [DCS] [website](#)) details Clery crime statistics (specific crimes), for the three previous calendar years.

This report also contains information regarding campus security and personal safety, crime prevention, fire safety, campus security authorities (CSAs), crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on the campuses.

This report is provided pursuant to 20 United States code section 1092 (f), The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.”

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Office of the President

A Message from President Adam J. Morris, PhD

September 19, 2023

Dear APU Community and Guests,

The safety of our students, faculty, staff, and guests remains one of the highest priorities at Azusa Pacific University. Every member of the APU community has a stake in providing a safe learning, working, and living environment.

Azusa Pacific promotes personal integrity, civility, and mutual respect in a setting that is free from discrimination on the basis of sex and all forms of violence. I encourage you to review the APU [Sexual Harassment, Stalking, and Sexual Violence Policy](#), which refers to all forms of sex discrimination by employees, students, or third parties, including, but not limited to, sexual harassment, sexual assault, sexual violence, domestic and dating violence, and stalking. Further, visit [How to Be an Active Bystander](#) and [Risk Reduction](#) recommendations to support your fellow community members.

Although the mission of the Department of Campus Safety is to provide a safe and secure campus environment for all members of the APU community, the promotion of crime prevention and personal safety rests with all of us to take personal responsibility for our safety as well as that of our fellow community members. Be sure to thoroughly read the section on [Reporting a Criminal Offense](#) to understand all of your options and to know whom to contact in case of an emergency.

The university also has a strong, collaborative working relationship with the city of Azusa and the Azusa Police Department. This relationship continues to be mutually beneficial and provides an improved level of safety and security for the Azusa Campus community.

I encourage you to read this detailed and descriptive Annual Security and Fire Safety Report. It is a comprehensive resource for helpful advice and direction on safety issues, specific safety and security policies and procedures, and Clery Act [Crime and Fire Statistical Tables](#) for the calendar years 2020-22.

Department of Campus Safety

CULTIVATING DIFFERENCE MAKERS



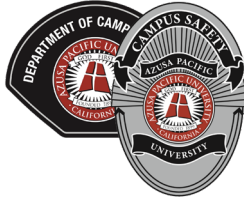
2023 Annual Security and Fire Safety Report

The Department of Campus Safety publishes the Annual Security and Fire Safety Report for the main Azusa Pacific University campus and several Azusa Pacific University regional locations in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). If you have any questions or comments, contact the Department of Campus Safety at (626) 815-5000.

In Christ,

Adam J. Morris, PhD
President

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Department of Campus Safety

A Message from Executive Director - Paul Dennis, M.A.

Dear APU Community and Guests,

On behalf of the professional staff of the Department of Campus Safety (DCS), welcome to Azusa Pacific University.

Approximately 27 full-time DCS employees stand ready to serve you in various areas such as operations, communications, and administration. Our team also includes a cadre of outstanding part-time student employees trained to contribute to the safety of our community.

The DCS exists to provide a safe and secure learning environment for the university community and protect university assets. We pride ourselves on working as a team, not only within the department and across campus, but also with law enforcement in the greater Azusa community. As a result, our faculty and staff can focus on preparing our students for academic success now and career opportunities in the future.

As members of the APU community, our officers and staff serve with courtesy, pride, dependability, and sensitivity. We recognize that the safety and security of our campus is a shared responsibility, and to that end, we are elated to be supported by an active and engaged campus community and dedicated university partners that understand we are all stakeholders in keeping our campus safe.

The Department of Campus Safety cultivates positive relationships between DCS members and the campus community by treating everyone with dignity and respect. We are committed to engaging in public safety strategy development and relationship-building activities and making community safety information and resources available in a user-friendly manner. The safety and well-being of our students, faculty, staff, and visitors is paramount.

Our Campus Safety team is comprised of a diverse group that brings a tremendous amount of knowledge and experience in the public safety sector. Former law enforcement professionals with administrative, investigative, and field experience, along with security professionals, support staff and student employees, all of whom embody the university's motto of *God First*.

Department of Campus Safety

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The Department of Campus Safety operates 24 hours a day, 365 days a year. There are always officers on duty to respond to calls for service.

Please visit our [website](#), which provides you with additional information about our department and answers questions you may have. I also encourage you to visit your app store and upload the [Safe APU app](#) for your mobile device to get instant access to Campus Safety information, resources, and safety features.

We take serving you very seriously and are committed to earning your trust every day. Together, we will continue to make Azusa Pacific University a great place to live, work, and develop scholars and leaders to impact the world for Christ.

If you need or want additional information, please contact us at (626) 815-5000 and we will be glad to help you.

We look forward to serving you.

Best regards,

Paul Dennis, M.A.
Executive Director
Department of Campus Safety
(626) 815-3805
(626) 815-5000

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I. OVERVIEW: WHAT IS THE CLERY ACT?

OVERVIEW: WHAT IS THE CLERY ACT? Jeanne Clery was raped and murdered by a fellow student in her dorm room at Lehigh University in Pennsylvania in 1986. The law enacted in her memory aims to ensure that students and other campus community members are informed about campus crime so they can make informed decisions. Initially passed in 1990 as the Crime Awareness and Campus Security Act, the law was subsequently amended in 1992, 1998 (renamed for Jeanne Clery), 2000, 2008, and 2013 with the reauthorization of the Violence Against Women Act. The 2013 Violence Against Women Reauthorization Act amended the Jeanne Clery Act to afford additional rights to campus victims of sexual assault, domestic violence, dating violence, and stalking. In 2014, the United States Department of Education issued final regulations for implementation of the changes to the Clery Act.

The Clery Act requires that universities distribute crime statistics to all current students and all campus employees. Crime statistics must be made available to all prospective students, staff, faculty, or any person upon request. In terms of providing the Annual Security and Fire Safety Report to prospective students and employees, the undergraduate, graduate, and employment applications list the following information regarding the Annual Security and Fire Safety Report availability:

UNDERGRADUATE AND GRADUATE ADMISSIONS APPLICATION – CLERY NOTICE: Azusa Pacific University’s Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus, properties owned or controlled by Azusa Pacific University, and on public property within, or immediately accessible from, the campus. The report includes institutional policies concerning campus security, such as sexual assault and other matters. You can obtain a copy of this report by contacting the Department of Campus Safety at (626) 815-5000 or on the [website](#).

HUMAN RESOURCES: At Azusa Pacific University, we strive to provide a safe and secure living, learning, and working environment for our campus community. Per the Clery Act, APU is required to publish the actual number of crimes reported to campus authorities during the past three years. You can obtain a copy of these [Department of Campus Safety reports](#) online.

Azusa Pacific University is committed to assisting all members of the community in providing for their own safety and security. This report may be accessed [online](#), by calling [626-815-5000](tel:626-815-5000), or in person at the Department of Campus Safety. It is distributed in a campus-wide email on or before October 1 of each year.

Azusa Pacific University has completed data collection, submitted the information to the U.S. Department of Education, and published the 2023 Annual Security and Fire Safety Report

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(ASFSR). This 2023 report compiled by the Department of Campus Safety (DCS) provides statistical crime information (CY 2022, 2021, 2020) and documents the university's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

To view statistical data for APU and other colleges and universities throughout the country, visit the U.S. Department of Education [website](#).

II. TIMELY WARNING

Timely Warning Notice Policy and Procedure (DCS Policy 4.65):

Timely Warning Notices are distributed to the university community by the Department of Campus Safety (DCS) to notify its members regarding reportable crimes listed within the Clery Act. Geographically, this pertains to Clery Act crimes that occur on campus property, in certain off-campus property owned or controlled by Azusa Pacific University, and on public property within, or immediately accessible from, the campus. Although, not required by law and at the discretion of the University and/or the DCS Leadership Team (Executive Director, Assistant Director, Campus Safety Officer Manager, or Special Services Officer Supervisor), Timely Warning Notices may also be issued for Clery Act crimes that occur on off-campus properties; this decision may also involve consultation with the Vice President for University Integrity & General Counsel if the situation allows. Off-campus properties are not owned or controlled by Azusa Pacific University, but are immediately accessible to the university's community (i.e., shopping center across the street from the university).

When the DCS Leadership Team in consultation with the Vice President for University Integrity & General Counsel, when the situation allows, determines that the incident may **pose a serious or continuous threat to members of the university's community**, they will collaborate to develop the Timely Warning Notice and its content. When necessary and reasonable, input from the university's Division of Strategic Communication and Engagement team and other related departments or representatives may be included.

Although the university is only required to issue Timely Warning Notices for crimes listed within the Clery Act, the university may issue Timely Warning Notices for additional crimes, as deemed appropriate by the DCS Leadership member(s) and the Vice President for University Integrity & General Counsel, when the situation allows. Timely Warning Notices will not be issued for crimes reported to pastoral or professional counselors (unless those crimes are subsequently disclosed to Campus Safety).

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Timely Warning notices are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non-negligent manslaughter, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Department of Campus Safety. For example, if an assault arises between two students who have a disagreement, there may be no on-going threat to the other campus community members and a Timely Warning Notice would not be distributed. 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. Sex offense will be considered on a case-by-case basis (including non-stranger sexual assaults) depending on when and where the incident occurred, when it was reported, and the amount of information known by Campus Safety.

Timely Warning Notices will be delivered primarily through the university’s email system, and secondarily through posted bulletins, at the discretion of the Department of Campus Safety.

The Timely Warning Notice Policy (DCS Policy 4.65) operates independently from the Immediate Notification Policy (DCS Policy 4.28); however, under certain circumstances, the two may be intertwined, causing both to be implemented. The Timely Warning Policy differs from the Immediate Notification Policy in terms of focus, events that trigger use, the location of the event, and when the notification occurs.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a timely manner that keeps the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

III. ANNUAL DISCLOSURE OF CRIME STATISTICS

Preparation of Annual Disclosure of Crime and Fire Statistics (DCS Policy 4.76)

The Department of Campus Safety (DCS) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The full text of this report can be found in the Campus Safety Dispatch Center located in Smith Hall or on the Campus Safety [website](#) at:

- a. Annually, on or before October 1/or the date authorized the Department of Education, DCS sends an email to all current students and university employees notifying them of the existence of the Annual Security and Fire Safety Report (ASFSR) and providing a link to

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- the webpage where they can access and review the report. An electronic copy of the ASF SR is also attached to that email.
- b. Copies of the report may also be obtained at the DCS office located in Smith Hall at 901 East Alost a Avenue, Azusa, California 91702, or by calling (626) 815-5000 to request a copy. Prospective students and employees may obtain a copy of the ASF SR online or by contacting APU’s Office of Undergraduate Admissions (for prospective students), 901 East Alost a Avenue, Azusa, California 91702, (626) 815-3016; or the Office of Human Resources (for prospective employees), 511 Citrus Edge Street, Glendora, California 91740, (626) 815-4526.
 - c. The report is prepared using crime statistics information made available by the local law enforcement agencies surrounding the university’s Azusa campus and regional locations, by local law enforcement agencies in APU’s other reportable geographical locations, and by APU’s Campus Security Authorities.
 - d. Campus crime, arrests, and referral statistics include those reported to DCS, Campus Security Authorities, and local law enforcement agencies. Statistics from local law enforcement may also include crimes that have occurred in private residences or businesses and are therefore not included in APU’s crime statistics since disclosure at these locations is not required by law.
 - e. The report is prepared using fire statistics information (the number of fires in on-campus student housing, and for each, the cause of the fire, the number of persons with fire-related injuries, the number of fire-related deaths, and the value of property damaged caused) obtained from the university’s risk manager.
 - f. Crime and fire statistics and other information included in APU’s Annual Security and Fire Safety Report will be maintained by DCS pursuant to federal law and APU’s Record of Retention and Destruction Policy.
 - g. DCS also submits the crime and fire statistics from the ASF SR to the U.S. Department of Education in response to that agency’s annual web-based data collection.

Campus Security Authority Policy (APU Policy PO2013035):

If a Campus Security Authority (CSA) witnesses, hears about, or in any way learns of a crime that must be reported under the Clery Act, the CSA must, as soon as possible, report that covered Clery Act crime to the Department of Campus Safety - Clery Act coordinator. The CSA’s report shall include, to the extent the CSA knows, a description of the crime, when it occurred, and where it occurred. In this report, the CSA may, but is not required to, disclose the identity of the victim. The Clery Act coordinator has prepared a form to enable efficient and effective reporting in compliance with the Clery Act and this policy.

CSA Report Forms (Department of Campus Safety webpage):

CAMPUS SECURITY AUTHORITIES:

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Azusa Pacific University faculty and staff members designated as a Campus Security Authority (CSA) per the APU Campus Security Authority policy, must record information about any Clery crime or any incident that may be a Clery crime, and submit the applicable CSA form listed below. When in doubt, the CSA should gather details and report the situation. If the CSA believes that a student is in immediate danger of harm, he or she should call 911 first, then APU's Department of Campus Safety at (626) 815-5000.

- **ON-CAMPUS SITUATIONS (INCLUDES REGIONAL CAMPUSES/SITES)**

If the reportable Clery crime occurs on campus, in on-campus student residences, or on public property adjacent to campus (e.g., roads, sidewalks), the CSA must use the [Campus Security Authority Online Crime Report Form](#).

- **NON-CAMPUS PROPERTY/OFF-CAMPUS SITUATIONS**

If the reportable Clery crime occurs at a non-campus property or building, the CSA must use the [Campus Security Authority Online Crime Report Form](#). This includes off-campus property that is owned or controlled by APU, applicable study away situations, and athletic and mission trip occurrences.

Once the CSA completes the appropriate form, the Campus Safety Clery coordinator will review the form and may contact the CSA for further information or clarification.

These forms include Clery crime definitions, categories to note the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim, and other pertinent information.

The Department of Campus Safety sends written requests to local police agencies for Clery statistics and includes requests for domestic violence, dating violence, and stalking statistics commensurate with the 2013 Violence Against Women Act law changes.

Clery Act Compliance Policy (APU Policy PO2013036):

It is the university's policy that, in consultation with the Office of General Counsel and with the reasonable cooperation of all university departments, the Department of Campus Safety (DCS) shall take all reasonable and prudent steps necessary to comply with the Clery Act and its implementing regulations as guided by the Department of Education (ED) in its *Handbook for Campus Safety and Security Reporting*. In accordance with the Clery Act, DCS shall:

1. On or before October 1 or the date authorized by the Department of Education of each year, publish an annual security report containing required campus security policy disclosures and crime statistics for the previous three calendar years and an annual fire safety report

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- containing required policy disclosures and fire statistics for on-campus student housing facilities for the previous three calendar years.
2. By the deadline established each year by ED, submit required crime and fire statistics to ED.
 3. Collect crime reports from campus security authorities (as identified in the university’s Campus Security Authority Policy, PO2013035) and request crime statistics from local law enforcement for on-campus property, public property, and non-campus property or buildings, as those terms are defined in federal law and university policy.
 4. Maintain required crime and fire logs.
 5. Issue Timely Warnings to alert the university community about crimes that pose a serious or continuing threat to safety.
 6. Cooperate with, and assist as requested, the university’s Critical Incident Response Team in the issuance of emergency notifications of significant emergencies or dangerous situations involving an immediate threat to the health or safety of students or employees occurring on the campus.
 7. Cooperate with, and assist as requested, the university’s Office of Student Life in determining if a student is missing and notifying law enforcement personnel.
 8. Routinely train campus security authorities, with the assistance of the Office of General Counsel.
 9. Develop, with the assistance of the Office of General Counsel and relevant institution departments, Clery Act-required policies and institutional statements.

IV. REPORTING A CRIMINAL OFFENSE



Department of Campus Safety (24/7). 626-815-5000
From a Campus Phone. ext. 5000
POLICE Emergency. 911
Email csafety@apu.edu



How to Accurately and Promptly Report a Criminal Offense (DCS Policy 8.7):

Azusa Pacific University students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes and public-safety-related incidents to the Department of Campus Safety (DCS) in a timely manner, including when the victim elects to, or is unable to, make such a report.

The DCS motto, “If you see something, say something,” encourages the community to report crimes and suspicious activity. This motto appears on all DCS vehicles, which operate 24 hours a day, seven days a week, in plain view as they patrol the campus. The DCS motto is also listed

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in safety literature. DCS further encourages witnesses to report crime and suspicious activity by presenting safety information and tips at parent and student orientations, employee orientations, and additional presentations offered by DCS staff.

To promote awareness, a safety incident wall chart is posted at all APU - U.S. locations, that lists instructions for responding to major incidents, including active shooter situations.

The [Annual Security Report](#), which is available to the public on the APU website, serves as another reminder and resource regarding safety and crime reporting.

Code Blue stations are located throughout the Azusa campus and serve as a resource as well as a reminder to report emergencies or crimes.

APU's Center for Career and Community-Engaged Learning oversees study abroad safety awareness. A link to the U.S. State Department regarding safety tips, travel alerts, and emergency contacts for those traveling abroad is posted on the university's [website](#). This site also includes a document listing "Key Strategies for Avoiding an Emergency While Studying Abroad." Additionally, the Office of Service and Discipleship supplies students who travel abroad with the Emergency Action Protocol document, which notes how to handle emergencies while travelling.

UNFOUNDED REPORTS

Per the current Department of Education regulations, DCS may only exclude a reported crime from its annual security report or remove a reported crime from its previously reported statistics after a full investigation. A crime is considered unfounded for Clery Act purposes **only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.**

A reported crime cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation. As such, for Clery Act purposes, the determination to unfound a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

PROCEDURE

How to report and whom to contact:

If the matter is an **emergency or a crime in progress**, members of the university community should first contact local law enforcement or dial 911 or its equivalent in their area, and then, as

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soon as possible, notify the Department of Campus Safety. Dispatchers are available at these respective telephone numbers 24 hours a day to answer your calls.

Direct reports of crimes can be made to DCS at (626) 815-5000. If calling from within the Azusa campus phone system, dial Ext. 5000. APU dispatchers are available at the DCS main office telephone number 24 hours a day. In-person reports can also be made at the Department of Campus Safety office, located on the first floor of Smith Hall at 901 East Alost Avenue, Azusa, California 91702.

In response to a call for service, Campus Safety will take the required action, either dispatching an officer or asking the victim to report to Campus Safety to file an incident report. All reported crimes will be investigated by the university and may become a matter of public record. Applicable Campus Safety incident reports are forwarded to the Associate Dean for Student Affairs/Judicial Affairs, Graduate and Professional Studies or Human Resources for potential action, as appropriate. The Campus Safety Investigator will investigate a report when deemed appropriate. If assistance is required from the local Police Department or the local Fire Department, Campus Safety will contact the agency. If a sexual assault or rape should occur, staff on the scene, including Campus Safety, will offer the victim available services.

DCS encourages the reporting of crimes not only for law enforcement response, but also to equip DCS and APU administrators with information to help determine whether a Timely Warning or an Immediate Notification is warranted.

APU employs a trained DCS Title IX sexual assault crisis investigator who can be reached at the Department of Campus Safety - Dispatch Center at (626) 815-5000.

Those reporting Clery crimes that occur during APU-sponsored off-campus or abroad activities should complete the CSA Report Form available on the DCS [website](#). For immediate assistance, contact the applicable local law enforcement agency and/or the U.S. State Department.

In some instances, crimes are reported to DCS but the involved parties do not desire to report a crime to a police agency. DCS may conduct an investigation of those reported crimes for university administration purposes and/or statistical data collection. Anyone who is the victim or witness to any crime should promptly report the incident to the local police jurisdiction. Because police reports are public records under state law, DCS cannot hold reports of crime in confidence.

Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to other APU Campus Security Authorities (CSAs), via the [APU Silent Informant website](#) or by calling the DCS dispatch center. When allowed by law and APU policy, a confidential report will remain so. This confidential reporting may help ensure the future safety of the victim and others. With such information, the university can also keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a

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particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The Student Health Center and University Counseling Center and Community Counseling Center staff informs their clients of the procedures to report crime to the Department of Campus Safety on a voluntary and confidential basis if they feel it is in their client's best interest. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session. Please be aware that California law requires health care practitioners (such as the Student Health Center) to promptly report to the local law enforcement agency when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or the result of assaultive or abusive conduct.

If an individual is the victim of a crime and does not want to pursue action within the university system or criminal justice system, that individual may still consider making a voluntary, confidential, or anonymous report of the crime to DCS. In accordance with California Education Code section 67382(c), victims or witnesses of crimes may report crimes to DCS or to any campus security authority on a voluntary, confidential, or anonymous basis. Confidentiality cannot be guaranteed when the reported crime is an act of sexual violence or misconduct that APU is required to investigate under Title IX. Information will be kept private, to the extent permitted, in cases involving a complaint of sexual misconduct. However, depending on the circumstances, the university may have an obligation to fully investigate allegations of sexual misconduct. Please refer to the [Community Expectations policies](#) and the Sexual Harassment and Sexual Misconduct Policies (PO2020052) concerning limits to confidentiality. All applicable Community Expectations/Graduate and Professional reports, noting violations from all campuses are forwarded to the Student Affairs /Chief Judicial Officer for review.

APU MAIN CAMPUS

As already noted, if the matter is an **emergency or a crime in progress**, members of the university community should first contact local law enforcement or dial 911 or its equivalent in their area and then, as soon as possible, notify the Department of Campus Safety.

Crimes that occur at the APU main campus and that are reported to the Department of Campus Safety may warrant an investigation for university administration purposes and/or for statistical crime data collection.

In addition to notifying DCS, crimes or violations of Community Expectations occurring at the main campus may also be reported to the listed individuals or offices – see table below:

APU MAIN CAMPUS – RESOURCES

Department of Campus Safety

CULTIVATING DIFFERENCE MAKERS



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APU DEPARTMENT	LOCATION	TELEPHONE NUMBERS
Vice President for Student Belonging	Azusa Campus, Student Affairs, East Campus Bldg. 27	(626) 815-2040
Residence Life	Azusa Campus, East Campus, Engstrom, First Floor	(626) 815-3056
Director of Commuter Life	Azusa Campus, Cougar Dome	(626) 815-3032
University Counseling Center Director	Azusa Campus, Magnolia Court	(626) 815-2109
Director of the Student Health Center	Azusa Campus, Magnolia Court	(626) 815-2100
Office of General Counsel	Azusa Campus, East Campus, Ronald Building	(626) 387-5763
Associate Vice President, Enrollment Management	Admin West / 568 East Foothill Blvd., Azusa CA	(626) 815-4570
Title IX Coordinator	Azusa Campus, Bldg. 27	(626) 815-2078

REGIONAL LOCATIONS

If the matter is an **emergency or a crime in progress**, members of the university community should first contact local law enforcement or dial 911 or its equivalent in their area and then, as soon as possible, notify the Department of Campus Safety.

Crimes that occur at any of the university regional campuses/sites and that are reported to the Department of Campus Safety (Azusa campus) may warrant an investigation for university administration purposes and/or for statistical crime data collection.

In addition to notifying the Department of Campus Safety, crimes or violations of Graduate and Professional conduct occurring at regional campuses/sites may also be reported to the listed on-site security officer, regional campus director, Director of graduate and professional engagement), or the administrative assistant in the office of regional campuses (APU main campus).

LAW ENFORCEMENT AGENCIES

The law enforcement agencies listed below provide public safety services to the following APU regional campuses/sites/other. Dispatchers at the listed California law enforcement agencies are available 24 hours a day to receive 911 calls. Note: in some areas, dialing 911 from a cellular phone may direct the caller to the California Highway Patrol (CHP) emergency dispatch system for assistance. In this case, the CHP will direct the call to the appropriate law enforcement agency.

APU REGIONAL CAMPUS/SITE/OTHER - RESOURCES

REGIONAL CAMPUS/SITE/OTHER	LOCATION	TELEPHONE NUMBERS
High Desert Contract Security Officer	Victorville	(760) 952-1765
High Desert Regional Campus Director	Victorville	(626) 857-2287
Inland Empire Contract Security Officer	San Bernardino	(626) 857-2266
Inland Empire Regional Campus Director	San Bernardino	(626) 857-2229
Murrieta Contract Security Officer	Murrieta	(626) 815-2176

Department of Campus Safety

CULTIVATING DIFFERENCE MAKERS



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Murrieta Regional Campus Director	Murrieta	(626) 815-2177
San Diego Contract Security Officer (Pacwest Security Services)	San Diego	(619) 857-5895
San Diego Regional Campus Director	San Diego	(619) 718-9655
Orange County Contract Security Officer	Orange	(626) 857-2241
Orange County Regional Campus Director	Orange	(626) 857-2242
Monrovia Contract Security Officer	Monrovia	(626) 815-6320
Monrovia School of Nursing	Monrovia	(626) 815-6302

REGIONAL CAMPUS/SITE/OTHER - LAW ENFORCEMENT RESOURCES

REGIONAL CAMPUS/SITE/OTHER	LAW ENFORCEMENT CONTACT	LAW ENFORCEMENT TELEPHONE NUMBER
High Desert	San Bernardino County Sheriff's (Victorville)	Non-Emergency: (760) 241-2911
Inland Empire	San Bernardino Police Department	(909) 384-5742
Murrieta	Murrieta Police Department	(951) 696-3615
San Diego	San Diego Police Department	(619) 531-2000 or (858) 484-3154
Orange County	Orange Police Department	(714) 744-7444
Monrovia Property	Monrovia Police Department	(626) 256-8000

APU – Reporting At-Risk Behavior - Human Resources Webpage (2023):

Reporting At-Risk Behavior: Azusa Pacific University strives to provide a safe and healthy learning and working environment. As a Christ-centered university, we care deeply about our students and employees' holistic well-being and are mindful that people sometimes carry deep hurts and experience difficult life challenges.

If you believe that any student, faculty, or staff member is in immediate danger of harm, please call 911 first, then APU's Department of Campus Safety at (626) 815-5000.

Help for Students: To notify the Care Team of a student whose situation has caused you concern, please submit the [Student in Crisis Notification Form](#). Submission of this form will result in intervention at a level determined appropriate by the members of the Care Team.

Help for Faculty and Staff: To notify the Faculty Staff Threat Assessment Team (FSTAT) of a faculty or staff whose situation has caused you concern, please submit the [Employee in Crisis Notification Form](#). Submission of this form will result in intervention at a level determined appropriate by the members of FSTAT.

APU Employee Handbook – Section 9.3 (Other Emergencies- Revised March 28, 2017):

In the case of an emergency, dial 911 first, from a cell phone or landline, then call Campus Safety at Ext. 5000, (626) 815-5000 from an off-campus phone, or use a Code Blue Call Box to report the

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situation to Campus Safety. In the case of suspected criminal activity on campus or problems involving university buildings, grounds, or personnel, call Campus Safety at Ext. 5000 or (626) 815-5000 from an off-campus phone.

APU Office of Diversity:

CA Education Code § 67380 - Noncriminal Acts of Hate Violence:

- APU has a [Bias Incident Reporting system](#), which is available online.
- Expanding Cultural Awareness and Inclusion: in support of the university's broader mission of advancing diversity, equity, and inclusion, the [Student Center for Reconciliation and Diversity](#) (SCRD) designs and implements an array of services and programs that promote equity-minded recruitment and retention, leadership development, identity development, and the pursuit of holistic success of APU's diverse student population, especially historically underrepresented students. SCRD's efforts expand identity and cultural awareness for all students, faculty, and staff; promote equity; and model racial reconciliation, unity, and an appreciation of all cultures.

V. MAINTENANCE, ACCESS, AND SECURITY OF CAMPUS FACILITIES

Maintenance, Access, and Security of Campus Facilities (DCS Policy 2.25):

MAINTENANCE

At the East and West campuses and Administration West, any student, faculty, or staff member may make a request for maintenance by submitting an online work order.

Maintenance at regional campuses/sites/other locations is managed by Asset Management and performed by contracted service companies and controlled by those respective facilities. Regional campuses and vicinity property (occupied by APU faculty and staff) utilize the same online work order system as the Azusa campus. Maintenance at non-campus facilities is directed and controlled by the administrative staff at those locations. At APU's East and West campuses and Administration West, the Department of Campus Safety partners with Facilities Management to review and inspect security and access control systems for functionality and adequate coverage, and subsequently reports on any malfunctions or system deficiencies. Upon request, security concerns at applicable APU locations are reviewed by DCS and input or assistance is provided. DCS monitors access at east campus, west campus, and administration west by providing patrol 24 hours a day, seven days a week, in addition to

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monitoring video surveillance cameras where available. Some regional campuses/sites have contract security guards who perform similar access control functions. Allied Universal Contract Security has been hired by the following regional campuses: Murrieta Regional Campus, High Desert Regional Campus, and the Inland Regional Campus. The Monrovia Property also has Allied Universal Contract Security. The Orange County Regional Campus, and San Diego Regional Campus have onsite general building security paid for by the building's property owner, not APU. Most regional campuses/sites have surveillance cameras that record 24/7. A surveillance recording system is also in place at Azusa Print and Design, located at 950 East Alost Avenue, in Azusa, California. Recordings can be reviewed by authorized staff at those locations or by DCS if necessary. Other non-campus locations fall under the direction/oversight of the administrative staff at those locations.

- a. The DCS Dispatch Center maintains a university facility access list for APU's East Campus, West Campus, and Administration West building. Individuals on the list should contact the DCS Dispatch Center for officer assistance with after-hours access as needed. DCS dispatchers cannot approve any access requests. All after-hours requests for access by subjects not on the access list must be forwarded to a member of the DCS Leadership Team for approval. Regional Campuses/Sites and other locations monitor facility access control as directed by their directors and/or their designees.
- b. During business hours, the university (excluding housing) will be open to students, parents, employees, contractors, and guests. During non-business hours, access to all university facilities is by key/key card access, or by admittance via the Department of Campus Safety. In the case of extended periods of campus closure, the university will admit only those with prior approval.

ACCESS

Facilities Management, Office of Residence Life, and One Card Office manage or control facility access (key and/or access card issuance, activation, or deactivation) at Azusa Pacific University's East and West campuses and Administration West.

Directors or designated individuals at off-campus locations (regional campuses, non-campus facilities, etc.) control access to those locations and are under the direction/oversight of the administrative staff at those locations.

The university utilizes both key lock and card reader/door entry systems. These systems allow the university to control building access, providing another layer of safety for faculty, staff, and students. All locks, keys, and access cards at APU-controlled locations are the sole property of Azusa Pacific University. APU reserves the right to change locks, keys, and access codes as needed. No one may place a lock that is not a part of the university's master key system on any university interior or exterior door or other locked access point that is not authorized by the executive director of Facilities Management or applicable facility director or designee. All

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employee keys, access codes, and access cards must be returned to the university upon termination of employment. Students who graduate, transfer, or leave APU must return or relinquish control of all keys, access codes, and access cards to the university.

VEHICLE ACCESS

- a. Students and their visitors/guests who bring a car on campus must follow the requirements of the APU Vehicle Code.
- b. Parking permits and living area gate clickers are issued by the Department of Campus Safety.
- c. Bicycles must be registered with DCS. Bicycles should be stored and locked in outside racks. Bicycles may not be stored in stairwells, entryways, or other fire exits. The university cannot accept responsibility for the safekeeping of bicycles.

ON-CAMPUS RESIDENCE HALLS/LIVING AREAS ACCESS

Adams Hall is a three-story residence hall open to ungraduated women of all class levels. The common area door is accessible via key and/or access card. Each dorm room has a door lock that is individually keyed. A swipe-card access lock has been installed on the Adams Hall entrance. The main doors and hallway doors are locked 24/7

Engstrom Hall is a four-story, co-ed residence hall open to undergraduate men and women. The first floor includes a public area and the Office of Residence Life as well as dorm rooms. The main doors and hallway doors are locked 24/7. The common area door is accessible via key and/or access card. Each dorm room door lock is accessible only to the assigned resident's key/access card. Engstrom Hall elevators require male or female-specific access cards for each floor.

Trinity Hall is a five-floor, co-ed residence hall housing men and women of all class levels. There is a large lounge on the first floor and outdoor decks on both the fourth and fifth floors. The main doors and hallway doors are locked 24/7. The common area door is accessible via key and/or access card. Each dorm room door lock is accessible only to the assigned resident's key/access card. Trinity Hall has two elevators for access to all floors.

Dorms are usually locked during holidays, depending on the length of time the students are away from campus. This decision is made jointly by the Office of Residence Life and DCS.

STUDENT APARTMENTS AND SHIRE MODULAR

***University Park Apartments** comprises a two-story building that offers apartment-style living for sophomores. Each apartment room door lock is individually keyed. Surveillance cameras are located at the exteriors of the apartment complex and can be monitored by the on-duty DCS dispatcher, and recordings are saved by DCS. The perimeter of University Park Apartments is

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controlled by electronic gates and/or digital codes. **APU no longer owns the University Park Apartments as of Fall 2022.**

***Bowles Residence Complex** is a two-story apartment building with one- and two-bedroom apartments for sophomores located across the street from East Campus. Each apartment room door lock is individually keyed. Surveillance cameras are located at the exteriors of the apartment complex and can be monitored by the on duty DCS dispatcher, and recordings are saved by DCS. The perimeter of Bowles Residence Complex is controlled by electronic gates and/or digital codes. ***APU no longer owns the Bowles Residence Complex as of Fall 2022.**

***Alosta Place Condominiums** offers apartment-style living for juniors and seniors in a mixed community of privately owned units. APU owns many of the units, but students live side-by-side with members of the Azusa community as well. Each apartment room has a door lock that is individually keyed. Alosta Place is a condominium complex and access by residents to the living areas is by key only. Common areas are controlled by card access. At this time, there are no APU surveillance cameras at this location. ***APU no longer owns the Alosta Place Condominiums as of Fall 2022.**

University Village Apartments offers apartment-style living for juniors and seniors, conveniently located between East and West campuses. Each apartment room door lock is individually keyed. Surveillance cameras are located at the vehicle entrance/exit gates and can be monitored by the on-duty DCS dispatcher, and recordings are saved by DCS. The perimeter of University Village Apartments is controlled by electronic gates, and pedestrian entry/exit gates must be accessed by the resident's key or by digital codes.

Shire Modular Units offer apartment-style living for sophomores. Each apartment room has a door lock that is individually keyed. A surveillance camera posted on the south side of Alosta Avenue allows a visual of the Alosta Avenue entry/exit gate and can be monitored by the on-duty DCS dispatcher, and recordings are saved by DCS.

SECURITY

- a. Emergencies may necessitate changes or alterations to any posted schedules and/or practices.
- b. DCS officers who routinely patrol at the East Campus, West Campus, and the Administration West building, as a matter of normal patrol operations, examine buildings, living areas, and university grounds for security and maintenance issues. Contract security officers at selected regional campuses/sites/other properties are required to provide similar and applicable patrol operations. Security at non-campus locations are under the direction/oversight of the administrative staff at those locations.

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- c. DCS personnel also periodically conduct crime prevention through environmental design (CPTED) examinations of university property and make recommendations for improvements and repairs.
- d. Surveillance and security activities enhance access control measures: specifically, security activities such as vehicle, bicycle, and foot patrols and where applicable, directed patrol.
- e. Security deficiencies/issues observed or recorded from other sources by DCS concerning east campus, west campus, and administration west are referred to Facilities Management online as a campus work order. DCS personnel directly submit work orders to Facilities Management. Security deficiencies/issues at the regional campuses/sites/other locations are communicated to the directors or their designees at those locations. Security deficiencies/issues at non-campus facilities are under the purview of the administrative staff at those locations.

ROOM/APARTMENT ENTRY

The Office of Residence Life and the [Department of Campus Safety](#) reserve the right to enter students' rooms to ensure community health and safety, confirm assignments and room conditions, and assess violations of the [Residence Life Policies and Procedures](#), the [Undergraduate Community Expectations](#), and the [Graduate and Professional Student Community Expectations](#).

Living in residence requires maintenance of a clean, safe, and sanitary living area (inside the housing unit, bathroom, and surrounding areas) with cooperation between the roommates assigned to that housing unit. Students are expected to leave their housing unit in a clean and orderly condition at checkout. Extra cleaning and additional check out fees may be assessed for failure to comply with proper procedures. The Residence Life and Facilities Management staffs have the right to enter any housing unit to ensure it is being maintained properly and no damages have occurred.

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VI. LAW ENFORCEMENT AUTHORITY OF CAMPUS SECURITY PERSONNEL

Authority (DCS Policy 1.1)

The Department of Campus Safety draws its authority from the Board of Trustees and the Office of the President.

The Department of Campus Safety Executive Director reports to the APU President's Office via the University Integrity Officer.

Promoting a safe and secure living-learning environment is the primary responsibility of Azusa Pacific University's Department of Campus Safety (DCS). The Department of Campus Safety is located at 901 East Alost Avenue, Azusa, California 91702, on the first floor in Smith Hall. The department comprises full-time staff officers and armed special service officers as well as a cadre of paid part-time Community Service Representatives. The Department of Campus Safety will also contract security for special events, including Fall and Spring Commencement ceremonies.

APU grants this department's staff officers with the authority to arrest under California Penal Code Section 837, Private Person's Arrest. A private person may arrest another:

1. For a public offense committed or attempted in his presence
2. When the person arrested has committed a felony, although not in his presence
3. When a felony has been in fact committed, and he has reasonable cause for believing the person arrested to have committed it

DCS staff Campus Safety Officers possess no peace officer powers; however, they are required by DCS to meet the State of California, Department of Consumer Affairs, Bureau of Security, and Investigative Services (BSIS) guard card requirements. DCS Special Services Officers are required to have completed and graduated from a CA Peace Officer Standards Training (POST) academy. Per the updated MOU with the City of Azusa and CA Penal Code 830.7(b) the DCS Special Service Officers have powers of arrest when in uniform, on duty and on APU property.

APU grants authority to DCS to investigate violations and enforce policies, procedures, and the APU Vehicle Code. Authorized officers are equipped with batons, handcuffs, and pepper spray. They conduct patrols 24 hours a day by foot, vehicle, golf cart, and bicycle within the designated jurisdiction of what APU considers the Azusa campus. Officers work in a relatively close relationship with the Azusa Police Department and, when needed, with the local law enforcement agencies of the university's regional campuses/sites, etc.

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The Department of Campus Safety has embraced the use of modern public safety technology such as computer-aided dispatch/records management system (CAD/RMS), designated recorded lines and security cameras. The use of body-worn cameras and a mobile phone app, Safe APU, are all significant components of the portfolio of safety resources provided by DCS.

APU Asset Management contracts with outside security firms to provide security at some of its regional campuses/sites, but not at its overseas/distance campuses. These contract security officers report, via their respective regional campus/site director, to DCS any criminal violations. Currently specific DCS Leadership Team members and Special Service Officers are assigned as liaisons with each regional campus or site to increase reporting of security issues. DCS will evaluate and conduct any required DCS investigation and/or work with the applicable law enforcement agency as requested.

DCS conducts criminal investigations as allowed by the MOU (Memorandum of Understanding) with the Azusa Police Department. These DCS reports pertain to students, faculty, staff and APU property.

DCS's primary jurisdiction is all real property owned and/or designated by APU as part of the academic institution.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the Department of Campus Safety and the appropriate police agency. Prompt reporting ensures Timely Warning Notices on campus and timely disclosure of crime statistics.

VII. WRITTEN MEMORANDUM OF UNDERSTANDING

Institutional Statement of Memorandum of Understanding (DCS Policy 9.2):

The university recognizes that laws and rules are necessary for society to function and supports the enforcement of law by government agencies and rules by officials of the university. All persons on the university campus are subject to these laws and rules at all times. Law enforcement officers may enter the campus to conduct business as needed. The authority and responsibilities between Azusa Pacific University and Azusa Police Department are outlined in the Memorandum of Understanding (MOU). The MOU identifies the Azusa Police Department as having primary responsibility for the investigation of criminal incidents on campus.

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Additionally, law enforcement officers are invited to patrol the campus to assist DCS in deterring crime.

DCS Special Service Officers have the power to arrest per the Memorandum of Understanding between the Azusa Police Department and APU. California Penal Code Section 830.7(b) authorizes the Chief of Police to grant persons who are not peace officers, but regularly employed as security officers for independent institutions of higher education, recognized under section 66010(b) of the California Education Code, the authority to exercise the powers of arrest of a peace officer as specified in California Penal Code section 836 during the course and within the scope of their employment if they, at minimum, successfully, complete a course in the exercise of such powers pursuant to California Penal Code section 832. Authority is restricted to university boundaries. In every case where a custodial arrest is made by a member of Campus Safety staff authorized by the MOU, Azusa Police Department shall be notified without unnecessary delay. Azusa Police Department shall assume responsibility of the prisoner and determine whether to keep the prisoner in custody.

DCS Campus Safety Officers may make an arrest in the event a crime is committed in their presence. DCS officers are expected to render all possible assistance, provided such assistance can be given without significantly endangering the DCS officer or others not involved in the crime. DCS officers are permitted to take reports for certain crimes outlined in the MOU where there is no identifiable suspect, no collectible physical evidence, no workable leads, and the crime is not an apparent hate crime.

Azusa Police Department (APD) is immediately notified of all serious crimes on campus via the telephone or two-way radio. The university relies on the telephone or two-way radio to contact the county emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to APD where appropriate under the MOU.

Annually, the City of Azusa Chief of Police receives a copy of the Annual Security and Fire Safety Report (ASFSR). Meetings or telephone conversations between the Chief of Police (or his designee) and the Executive Director of the Department of Campus Safety allow for exchange of routine information on a timely basis. Additionally, special needs are communicated between agencies as they occur.

Please note: There is currently no MOU between APU and the local law enforcement agencies of Regional Campuses/Sites.

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VIII. PASTORAL AND PROFESSIONAL COUNSELORS

Counselors and Confidential Crime Reporting – Professional and Pastoral (DCS Policy 8.10):

Campus pastoral counselors and campus professional counselors, when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons they are counseling of the procedures to report crimes on a voluntary basis for inclusion into the annual crimes statistics.

DEFINITIONS

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

IX. CAMPUS SECURITY PROGRAMS



Safety, Security, and Crime Prevention Awareness (DCS Policy 2.26):

Student and employee safety, security, and crime prevention awareness orientations and presentations are offered at various times during the academic year by DCS and, at times, in conjunction with other departments on campus. Students and employees are trained to increase and maintain personal safety and security. These presentations cover topics such as sexual assault, travel safety, stalking, protecting possessions, identity theft, and active shooter. A common

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message of all DCS safety awareness and crime prevention programs include encouraging students and employees to be aware of their surroundings and take personal responsibility for their own safety and security as well as the safety and security of others. This message is promoted to students and employees verbally and visually by using various technologies such as videos, PowerPoint presentations, crime prevention awareness pamphlets, security alert bulletins, safety awareness articles, and safety training opportunities in the student newspapers.

APU has several mass notification systems designed to alert the community about ongoing threats and crimes, including Timely Warnings (DCS Handbook 4.65), Immediate Notifications (DCS Handbook 4.28), and the Whelen external broadcast alert system (DCS Handbook 4.28).

APU may also uses digital signage, text, email, social media posts, [Emergency Preparedness and Response website announcements](#), and telephone calling trees (phone list of individuals to call). Specifically, “ALERTUS” sends alert messages to all computer desktops and “EVERBRIDGE” sends text and email emergency messages. The “WHELEN” system audibly broadcasts pre-recorded emergency messages via loud speakers that are installed at the East and West campuses.

PREVENTION AND AWARENESS PROGRAMS

1. New Student and New Employee Orientation

This is a Primary Prevention program and targets domestic violence, dating violence, stalking and general safety. Educational programs are offered via an **online course/module** offered prior to starting the academic year the first month of the academic year and it is required to be completed before registration. **Incoming students (undergraduate and graduate students)** are informed of services offered by APU’s Department of Campus Safety and the Azusa Police Department. New students are provided with tips on how to prevent crime on campus and avoid potential crime situations, in addition to being responsible for their own personal safety. A new program started in 2014 that targets college students. The training module provided by *Haven (Title IX)* uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences.

Federal regulations in Title IX and the Campus SaVE Act state that prohibited sex discrimination includes all forms of sexual violence, sexual assault, sexual harassment, domestic violence, dating violence, and stalking. In compliance with these regulations, all incoming students (undergraduate and graduate) meet this important requirement by completing an online Title IX training course (Haven) to educate students about their responsibilities as a member of our community, and the resources available should students encounter sex discrimination in any form. This training, which is offered through Everfi, offers topics such as; “Bystander Intervention” - Engaging and empowering students to take action to promote safe, healthy campus environments;

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“Identities and Society”- Addressing the root causes of sexual violence by examining gender roles and their effects; “Defining Healthy Relationships” - Understanding the spectrum of abuse and normalizing and building healthy relationships and “Personalized Pathways” - Identifying personal and relationship values, learning about communication styles and determining strengths. Alcohol.edu is a similar program that focuses on alcohol use. There is a portion of the module that does talk about alcohol and sexual assault.

Similar topics are presented to new employees during their employee orientation. Topics include: Title IX (overarching sex discrimination law); Title VII – Civil Rights Act of 1964 (prohibits discrimination or harassment based on race, color, sex, national origin, religion); AB1825 (requires California employers with 50 or more employees to provide two hours of sexual harassment prevention training every two years to supervisory personnel). APU requires ALL employees to take Respect & Esteem training, which is our sexual harassment prevention training; Jeanne Clery Act (reporting of crimes on or near university property and timely warnings to alert the community); VAWA – Violence Against Women Act and Campus SaVE – Campus Sexual Violence Elimination (reporting on crimes of sexual violence, domestic violence, dating violence, and stalking, prevention and awareness programs for new students and new employees as well as ongoing prevention and awareness for students and employees). Also included is information to help recognize abuse, characteristics of healthy relationships, and resources to help reduce the risk of sexual harassment and violence.

2. Title IX Athletics Training

This is a Primary Prevention and Ongoing awareness program that targets domestic violence, dating violence, and stalking. This is a PowerPoint training and workshop presented annually by the Athletics Department, and the Title IX Office. Directed at APU student athletes, this educational presentation addresses Christian faith, APU Student Community Expectations, Title IX Sexual Assaults, Misconduct, and Harassment, Applicable California Penal Code laws concerning sexual assault, California Megan’s Law, affirmative consent, on- and off-campus resources; campus support teams, and bystander intervention.

3. Speak Up: Understanding and Preventing Sexual Violence

This is a Primary Prevention and Ongoing Awareness program that targets domestic violence, dating violence, and stalking. As part of the new VAWA (Violence Against Women Act) federal Clery law changes, a new program was instituted at APU which began on April 9, 2015, entitled, “Speak Up: Understanding and Preventing Sexual Violence.” This training is supplementary and mandatory training for APU employees designated by the university as Title IX “Responsible Employees.” The purpose of this training is to educate selected employees about Title IX sexual assault awareness, reporting obligations, and prevention education. In addition, employees are trained about VAWA and Clery Act laws. This targeted training provides the following information: APU prohibits the crimes of dating violence, domestic violence, sexual assault, and

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stalking; definitions of these terms, consent and bystander options as well as information on risk reduction and applicable APU policies and procedures after a sex offense occurs.

4. Safety Awareness Program (SAP)

This is a Primary Prevention program and Ongoing Awareness and General Safety campaign, with varied topics as requested (domestic violence, dating violence, stalking, or general safety awareness, etc.). SAP is a Department of Campus Safety (DCS) program that strives to prevent crime and promote safety throughout the school year. DCS interacts with and/or requests assistance from the Offices of Student Affairs and Residence Life, Commuter Life, the Student Government Association, *ZU News* (student newspaper), Facilities Management, and various other APU departments to promote crime prevention, safety awareness, and knowledge of campus security procedures and practices and to encourage **students** to be responsible for their own safety. SAP utilizes several methods, including Crime Prevention through Environmental Design (CPTED); developing creative and dynamic strategies that are cooperative and team based; and crime analysis to identify university crime trends and target those areas of concern by developing and implementing crime prevention or risk reduction action plans. The Department of Campus Safety (DCS) uses social media to post information regarding crime prevention tips and safety awareness.

5. Rape Aggression Defense (R.A.D.)

This is a Primary Prevention and Ongoing Awareness program that deals with self-protection and situational awareness relative to sexual assault and the related topics of domestic–violence, rape, dating violence, stalking, self-defense, and the law. R.A.D is a popular, nationwide safety program offered on campus throughout the school year. The class typically meets at least once per semester and is announced in advance. R.A.D. covers many sexual assault issues that can occur on and off campus. This program educates participants on risk - awareness/avoidance, post-incident-care, victim services, and full-contact defense simulations (simulations are optional). All R.A.D. participants are provided brief training on how to search California’s database for registered sex offenders. R.A.D. classes are offered at no cost specifically to **female APU faculty, staff, and students. Each participant receives a training manual and a certificate of completion. The manual can be used to attend continued training at any R.A.D. program nationwide.**

6. Bike Patrol Program

This is a Primary Prevention program directed to prevent all crimes, including domestic violence, dating violence, and stalking. The Bicycle Patrol Team comprises selected DCS staff officers specially trained to serve the APU community through active, engaged, and service-oriented, high visibility bicycle patrol. The DCS Bike Patrol Team wears yellow and black shirts, offering high community visibility when they patrol the entire campus at selected day and night

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shifts and during special events. One of the many benefits of this program is that the bike patrol officers are very accessible to the APU community, readily available to answer questions, initiate contact with community members, and educate them concerning bike safety, theft prevention, and other safety and security issues. The DCS bike patrol officers also have the ability to quickly traverse crowds, navigate congested areas, inconspicuously patrol locations to facilitate crime intervention and prevention efforts, and readily respond between East and West Campuses, student residential areas, and surrounding APU properties.

7. Media Logs

This is an Ongoing Awareness program that targets general safety issues. Upon request, DCS provides data from the DCS - CAD (Computer Aided Dispatch) system to the university's student newspaper, The "ZU News". The crime and fire log information or media logs document information related to crime reports and DCS activity. The student editor from the ZU News can review the requested data and select various incidents to include in the weekly newspaper publication. These articles help inform the campus community and increase awareness of safety and security concerns

8. Stay Safe at College Videos

This is a Primary Prevention and Ongoing Awareness program that targets domestic violence, dating violence, stalking and general safety issues. These comprehensive and relevant video presentations are available 24/7 on the DCS [website](#) and outline ways to maintain personal safety and living area safety, thereby encouraging students and employees to be more responsible for their personal safety on and around campus. The videos are comprehensive, compelling, and easy to follow. We encourage everyone in the APU community to view them. The videos are divided into eight chapters. Just click on the topic of interest to view the video.

- [Introduction](#)
- [Protecting Your Possessions and Identity](#)
- [Sexual Assault](#)
- [Controlling Behavior](#)
- [Stalking](#)
- [Everyday Safety](#)
- [Common Sense Defense](#)
- [Safe Travel](#)

9. Whistle Program

This is a Primary Prevention and General Safety program that targets the prevention of assaults inclusive of the crimes of domestic violence, dating violence, and stalking. A free whistle is available to all students, faculty, and staff through the Department of Campus Safety.

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The program aims to provide students, faculty, and staff with a means to signal for assistance, should they find themselves confronted by a potential attacker or require immediate aid.

10. Orientation/Speaker Requests

This is a Primary Prevention and Ongoing Awareness program that targets domestic violence, dating violence, stalking, and general safety issues. The Department of Campus Safety takes a proactive approach informing the university community through allowed personal contact, professional meetings or in the current COVID-19 environment, information could be accessed via Zoom meetings or email to provide safety, security and crime prevention presentations. Topics include, but are not limited to:

- Personal Safety and Security
- Dormitory Safety and Security
- Sexual Assault Prevention/Reporting
- Dating Violence Prevention/Reporting
- Stalking Prevention/Reporting
- Domestic Violence Prevention/Reporting
- Active Shooter*

Active Shooter Response Training

Upon request, APU's Department of Campus Safety offers a one-hour-long *Active Shooter Response Training to groups of 10 or more students, faculty, and staff. Any group wishing to schedule active shooter training should email the Campus Safety Administrative Assistant - Artieshia Oscco at aoscco@apu.edu. The request should include the following information:

- The group represented (e.g., School of Nursing staff)
- Number of attendees
- Venue where the training will be held (must have audio-visual capability for video and PowerPoint)
- Possible dates and times the training may be held

11. Safety and Security Review/Threat Assessment

This is a Primary Prevention program that targets the prevention of opportunistic crime, inclusive of the crimes of domestic violence, dating violence, and stalking. The Department of Campus Safety takes a proactive approach informing the university community through personal

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contact, email, and professional meetings of its availability to provide Safety and Security Reviews/Threat Assessments. The Department of Campus Safety will, upon request, conduct crime-related threat assessments and/or safety and security reviews of university offices and facilities.

12. Safety Escorts after Hours

The Primary Prevention program that targets the prevention of opportunistic crime inclusive of the crimes of domestic violence, dating violence, and stalking. The university provides a trolley transportation program for students and employees as noted below. Note: Schedule may be subject to change and is posted at all trolley stops.

- Monday-Thursday, 6:45 a.m.-11 p.m.
- Friday, 6:45 a.m.-7 p.m.

Upon request, DCS offers safety escorts for employees and students, who are on or traveling between the East and West campuses 24/7. Escorts can be in person or via a DCS vehicle.

- **After-hours Campus Safety Shuttle Service**
Monday-Thursday, 10 p.m.-2 a.m.
Friday-Sunday, 6 p.m. -2 a.m.

This DCS program was in effect to limit student, staff, and faculty exposure to the criminal element during after-hours situations and on weekends. Pamphlets describing safety and security are available to students and employees when they are educated about this at new student/employee orientations. The information also appears on the DCS [website](#) and pamphlets describing safety and security are handed out when safety presentations are conducted by DCS staff and/or student workers. These safety pamphlets are also visible and free to all students, faculty, and staff members at the Department of Campus Safety office.

As applicable, regional campuses and site directors have been verbally encouraged by DCS, to have their on-site security assist or offer this similar type of service to the students and employees.

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Activities Related to Safety/Security Prevention and Awareness



The Department of Campus Safety (DCS) conducts approximately 13 crime prevention and security awareness presentations during the academic year. The DCS - Student Awareness Program (SAP) relative to on-campus residents begins at the start of the academic year. Safety presentations are given by DCS staff officers and include information about preventative safety measures, general security measures, situational safety, safety escorts, shuttle use, and other related topics. DCS also hosted public information presentations (ongoing safety awareness) as part of the DCS - Student Awareness Program.

Additionally, DCS hosted a Campus Safety Booth on “move-in” week, which typically attracts several hundred people (on-campus student residents, commuters, and their respective families). Topics at that safety outreach include parking information, shuttle services, “RAD” (Rape Aggression Defense) classes, and general safety tips for living and learning on campus. Numerous Campus Safety brochures are given to the attendees. DCS often evaluates and consults on security and safety issues at regional campuses/sites.” DCS typically conducts one RAD class in the fall and spring semester of each year. Approximately 6 in-person trainings are conducted for approximately 60 APU employees, which center upon how staff and faculty can respond in the event of an “active shooter” situation.

X. MONITORING OFFICIAL STUDENT ORGANIZATIONS

Criminal Activity off Campus (DCS Policy 4.77):

Azusa Pacific University does not have any official student organizations that own, lease, or control property at any off-campus location. Therefore, Azusa Pacific University does not use local police to monitor and record criminal activity at non-campus locations of student organizations. Furthermore, it is this institution’s policy that it will not monitor, record, or report any incidents of criminal activity at any unrecognized student organizational location.

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XI. ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, AND ENFORCEMENT

The possession, use, sale, or furnishing of alcohol on any APU property is governed by California state law and APU policy. Laws regarding the possession, sale, use consumption, or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on campus, including the enforcement of state underage drinking laws, is the dual responsibility of the Azusa Police Department and the Department of Campus Safety. APU has a no-drug-and-alcohol policy on all APU-owned or controlled properties. The possession, use, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws may be enforced by any local law enforcement agency and by the Department of Campus Safety through the Community Expectations. The drug laws are not enforced directly by DCS, but they are enforced indirectly because they are also a violation of university policy. Violators are subject to the APU disciplinary process, and possibly criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by APU.

Specifically, in the APU *Alcohol Policy for students*, it is noted, “Students may not possess, distribute, and or use alcohol, narcotics, or other intoxicants on University premises. Students may not be on campus while intoxicated, even if their consumption took place off campus. Violation of this policy will result in disciplinary action. NO UNDERAGE DRINKING IS PERMITTED ON OR OFF CAMPUS.”

Human Resources Guideline (employees) 9.7 - Azusa Pacific University Drug Free Workplace Policy (updated May 29, 2020):

It is Azusa Pacific University’s policy to make every effort to provide and maintain a drug-free campus and workplace.

It is unlawful to manufacture, distribute, dispense, possess, use, or sell controlled substances or illicit drugs, alcohol, or substances containing tetrahydrocannabinol (THC) at university work sites (e.g., buildings, property, facilities, service areas, and satellite centers of the university), activities or events, or while performing university business. All employees are required to comply with this policy as a condition of their continued employment. Any employee violating this policy will be subject to disciplinary action, including possible termination of employment.

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Local, state, and federal laws establish severe penalties for violations of drug and alcohol statutes. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that federal laws have established penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000. Some examples of local or state laws are as follows:

- Unlawful possession of an illegal drug or prescription medication without a valid prescription is punishable by imprisonment in the state prison.
- The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- It is not permissible to provide alcohol to a person under the age of 21.
- Serving alcohol to an intoxicated person is prohibited.
- Selling any alcoholic beverages, either directly or indirectly, except under the authority of a California Alcoholic Beverage Control License, is prohibited.
- It is a felony to induce another person to take various drugs and “intoxicating agents” with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be regarded as a principal in any crime committed.
- Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for his/her own safety, or who is interfering with the use of a public way, is guilty of disorderly conduct, which is a misdemeanor.

Alcohol/drug abuse counseling, treatment, rehabilitation information, referral information, and social service directories for Los Angeles County are available in the Office of Human Resources, the Student Health Center, Office of Student Affairs, and the University Counseling Center.

Screening: As a condition of employment, all applicants who receive offers of employment as bus drivers, for positions considered to be "safety sensitive," or, if required, which are funded by federal grants, must successfully complete a pre-employment illegal drug and alcohol screening examination before they may begin work. Additionally, random post-hire screening may also be conducted at the university's discretion for any such employee, in accordance with federal and state laws.

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Individuals who refuse to be tested will be assessed as having a positive result. Accordingly, the employee will be subject to the same assessment and treatment process as an employee who tests positive.

Employee Educational Commitments; Supervisor Training: All supervisors of employees covered by this policy must be trained according to the university's policies and procedures concerning maintaining a drug free workplace. While they are not expected to provide substance-abuse counseling and should not try to diagnose alcohol- or drug-related problems, supervisors must be trained to recognize changes in an employee's personality, behavior or job performance that may indicate a substance-abuse problem. Additionally, they must be trained to:

- Know the university's policies and programs.
- Explain the program to employees in clear, concise language.
- Know where and when to refer an employee for help.
- Maintain employee confidentiality.
- Follow up on an employee's progress.
- Employee Educational Commitments; Employee Training

All employees shall be provided with a copy of this policy. In addition, all employees shall be informed about the dangers of drug abuse in the workplace, any available counseling, rehabilitation and employee assistance programs and penalties that may be imposed upon employees for drug abuse violations.

As part of the new-hire orientation program, all employees assigned to work in transportation, safety-sensitive positions, or in positions funded by state or federal grants receive training in the policies and procedures for maintaining Azusa Pacific University as a drug free workplace. Additionally, they are required to sign a statement agreeing to abide by the university's policy as a condition of employment.

Notification Requirements; Notification of Impairment: It is the responsibility of each employee who observes or has knowledge of another employee in a condition that impairs the employee's ability to perform job duties, presents a hazard to safety of others or is otherwise in violation of this policy to promptly report that fact to a supervisor or to Human Resources.

Notification Requirements; Notification of Drug-related Arrest or Conviction: An employee who is convicted for possessing, manufacturing, selling, or distributing illegal or controlled substances is required to notify Azusa Pacific University in writing within five calendar days after such conviction. Within 30 calendar days of receipt of such notice, employees convicted of drug-related crimes will be subject to appropriate personnel action, which may include termination of employment or a directive to participate satisfactorily in a drug abuse assistance or rehabilitation

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program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. This will be the case whether the offense occurs on duty or off duty.

Also, any employee who pleads guilty or “no contest” to any of the drug-related offenses listed above will be subject to appropriate personnel action, which may include termination of employment.

Within 10 calendar days after receiving any written notice described in the previous paragraph or receiving other actual notice of such conviction, Azusa Pacific University will notify the Director of Grants and Contract Service for the U.S. Department of Education (400 Maryland Avenue, S.W., Washington D.C. 20202) of such conviction and the position title of the employee.

Assistance: Azusa Pacific University expects employees who suspect they have an alcohol or drug problem to seek treatment. The university will help employees who abuse alcohol or drugs by providing a referral to an appropriate professional organization through one of the university’s behavioral health insurance plans or an employee assistance plan. However, it is the employees’ responsibility to seek and accept assistance at their own expense before drug or alcohol problems lead to disciplinary action, including termination. Failure to enter, remain in, or successfully complete a prescribed treatment program may result in termination of employment.

Human Resources Guideline 9.12- Azusa Pacific University Use of Alcohol Policy (updated May 29, 2020)

In adopting the following policy on the use of alcohol in the APU community, we have considered our desire to conduct all of our affairs with God-honoring excellence, the need to be sensitive to the guidance of the university’s spiritual heritage and the convictions of other Christians, the alarming consequences of heavy drinking on college campuses, and the need for employees to serve as role models for our students.

Alcoholic beverages may not be consumed at a University facility or at a University sponsored event at any time. In addition, the cost of alcoholic beverages may not be charged to the University either directly or through a request for reimbursement. All employees are to be mindful of the dangers of underage drinking and serve as role models for Azusa Pacific University students with respect to the consumption of alcohol. Accordingly, members are prohibited from consuming alcoholic beverages where they are aware that University students are present (other than students who are part of the member’s family). Exceptions to this Policy may be made by the President’s Cabinet upon written request in advance of any purchase or consumption of alcoholic beverages.

There may be times when members must exercise sound judgment under the leadership of the Holy Spirit in the application of this Policy. In all situations where the consumption of alcoholic beverages is permitted, the members must choose either abstinence or moderation and avoid drunkenness.

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HR Guideline (employees) 9.5- Azusa Pacific University Illicit Substances, Alcohol, and Smoking Policy (March 28, 2017):

The federal government mandated on October 1, 1990, that there be no unlawful possession, use, or distribution of illicit substances and alcohol by students or employees on college campuses anywhere in the United States.

The university absolutely prohibits the manufacture, sale, purchase, offer to purchase, distribution, dispensation, possession, or transfer of any illegal controlled substance, alcohol, or substances containing tetrahydrocannabinol (THC) on university properties by its employees at any time.

Legal or legally prescribed medications only are excluded from this rule and are permitted to the extent that the use of such medications does not adversely affect the employee's work ability, job performance, or the safety of that individual or others.

For health and safety considerations, the university prohibits smoking and any other tobacco use on university premises. This prohibition extends to the use of smokeless tobacco products, unregulated nicotine products, hookahs, and e-cigarettes (electronic cigarettes, vaping).

The following are the alcohol, drug, and weapon-related violations specific to APU Undergraduate - Community Expectations and Graduate and Professional Student - Community Expectations. These may also constitute violations of state law. Violations of these APU (alcohol, drug, and weapon) policies, that also constitute violations of state law, are reportable Clery Act violations and noted in the Clery statistical tables below.

UNDERGRADUATE AND GRADUATE COMMUNITY EXPECTATIONS:

Hosting Gatherings Involving Alcohol or Drugs: Persons who host gatherings where alcohol is available to participants should be aware that they will be held responsible for the actions of their guests, including their guests' level of consumption. Persons who host or in any way assist or promote a gathering (on or off campus) that includes any of the following will be subject to probable suspension or expulsion from the university:

- Indication of any participant being under the influence of alcohol (i.e., tipsy, buzzed, drunk, etc.)
- Alcohol given to underage persons or underage consumption of alcohol
- Illegal drug use or illegal use of controlled substances

Those living at the location where the party is held may be held responsible as hosts regardless of who provides the alcohol.

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Students should be aware that gatherings at their residence may grow beyond their ability to control due to social and other electronic media. Students will still be viewed as hosts in this type of situation and should consider these elements when planning their events.

Participating in Disruptive Gatherings or Gatherings Involving Alcohol or Drugs: No student living on or off campus can participate in any disruptive party, gathering, or event which disturbs or impacts the peace of another. This includes but is not limited to: disturbing the peace of others; excessive noise; violent, offensive, disorderly behavior, or quarrelsome conduct; traffic obstruction of public or private streets by crowds or vehicles; litter; etc. Students may also not participate in, assist, or promote a gathering (on or off campus) that includes alcohol given to underage persons, underage consumption of alcohol, illegal drug usage, or any drunkenness.

Use of Alcohol: Students who purchase, sell, possess, distribute, and/or use alcohol or other intoxicants on campus or at university-sponsored events will be subject to the disciplinary process. Students are not allowed to use alcohol while participating in university-sponsored events and programs even if those events are off campus, regardless of whether the conduct is legal where it occurs. These events include, but are not limited to, athletic events, international programs, mission trips, study abroad programs, performance group trips, club and organization events, club sport events, etc. Due to the potential appearance of alcohol use, students are prohibited from displaying decorative bottles, collecting or storing empty alcohol containers on campus for recycling or other purposes.

See a list of descriptions of substances and the Alcohol and Drugs Federal Mandate as well as Confiscation and Disposal of Contraband policy in the [References](#).

Students under the Influence on Campus: Students are not allowed to be on campus or at university-sponsored events (including athletic events, international programs, mission trips, study away programs, performance group trips, club and organization events, club sports events, etc.) while under the influence of alcohol, even if their consumption occurred off campus or away from these events.

Underage Possession and Consumption of Alcohol: The university will not tolerate the possession and consumption of alcohol by students under the age of 21 regardless of their location (i.e., on campus, overseas, study away, mission trips, etc.).

Students Providing Alcohol: The university will not tolerate students providing alcohol to those under the age of 21 regardless of the location (on campus, overseas, study away, mission trips, etc.) in any form (i.e. powder). Such action will be subject to probable suspension or expulsion from the university.

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Narcotics: Students may not possess, distribute, and/or use illegal narcotics, or other intoxicants, on or off campus (including athletics events, international programs, mission trips, study away programs, performance group trips, club and organization events, club sports events, etc.). This includes medical marijuana, misuse of prescription drugs, salvia, any form of hallucinogens, and associated paraphernalia. See a list of descriptions of substances and the alcohol and drugs federal mandate listed in the [References](#). Also, see the Confiscation and Disposal of Contraband policy in the [References](#).

Weapons: Possession of any type of weapon, including but not limited to regular firearms, ammunition, BB/pellet guns, paint guns, air guns, airsoft guns, taser guns, any facsimile of a gun or any counterfeit firearm, blow guns, blow gun ammunition, switchblades, bows and arrows, explosive devices or materials used to manufacture explosive devices, martial arts weapons, fireworks, water balloon launchers, and all other weapons listed in the California penal code section 18710-22610, and/or other weapons considered illegal, dangerous, or deemed by Student Life officials to be inappropriate to possess on university premises is prohibited.

Personal protection pepper spray (not exceeding 2.5 ounces net weight of aerosol spray), known as Oleoresin Capsicum (OC), is permitted on campus properties. Persons carrying personal protection pepper spray are responsible for complying with all laws governing the possession and use of chemical/pepper spray weapons, as detailed in California Penal Codes 22810-22910.

Exception to this policy is for items used for academic purposes which have been approved by the Provost.

See Confiscation and Disposal of Contraband policy in the [References](#) section.

Graduate and Professional Students may be held responsible for violations of undergraduate student expectations in order to ensure consistency and fairness (e.g., if a graduate and undergraduate are together in the same activity that violates only the undergraduate standards) or if they are found to have facilitated conduct violations by undergraduate students.

Comment: APU's [Identity Statement on Alcohol](#) reflects a commitment to "creating a God-honoring environment that is safe and healthy for all community members." Our policy indicates that APU will not fund the purchase of or permit the distribution of alcohol and that alcohol is not to be present on university premises or served at university events/activities, or used by community members when on university premises or at university-sponsored events/activities. When APU graduate or professional students are present at professional conferences and/or events not directly sponsored by APU, students are expected to make responsible decisions concerning alcohol use, as indicated in APU's Identity Statement on Alcohol. In addition, the

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University prohibits the unlawful distribution of alcohol/use of alcohol to/by individuals under the age of 21. Also see, [Alcohol and Drugs Federal Mandate](#) under References in this section and [Identity Statement on Alcohol](#) found online and in the APU document [What We Believe](#).

XII. DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

Alcohol/drug abuse counseling, treatment, rehabilitation information, referral information, and social service directories for Los Angeles County are available in the Student Health Center, Office of Student Affairs, and the University Counseling Center. *(See list of descriptions of substances and the Alcohol and Drugs Federal Mandate listed in the References section 120 (a) – (d) of the Higher Education Act).* This program applies to all students and employees.

AZUSA PACIFIC UNIVERSITY / Alcohol and Other Drug Abuse Prevention - Biennial Review Report 2021-22 and 2022-23 Academic Years (specific excerpts – [view the full report here](#)):

The full report provides a summary of university compliance with the Drug-Free Schools and Campuses Regulations (1989) administered by the U.S. Department of Education.

Reviewed and approved by the Alcohol and Other Drug (AOD) Task Force:

- Director, Commuter Life
- Professor, Department of Psychology
- Dean of Student Wellness, AOD Task Force Chair
- Title IX Coordinator
- Director, University Counseling Center
- UG Student Representative
- Physician Assistant, Student Health Center
- Campus Safety Manager, Department of Campus Safety
- Interim Director, Center for Career & Community Engaged Learning
- Area Director, Residence Life
- Assistant Athletic Trainer
- Executive Director, Strategic Communication

Submitted to the Office of the President:

June 15, 2023

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Alcohol and Drugs Federal Mandate: The federal government mandated on October 1, 1990, that there will be no illegal drug use by students, staff, or faculty on college campuses anywhere in the United States. At its November 22, 1991, meeting, the Board of Trustees of Azusa Pacific University adopted the following policy statement to comply with the law. The policy, which is to be shared in writing with students, staff, and faculty, is as follows:

On November 18, 1988, Congress passed the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle Di 41 U.S.C. 701 et. seq.). This statute requires contractors and grantees of federal agencies to certify that they will provide a drug-free workplace. Making this required certification is a precondition for receiving a contract or grant from a federal agency.

Pursuant to the Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, dispense, possess, or use controlled substances at university work sites and/or while performing university activities, events, or business. The Drug-Free Schools and Communities Act Amendments of 1989 (P.L.101-226) amends the 1988 law, stating that it is also unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in the workplace, at any university activities or events, or while performing university business.

Compliance for Students: The university makes every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the university. All students are required to comply with this policy as a condition of their continued enrollment. Any student violating this policy will be subject to disciplinary action, including suspension and possible expulsion.

Local, state, and federal laws establish severe penalties for violations of drug and alcohol statutes. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that federal laws have established penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000. Some examples of local or state laws are as follows:

- Unlawful possession of a narcotic drug is punishable by imprisonment in the state prison.
- The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- It is not permissible to provide alcohol to a person under the age of 21.
- Serving alcohol to an intoxicated person is prohibited.
- Selling any alcoholic beverages, either directly or indirectly, except under the authority of a California Alcoholic Beverage Control License, is prohibited.

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- It is a felony to induce another person to take various drugs and “intoxicating agents” with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be regarded as a principal in any crime committed.
- Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for his/her own safety, or who is interfering with the use of a public way, is guilty of disorderly-conduct, which is a misdemeanor.

In addition, pursuant to federal law, a student’s eligibility for federal financial aid may be suspended if the student is convicted, under federal or state law, of any offense involving the possession or sale of illegal drugs.

Alcohol/drug abuse counseling, treatment, rehabilitation information, referral information, and social service directories for Los Angeles County are available in the Student Health Center, Office of Student Affairs, and the University Counseling Center.

Definitions: The use of illegal drugs and tobacco and abuse of alcohol may have serious health consequences, including damage to the heart, lungs, and other organs. Alcohol accidents are the number one cause of death for persons aged 15-24. The most significant health risk, besides death, is addiction. Chemical dependency is a disease that, if not arrested, is fatal. Illegal drug use or possession may involve, but is not limited to the following substances:

Alcohol

Even low doses of alcohol significantly impair the judgment and coordination needed to operate vehicles. Small amounts also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, memory, and ability to learn and recall information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can lead to dependence and permanent damage to vital organs such as the brain and the liver. If combined with other depressants that affect the central nervous system, even low doses of alcohol will produce adverse effects. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

Tobacco/Nicotine

Immediate effects include relaxation and increased confidence and metabolism. Smokers are more likely than nonsmokers to contract heart disease. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than nonsmokers. Smoking during pregnancy also poses risks such as spontaneous abortion, premature birth, and low birth weights. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Tobacco/nicotine is both psychologically and physically addictive.

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Cannabis: Marijuana, THC, Hashish, Hashish Oil

Physical effects of cannabis include increased heart rate and appetite, bloodshot eyes, and dry mouth and throat. Use of cannabis may impair or reduce ability to drive an automobile or perform tasks requiring concentration and coordination. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long-term use may result in possible lung damage, reduced sperm count and mobility, and affect ovulation cycles. Cannabis can also be psychologically addictive.

Cocaine/Crack

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart and respiratory rates, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

Stimulants: Amphetamines, Crank, Ice, Methamphetamines

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis, including hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

Hallucinogens: PCP, LSD

Phencyclidine (PCP) interrupts the functions of the neocortex, possibly resulting in self-inflicted injuries. Users may experience a sense of distance and estrangement, loss of muscular coordination, and speech impairment. Large doses may produce convulsions and coma as well as heart and lung failure.

Lysergic Acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, tremors, and psychological reactions. Users may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use has ceased. Use of hallucinogens can cause psychological dependence. Students who possess, distribute, and/or use alcohol, narcotics, or other intoxicants may be subject to the disciplinary process. Students present on campus while under the influence of illicit drugs or alcohol are subject to disciplinary process even if their consumption was off campus.

Anabolic Steroids

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Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver abnormalities to psychological reactions. The liver and cardiovascular and reproductive systems are most seriously affected by use. In males use can cause withered testicles, sterility, and impotence. In females, masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior known as "roid rage" and depression. While some side effects appear quickly, others such as heart attacks and strokes may not show up for years.

Confiscation and Disposal of Contraband: Contraband may be seized by any university official. It will be the responsibility of the official seizing the items to turn all seized item(s) over to the Department of Campus Safety (DCS) for proper storage, the only exception will be alcoholic beverages; in this circumstance, the alcoholic beverage containers will be photographed after which the beverage container and its contents will be disposed.

DCS will maintain possession of the contraband unless turned over to the Azusa Police Department for destruction or criminal prosecution. The property will remain with DCS until such time as a university judicial officer has rendered a finding, or in keeping with the DCS protocols concerning property. Contraband will not be returned to the student. Contraband is defined as:

1. Alcoholic beverages
2. Narcotics
3. Paraphernalia used for the consumption or use of narcotics
4. Tobacco or similar products including smoking paraphernalia
5. Prescription medication outside of its approved container
6. Prohibited weapons
7. Sexually oriented or suggestive items as specified in section 1.7 of the Residence Life policy.

Review: The University will conduct a biennial review of its alcohol and drug regulations to determine their effectiveness and implement changes as needed to ensure that the sanctions developed are consistently enforced.

Drug and/or Alcohol Education and Assistance Programs (employees, students):

Get 24/7 support, advice and resources. Call Resource Advisor toll free at 1-888-209-7840 and ask for Resource Advisor or go to www.ResourceAdvisorCA.anthem.com. Then, log in with the program name: *ResourceAdvisor*.

Recovery Programs for Employees and Students

Local Alcohol and Drug Recovery Programs and Resources

[Las Encinas Hospital](#): Las Encinas Hospital offers a wide range of behavioral health care services specializing in the treatment of psychiatric and chemical dependency issues. Las Encinas Hospital

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provides a variety of inpatient and outpatient treatment programs including inpatient detox, inpatient psychiatric stabilization, chemical dependency rehab, residential treatment, partial hospitalization and intensive outpatient services.

[Narcotics Anonymous \(LA area\)](#): Narcotics Anonymous is a nonprofit, international, community-based organization for recovering addicts. Narcotics Anonymous (NA) members learn from one another how to live drug-free and recover from the effects of addiction. NA's primary approach to recovery is based on the therapeutic value of one addict helping another. Members take part in NA meetings by talking about our experiences and recovery from drug addiction.

[Alcoholics Anonymous \(LA area\)](#): Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety. A.A. is an international fellowship of men and women who have had a drinking problem. It is nonprofessional, self-supporting, multiracial, apolitical, and available almost everywhere. There are no age or education requirements. Membership is open to anyone who wants to do something about his or her drinking problem.

[Celebrate Recovery](#): Celebrate Recovery is a Christ-centered program with foundations firmly established in biblical truth. The 12 Steps with accompanying scriptures and the 8 Principles based on the Beatitudes offer participants a clear path of salvation and discipleship; bringing hope, freedom, sobriety, healing, and the opportunity to give back one day at a time through our one and only true Higher Power, Jesus Christ.

[College Binge Drinking Network](#): College Binge Drinking is an informational site from Elements Behavioral Health for college students and their parents, as well as other concerned people, that hopes to inform people about the myths, dangers, and issues surrounding college alcohol abuse.

[ULifeline](#): ULifeline is an anonymous, confidential, online resource center, where college students can be comfortable searching for the information they need and want regarding emotional health.

STUDENT SELF-HELP RESOURCES:

APU – University Counseling Center (UCC): The following are links to sites which may contain helpful information or resources for personal wellness or academic knowledge and research. The content of these links comes from a variety of sources, and the University Counseling Center cannot guarantee the accuracy of all information contained in these links. The information contained in these links does not necessarily reflect the views of the UCC or the university. We encourage students to explore this information within the context of their Christian worldview. Information conveyed over the Internet should never replace appropriate mental health care or sound judgment. When in doubt, contact a qualified professional.

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Addictions

- [Addiction Resource Guide](#)
A comprehensive directory of addiction treatment facilities online
- [Christian Recovery International](#)
A coalition of ministries dedicated to helping the Christian community become a safe and helpful place for people recovering from addiction, abuse, or trauma

Alcohol and Substance Abuse

- [Alcoholics Anonymous](#)
A website created and maintained by Alcoholics Anonymous World Services, Inc.
- [Adult Children of Alcoholics](#)
ACA is a 12-step, 12-tradition program of women and men who grew up in alcoholic or otherwise dysfunctional homes
- [Celebrate Recovery](#)
The purpose of Saddleback Church’s Celebrate Recovery ministry is to fellowship and celebrate God’s healing power in our lives through the “8 Recovery Principles”
- [CollegeBingeDrinking.net](#)
College Binge Drinking is a nonprofit advocacy website for college students, their parents, and other concerned individuals. Its mission is to inform people about the myths, dangers, and issues surrounding college alcohol abuse. College Binge Drinking features articles that focus on alcohol abuse as well as articles centered on various other topics concerning college students, such as substance abuse, mental health, and prevention. The site is updated weekly to reflect the latest research and news around these issues

XIII. DISCLOSURE AND REPORTS TO CRIME VICTIMS

Student Affairs Accountability Process—Notification of Outcomes:

NOTIFICATION

Any disciplinary outcome resulting in university suspension or expulsion may be reported to the student’s professors, other university officials, and the registrar. The university will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the university against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime

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or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

XIV. EMERGENCY RESPONSE AND EVACUATION PROCEDURES



Partnering with Azusa Emergency Services and APU Campus Safety,

IT has brought a tremendous improvement to our campus. Previously, when 911 was dialed, the 911 Operator saw the origin of the call as simply Azusa Pacific University. As APU encompasses multiple campuses and offsite locations, we needed to make the location of the call much more specific. Now, when persons on campus dial 911, emergency operators will be able to determine which building the call was placed from and first responders will be able to arrive on scene more quickly. (<https://sites.google.com/apu.edu/imtnewsletter/january-2018/e911-location-reporting>)



SAFE APU* (“AppArmor”)

Safe APU is the official safety app of Azusa Pacific University. It is the only app that integrates with Azusa Pacific University’s safety and security systems. The app will provide instant access to campus safety resources. The app also includes features such as:

- **Emergency Contacts**
- **Support Resources**
- **Mobile Bluelight:** User can send their location to Azusa Pacific University security in real-time in case of a crisis
- **Friend Walk:** User can send their location to a friend through email or SMS on your device. Once the friend accepts the Friend Walk request, the user picks their destination and their friend tracks their location in real time; they can keep an eye on them to make sure they make it safely to their destination.

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- **Tip Reporting:** Multiple ways to report a safety/security concern directly to Azusa Pacific University security.
- **Share Map:** User can send their location to a friend by sending them a map of your position.
- **I'm OK!:** User can send their location and a message indicating that "You're OK" to a recipient of their choosing.
- **Campus Map and Crime Map:** Navigate around the Azusa Pacific University area as well as view recent crimes that have occurred on and near campus.
- **Emergency Plan:** Campus emergency documentation that can prepare you for disasters or emergencies. This can be accessed even when users aren't connected to Wi-Fi or cellular data.

**Available for download on the App Store and Google Play*

Immediate Notification Policy and Procedure (DCS Policy 4.28):

A. POLICY

In order to comply with provisions of the Clery Act, the Department of Campus Safety (DCS) has developed an Immediate Notification Policy and Procedure, referred to as an "Immediate Notification." This policy assures that in the event of an emergency, Azusa Pacific University will initiate and provide, without delay, Immediate Notifications to the appropriate segment(s) of the university community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors.

Notification is communicated to all Azusa Pacific University students, faculty, and staff at the Azusa campus, regional campuses/sites, and other APU facilities based in the United States, so that those traveling from one APU location to another are aware of the immediate threat. Federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. The types of incidents that may cause an immediate threat to the university community could include, but are not limited to: an active shooter on campus, a hostage/barricade situation, a riot, a suspicious package with confirmation of a device, a tornado, a fire/explosion, a suspicious death, structural damage to a university-owned or controlled facility, a biological threat (anthrax, etc.), significant flooding, a gas leak, a hazardous materials spill, a power outage, etc.

Departments involved in fulfilling the obligations of this policy include the Department of Campus Safety, Office of Student Affairs, and the university's Critical Incident Response Team (CIRT).

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All members of the university community are notified on an annual basis, in the Annual Security and Fire Safety Report, that they should inform the Department of Campus Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may pose an immediate threat to the health and safety of students and/or employees. The Department of Campus Safety is responsible for responding to such incidents to determine if the situation poses an immediate threat to the community.

In the event of a critical incident that requires an Immediate Notification, the following representatives decide to implement the Immediate Notification process and determine the information to be included in the notification: DCS Leadership Team member or designee, the Counsel to the President, the CIRT Director, and the Division of Strategic Communication and Engagement representative. **In an emergent situation**, a DCS Leadership Team member will initiate the initial notification and collaborate with other university leadership as updates are issued.

Regarding information from outside sources, the Memorandum of Understanding (MOU) between the Azusa Police Department and the Department of Campus Safety notes that incidents occurring in the City of Azusa, that may qualify as an immediate threat will be communicated, (landline telephone or cell phone) by the Azusa Police Department watch commander or designee to the DCS shift supervisor or designee. The DCS shift supervisor will then notify the Department of Campus Safety Leadership Team member of this information.

Currently, there are no law enforcement MOUs between DCS and other jurisdictions outside of the City of Azusa. The on-duty DCS supervisor or lead officer and Campus Safety dispatch have access to police radios that monitor local police activity. If an incident is heard to occur via the police radio in the City of Azusa or adjoining jurisdictions that may impact the APU community, the on-duty DCS supervisor or lead officer will notify a DCS Leadership team member. The DCS Leadership Team member will notify appropriate APU and DCS officials so that the necessary information is communicated to the APU community if applicable.

If the matter occurs after hours, the on-duty DCS supervisor or lead officer will contact the on-call DCS Leadership Team member, who will decide upon and effect appropriate action. These DCS representatives will determine the content of the message and will, as appropriate, use one or more of the systems described below (Section B) to communicate an immediate threat to the university community or to the appropriate segment of the community.

As required by this federal law, the responsible parties (DCS Leadership Team member or designee, Counsel to the President, the CIRT Director and the Division of Strategic Communication and Engagement representative) dependent upon the circumstance of the emergency, will and without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system. Unless implementing an Immediate Notification will, in the professional judgment of responsible authorities (these

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responsible authorities include, but are not limited to: Department of Campus Safety – Leadership Team member or designee, local police agencies, and/or any authorized fire department personnel), compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

During or soon after a critical incident, the Department of Campus Safety, the CIRT Director, and/or Division of Strategic Communication and Engagement representative(s) will provide updates on the university’s [website](#)) and through other communication methods as appropriate. Once the critical incident has been resolved, the Department of Campus Safety will announce the disposition of the incident using the same method as when it was initiated.

In the event that the university posts or distributes an Immediate Notification to the APU community due to an immediate safety concern and/or threat, the university is not obligated to implement the Timely Warning Notice procedures.

The Immediate Notification Policy operates independently from the Timely Warning Notice Policy; however, under certain circumstances, the two may be implemented simultaneously.

B. IMMEDIATE NOTIFICATION SYSTEMS

The university employs several methods and systems for communicating information quickly to the APU community. Notification will be made using some or all of the following methods depending on the type of emergency:

1. Public Address System - Whelen System (infrastructure), DCS vehicles, and handheld megaphones (*Responsible Party: Department of Campus Safety*)
2. Digital Signage - University video monitors located throughout campus (Azusa Campus only) (*Responsible Party: Information and Technology [IT]*)
3. E-notification blasts - through *Everbridge, the university can quickly send text messages, email, and voice mail alerts to the community (*Responsible Party: IT*)
4. Telephone calling trees (phone lists) (*Responsible Party: IT*)
5. Person-to-Person Awareness (*Responsible Parties: DCS, Student Affairs, and any other authorized personnel*)
6. Emergency Preparedness and Response Web [announcements](#) (*Responsible Party: Division of Strategic Communication and Engagement*)
7. Social Media: Facebook, X (Twitter), and Instagram (*Responsible Party: Division of Strategic Communication and Engagement*)

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***EVERBRIDGE – SIGN UP:** The Azusa Pacific University’s emergency notification system, Everbridge, allows the university to quickly send emergency messages to students, faculty, and staff when a situation arises on or near campus that may threaten the safety and security of our community, such as an earthquake, fire, or other incident. These notices include text messages, voicemail messages (to local, cell, or home phone), and email. To receive these vital messages, please follow the instructions to update your contact information. The site is secure and your information will only be used for APU emergency notifications. All current students, faculty, and staff are automatically enrolled in the system. If you have any further questions or concerns, please contact the IT Support Desk at [\(626\) 815-5050](tel:6268155050) or <https://support.apu.edu/hc/en-us/>.

Some or all of these methods of communication may be activated in the event of a safety concern and/or immediate threat to the Azusa Pacific University community.

C. PROCEDURE

The on-duty Department of Campus Safety (DCS) supervisor or lead officer is responsible for immediately notifying the appropriate DCS Leadership Team member of any situation that poses a safety concern and/or an **immediate** threat to the university’s community. The DCS Leadership Team member who has been notified is responsible for confirming that a significant emergency or dangerous situation exists. This may require the assistance of other DCS Leadership Team members, local first responders, and/or the National Weather Service. The DCS Leadership Team member who has been notified will develop the Immediate Notification message. The DCS Leadership Team member, as the situation allows, will notify the following individuals, who may aid in the development of the message content: Vice President for University Integrity & General Counsel, other DCS Leadership Team members or designees, the CIRT Director, and the Division of Strategic Communication and Engagement representative.

The DCS Executive Leadership Team member will, when reasonable, collaborate with the Vice President for University Integrity & General Counsel, the CIRT Director, and the Division of Strategic Communication and Engagement representative to assist with implementing the listed Immediate Notification Systems (Section B).

In the event a DCS staff member receives information from other offices/departments on campus or from other sources regarding an on-campus incident that may cause a significant safety concern and/or an immediate threat to the university’s community, that DCS staff member is responsible for contacting a member of the Campus Safety Leadership Team. This action step is to be done to factually confirm whether the Department of Campus Safety has already responded to the incident or determine if another situation exists.

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Annually, DCS requests from local law enforcement agencies (Azusa Police Department and Glendora Police Department) that DCS be notified about situations that may require an emergency response under this Immediate Notification Policy and Procedure (DCS Policy 4.28).

D. TESTING OF EMERGENCY NOTIFICATION SYSTEMS

In conjunction with other emergency agencies, the university conducts emergency response exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. APU also conducts numerous drills throughout the year, including building evacuation drills, as well as a monthly test of the Whelen System and an annual test of the Everbridge System.

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.

APU publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

1. The Whelen System shall be tested by DCS once a month to ensure it is in working order. DCS will document the test of the system in C.A.D. (Computer Aided Dispatch)
2. The Everbridge System shall be tested by IT/CIRT annually to ensure it is in working order.
3. An evacuation drill will be held in the residence halls (dormitory buildings) during the first semester each year. DCS staff or Facilities Management will activate the fire alarms in each area. The Office of Residence Life staff will conduct an evacuation of the building and account for all residents as instructed during hall meetings at the beginning of the year. An after-action report documenting at a minimum a description of the exercise, the date, time and whether it was announced or unannounced will be prepared by the Risk Management and Emergency Planning office.
4. An evacuation drill of the entire campus will be announced in the first semester of each year, in conjunction with announcements regarding the evacuation and other emergency instructions available on the [APU emergency procedures](#) website. During the drill, Facilities Management will activate alarms in each building on campus. Assigned Building coordinators will conduct an evacuation of each building and account for all residents. CIRT members will evaluate the effectiveness of the drill. An after-action report documenting (at a minimum) a description of the exercise, the date, time, and whether it was announced or unannounced will be prepared by the Risk Management and Emergency Planning office.

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5. In conjunction with at least one test per calendar year, the Risk Manager will provide to all APU campuses an email link to the online APU emergency response and evacuation procedures.
6. The evacuation drills are for all Azusa facilities. Regional campuses are handled local in conjunction with building management and may include local authorities.

A. POLICY

Everbridge - Emergency Notification Policy:

Azusa Pacific University is required under the Federal guidelines of the Jeanne Clery Act to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or the campus community on the campus. An “**immediate**” threat encompasses an imminent or impending threat. In these types of situations, an emergency notification via one or varied methods of communication will be utilized to convey information concerning the situation/threat to the APU community.

Confirmation is defined as a university official(s) verification that a legitimate emergency or dangerous situation exists.

A. EXAMPLES OF SITUATIONS PROMPTING AN EMERGENCY NOTIFICATION

The following is a list of incidents or situations that, depending on the circumstance, could prompt an emergency notification (this list is by no means all-inclusive):

1. Armed/hostile intruder
2. Bomb threat (verified by direct contact – phone call, email, text, witness, etc.)
3. Campus violence
4. Civil unrest
5. Explosion
6. Fire (localized building fire or wildfire)
7. Gas leak
8. Hazardous material spill
9. Public health crisis
10. Severe weather
11. Terrorist incident
12. Earthquake
13. Power outage(s)

NOTE: In deciding whether to initiate an emergency notification, the following criteria must be met:

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1. There is or has been an event involving an imminent threat to member(s) of the APU community.
2. The event has been verified.
3. The event occurred on APU property or in such close proximity that there is an imminent threat to member(s) of the APU community.
4. There is an immediate need for the APU community to be informed of the event to aid in mitigating the threat to member(s) of the APU community.

B. INITIATING AN EMERGENCY MESSAGE

Upon confirmation of an on-going significant emergency or dangerous situation that poses an imminent threat to the safety of the campus community, it is the responsibility of the Department of Campus Safety's Leadership Team (consisting of the Executive Director, Assistant Director, Campus Safety Officer Manager, Special Services Officer Supervisor, or designee) to ensure the campus community is promptly notified of the circumstances of the event and an action plan if warranted. Authority to approve and authorize the activation of an emergency message system rests with the Department of Campus Safety Leadership Team member(s) previously mentioned. In the absence of, or at the direction of, a member of the Department of Campus Safety Leadership Team member, the following university officials are authorized and approved to initiate an emergency notification via one of the approved emergency notification systems:

1. Associate Vice President of Information and Technology or their designee
2. Risk Management and Emergency Planning office
3. Division of Strategic Communication and Engagement
4. The individual responsible for the emergency notification shall use their best, reasonable judgment in all circumstances as to whether or not an emergency notification is warranted and what method(s) will be utilized in making the notification. Situations that may create business, academic, or research interruptions, but do not pose a health or safety risk, do not necessitate an emergency notification. Notifications about such situations will be facilitated by Division of Strategic Communication and Engagement in collaboration with the Critical Incident Response Team or other involved departments as appropriate. An emergency notification will not be issued if it is confirmed that such notification will:
 1. Compromise the efforts of first responders.
 2. Compromise efforts to assist the victims.
 3. Increase the vulnerability of Campus Safety.
 4. Compromise efforts to contain the emergency.

C. APPROVED MASS NOTIFICATION METHODS

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The options listed below are programs and devices that may be utilized to convey an emergency notification to the university community. The individual responsible for issuing the notification will decide which option(s) are best suited to notify the community depending on the circumstances surrounding the emergency:

1. Whelen Mass Notification System
2. Everbridge (APU Mass Electronic Notification System)
3. Unaffiliated social media sites (X [Twitter], Facebook, Instagram etc.)
4. Word of mouth and use of loudspeaker devices
5. Timely Warnings and notifications

D. MAKING THE NOTIFICATION

Once the decision has been made to broadcast an emergency notification by a member of the Department of Campus Safety's Command Team or designee, the notification will be prepared and disseminated without delay. The notification will take into account the nature of the emergency, the location of the incident and what steps to take to enhance personal safety.

Sample Everbridge message:

Campus Alert!

4/5/15 2:15 p.m.

Fire in Darling Library

Avoid the area and West Campus

Further information to follow when available – APU DCS

(Note: APU DCS is abbreviated for Azusa Pacific University – Department of Campus Safety.)

(For other specifics, see DCS Policy 4.28 / Immediate Notification Policy and Procedure)

***APU Emergency Procedures (Online Information APU-wide Policy**

<https://www.apu.edu/response/>):

*** This policy and procedure apply to all students (undergraduate, graduate, and professional) and employees at all APU facilities.**

In matters requiring an immediate response by the fire department, EMS, or police, call 911 first and if time permits, call the [Department of Campus Safety](#) at (626) 815-5000. If the matter is not an emergency requiring an immediate response by the fire department, police, or EMS, then call the Department of Campus Safety first.

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APU remains steadfast in its commitment to provide a safe and secure living, learning, and working environment for its community. Because of its location in Southern California, APU is particularly susceptible to earthquakes and wildfires. Specific plans have been made for these types of emergencies in conjunction with the Los Angeles County Fire Department and the Azusa Police Department. The university maintains an excellent working relationship with both of these agencies.

The following procedures, available at apu.edu/response/procedures/, offer instructions and safety information to all APU faculty, staff, students, and visitors.

Azusa Pacific Community Members: As students, faculty, and staff at Azusa Pacific University, it is essential that you know what to do should an active shooting event occur on campus, for your safety and the safety of those around you. Though APU has response teams and systems in place, it takes all of us working together to create a safe environment and to respond as best as we possibly can if a situation occurs.

With that in mind, we encourage you to watch the U.S. Department of Homeland Security (DHS) [active shooter preparedness video](#), and review the [DHS Active Shooter Event Quick Reference Guide](#).

ACTIVE SHOOTER/SHOOTING ON CAMPUS

If you witness an armed individual or an individual who is acting in a hostile and belligerent manner on campus, immediately call 911 then the Department of Campus Safety at (626) 815-5000.

- Try not to draw attention to yourself.
- Remain calm and use a quiet voice. Try to provide information in a calm and clear manner so the 911 operator can quickly relay information to responding law enforcement and emergency personnel.
- Provide the following information:
 - Your name
 - Describe the situation
 - Location, be as specific as possible
 - Number of shooters witnessed
 - Number of people at specific location
 - Injuries, if any, including the number of injured and types of injuries

Try to note as much information as possible about the shooter(s):

- Direction of the shooter(s)

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- Gender, race, and age of shooter(s)
- Language or commands used by the shooter(s)
- Clothing color and style
- Physical features (height, weight, facial hair, glasses, etc.)
- Type of weapons (handgun, rifle, shotgun, explosives, etc.)
- Description of a backpack or bag
- Whether you recognize the assailant or know his/her name
- Describe exactly what you heard (gunshots, explosions, etc.)
- If you can't speak, leave the line open so the dispatcher can listen and try to pinpoint your location

AFTER CALLING 911 OR CAMPUS SAFETY

- If it is safe to do so, exit the building.
- If you cannot exit the building, go to a room that can be locked. If you are in a classroom or office that cannot be locked from the inside, barricade the door using desks, tables, file cabinets, or other furniture
- Stay behind solid objects and away from the door as much as possible.
- Turn off the lights and lock and cover any windows.
- Get everyone in the room to lie on the floor, out of the line of fire.
- If the shooter(s) leave the area, proceed immediately to a safer place if possible.
- Do not touch anything that was in the vicinity of the shooter(s).
- If you flee, make sure you have an escape route/plan in mind. Do not carry anything; move quickly and quietly, keep your hands open and visible, and follow any instructions given by law enforcement.
- If approached by law enforcement officers, freeze and raise your arms with open palms facing the officer.
- Once you are at a safe location, stay there until police or known university official gives the "all clear."

WATCH: Learn tips for responding to an active shooter situation by watching the U.S. Department of Homeland Security [active shooter preparedness video](#).

Active Shooter Response Training: APU's Department of Campus Safety offers a one-hour-long active shooter response training to groups of 10 or more students, faculty, and staff upon request. Any group wishing to schedule active shooter training should email their request to Campus Safety - Administrative Assistant- Artieshia Oscco at aoscco@apu.edu. The request should include the following information:

- The group represented (e.g., School of Nursing staff)
- Number of attendees

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- Venue where the training will be held (must have audio-visual capability for video and PowerPoint)
- Possible dates and times the training may be held

BOMB THREATS

If you spot a suspicious object, package, etc., report it to the Department of Campus Safety, but DO NOT touch, tamper with, or move a suspicious item.

If you are notified by telephone of a bomb within a building, keep the caller on the line. If they hang up, DO NOT hang up the line, but go to another phone to call 911, and then (626) 815-5000 to report the situation to the Department of Campus Safety. DO NOT use any electronic devices (cell phones, laptops, radios, tablets, etc.) in close proximity to the suspect package or device.

In the event of a building evacuation, classes may remain in session and meet in an alternate location. If an evacuation occurs, follow standard evacuation procedures, and DO NOT attempt to re-enter a building until clearance authorization has been given by emergency personnel. Also, immediately notify emergency personnel if you know of a disabled or injured person needing assistance.

Ask the caller questions: Where is the bomb? When is it set to explode? What does it look like? What kind of bomb is it? Did you place it? Why? What is your address? What is your name?

Also, pay careful attention to the caller's exact wording, voice, and manner of speaking, and try to determine the caller's gender, race/ethnicity, and age, as well as any background sounds and the length of the call.

BUILDING, CAMPUS, AND ROOM LOCKDOWN

Specific lockdown procedures for the room, the building, and the campus, are activated when it may be more dangerous to evacuate a location than to stay in the assigned area. Examples: Violent or potentially violent incident by an angry or deranged person(s) threatening with a gun or other deadly weapon, robbery in progress, police pursuit, etc.

The **Building/Campus and Room Lockdown and "Shelter-in-Place"** [detailed procedures](#) are used when it may be more dangerous to evacuate a location than to stay in the assigned area. *Examples:* violent or potentially violent incident by person or persons threatening with a gun or other deadly weapon, robbery in progress, police pursuit, etc. Some "Shelter-in-Place" examples: weather, hazardous material release, etc.

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A **building and campus lockdown** consists of moving all students, faculty, staff, and visitors off the grounds and into the buildings, securing all entrances, and denying access to any unauthorized persons.

A **room lockdown** occurs when the danger may already be inside a building and requires that all students, faculty, staff, or visitors remain in rooms, offices, classrooms, etc. within the building. It also requires people to move from hallways or general open areas into enclosed rooms for safety, securing entrances and denying access to unauthorized persons. Inhabitants of the room are advised to stay away from windows and doors, turn off lights, silence phones/electronics, and hide behind/under objects (tables, chairs, etc.) near the center of the room.

A **“shelter-in-place”** is often implemented in the event of a chemical or radioactive release as well as weather-related events such as lightning, high winds, or flooding. Follow this [link](#) to safety procedures for “shelter-in-place” events.

Remember to notify Campus Safety and/or the police department as soon as possible, without endangering yourself, in the case of a threatening person or persons on the APU campus.

EARTHQUAKES

During the shaking

REMEMBER: DROP, COVER, and HOLD. Keep calm. Do not run or panic. If the earthquake strikes while you are indoors, take cover under a piece of furniture or stand in a doorway. Stay away from glass, windows, and overhead light fixtures. **DO NOT** use elevators. If the tremor occurs while you are outside, move away from buildings, trees, utility wires, and other structures. Move to an open area and stay there until the shaking stops. If the earthquake strikes while you are in a crowded public place, remain calm and seek shelter from falling debris. Do not rush for the exits—other people will have the same idea. If the tremor occurs while you are in a car, pull to the side of the road, away from overhead power lines. Remain in the vehicle, and turn on the radio. When leaving the automobile, move to an open area away from other cars.

After the shaking stops

Prepare for possible aftershocks. Check for injuries. Do not attempt to move persons who may be seriously injured unless they are in danger of further injury. Notify a university authority immediately. Take an inventory of the area you are in and notify the authorities present of any dangers so an evacuation can be conducted if necessary. Evacuation of buildings is not automatic and depends on surrounding circumstances (e.g., gas leak, fire, or severe structural damage). If buildings are evacuated, stay out of them until directed to re-enter by a university official.

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EVACUATIONS

In case of an emergency on campus where evacuation is necessary, occupants will be notified by the following:

- Audible alarms and flashing lights in equipped buildings
- Verbal notice from an instructor, building or floor coordinator, DCS officer, Facilities Management staff, or other campus official
- Public address system

Upon receiving orders to evacuate:

- Walk, DO NOT RUN, to the nearest exit.
- Use emergency stairways and exits only. DO NOT use elevators.
- Proceed to a designated evacuation site.
- Wait for attendance to be taken by the building coordinator or instructor.
- Stay out of the way of emergency personnel.
- Immediately notify the building coordinator or emergency personnel if you know of a disabled or injured person needing assistance.
- Wait for instructions to:
 - Re-enter the building.
 - Report to a long-term evacuation site.

Evacuation of disabled persons

In the event of an emergency, persons in wheelchairs and other disabled persons should observe the following evacuation procedures:

- **ALL** persons shall move toward the nearest marked exit. Never use the elevator in the case of fire, earthquake, or power outage.
- When a person in a wheelchair or other disabled person reaches an obstruction, such as a staircase, he/she should request assistance from others in the area if this may be safely accomplished. If infeasible the disabled person should wait in the safest visible area feasible and call "911" for assistance, providing an exact location for rescue.

NOTE: It is suggested that persons in wheelchairs or other disabled persons prepare for emergencies in advance by instructing a classmate, professor, or colleague on how to assist them during emergencies.

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- If assistance is not immediately available, the person in a wheelchair or other disabled person should stay in the exit corridor or on the landing. The disabled individual should continue to call for help until rescued

FIRES AND FIRE EVACUATIONS

Upon discovering a fire, immediately dial 911, then call the Department of Campus Safety at (626) 815-5000, or use one of the Code Blue boxes located throughout campus.



When a fire alarm sounds, evacuate the building immediately, and **DO NOT** use elevators. Walk, **DO NOT RUN**, as quickly as possible to the nearest exit, notifying others of the fire and closing all doors (but do not lock them) as you exit to slow the spread of the fire. On stairways, use handrails and keep to the right. Check all doors for heat (top and bottom) with the back of your hand. If the door is hot, do not open it. If you are caught in heavy smoke, drop to hands and knees and crawl, hold your breath as much as possible, breathe shallowly through your nose, and use a blouse, shirt, or jacket as a filter.

If your clothing catches on fire, DO NOT RUN—STOP, DROP, and ROLL.

Residence Life personnel will go from room to room in residence facilities to ensure complete evacuation. When all people have been evacuated, go to the designated evacuation site for further instructions and wait for an “all clear” from the proper authorities before returning to the building. Immediately notify emergency personnel on the scene if you suspect that someone may be trapped inside the building.

FIRE DRILLS

Unannounced fire drills will be held each year to test the system and familiarize occupants with the sounds of the alarms. Pulling a false alarm as a prank or joke is a serious offense that could lead to disciplinary proceedings through the Office of the Vice President for Student Affairs, including a \$500 fine. California Penal Code section 148.4 provides a misdemeanor/felony charge (fine and/or imprisonment) for those who willfully tamper with fire protection equipment. Further, it is a violation of university regulations, and reason for prosecution.

Look around the room now to see where exits are located. You should also note the location of fire extinguishers in rooms and in hallways.

HAZARDOUS MATERIALS LEAKS/SPILLS

Flammable • Toxic • Corrosive • Oxygen • Cryogenic

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If there is a spill, leak, or fire involving hazardous material, the following steps should be taken immediately:

- Confine the spill, leak, fumes, or fire by exiting the space and shutting the door. Avoid contact with the material. If time permits, locate the Safety Data Sheets (SDS) for any identifiable materials.
- Sound the building fire alarm so evacuation can begin.
- Dial 911, then call the Department of Campus Safety at (626) 815-5000, or use one of the Code Blue call boxes located throughout the campus.
- Give your name, department, location of the emergency, nature of the incident, and description of the material.
- Evacuate to the designated evacuation area. DO NOT return to the building until instructed that it is safe to do so.
- Even SUSPECTED hazardous materials, leaks, or suspicious odors should be reported to Campus Safety so appropriate action can be taken.

MEDICAL EMERGENCIES

In case of a medical emergency, dial 911, then call the Department of Campus Safety at (626) 815-5000, or use one of the Code Blue call boxes located throughout campus.

Use the following guidelines and your own common sense to determine what is a true medical emergency (the following is not an exclusive list):

- Chest pain
- Difficulty breathing (choking, etc.)
- Excessive or uncontrollable bleeding
- Unconsciousness
- Life-threatening injuries (e.g., falling, severe head injuries, severe burns, etc.)
- If you are in doubt about the seriousness of the injury, call 911, then the Department of Campus Safety

In medical emergency situations:

- Assess the situation.
- Call or send someone else to dial 911, then call the Department of Campus Safety at (626) 815-5000, or use one of the Code Blue call boxes located throughout campus.
- Administer first aid (if you are trained in first aid AND permission is granted by the injured).
- Have someone direct emergency and medical personnel to the scene.
- Remain with the victim until emergency personnel arrive.

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POWER/UTILITY OUTAGE

The possibility of a power failure is ever present and a situation that can be handled calmly. The most important thing to do is think safety.

Employees should consult with their supervisor before leaving their workstation, whenever possible, and comply with directions from building coordinators and emergency personnel.

DO NOT use candles for illumination; these are fire hazards. Use battery-operated lights instead. Also, turn off any electronic equipment that was still in use, in order to avoid power surges when service is restored, and leave a task light on so that you can determine when service is restored. If possible, avoid using the university telephone system, to preserve battery power for official use.

Exercise caution with valuables, and limit movement between floors of a building; if such movement is necessary, use stairways—**NOT ELEVATORS**—until power is restored.

OBTAINING CRISIS INFORMATION

In the event of a crisis on campus, the primary conduit of information will be the toll-free emergency hotline and website. Please call (888) 451-5583 or refer to this [website](#).

Parents and friends should be informed about the emergency preparedness website and phone number for contact during an emergency. They will be able to find out what is occurring on the Azusa campus as well as regional campuses/site.

For additional information on APU's preparedness plan, contact the Safety and Emergency Planning Manager at (626) 387-5765.

Updating Your Information: Students, faculty, and staff are encouraged to review their contact information and keep it up to date. The university reserves this system for emergencies only. Each year, the campus community will receive an email from the Critical Incident Response Team as a reminder to update contact information to ensure messages are sent to active phones and email addresses. You can also access your account to update your information any time you have a phone number or email address change:

1. Access any Internet browser on any computer.
2. Go to APU's Emergency Notification System [site](#).
3. Login with the username and password that you previously created.
4. Verify your contact information, making any necessary updates or changes.

PUBLIC ADDRESS SYSTEM (WHELEN)

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The APU public address system includes a siren and verbal instructions to help the community know how to respond in the event of an emergency. When you hear the siren, listen carefully for instructions on what to do next before reacting. For example, the message may include instructions to evacuate immediately in the case of an earthquake or fire, or shelter-in-place in the event of situations such as an active shooter or armed suspect on campus.

Installed in July 2009, APU's public address system has speakers located on east campus, west campus, and administration west. These speakers can be heard outdoors and in most buildings throughout the campus, and by APU's immediate neighbors as well. The university tests the public address system on a regular basis.

External Resources

- [U.S. Department of Homeland Security](#)
- [Federal Emergency Management Agency \(FEMA\)](#)
- [California Governor's Office of Emergency Services](#)
- [American Red Cross, Los Angeles Regional Headquarters](#)
- [Global Earthquake Response Center](#)
- [Southern California Earthquake Data Center](#)
- [Southern California Earthquake Hazards Program](#)
- [California Department of Forestry and Fire Protection](#)
- [San Bernardino Fire Information—Joint Information Center](#)
- [KFWB News Talk 980](#)

Helpful Articles

[FEMA Earthquake Safety Checklist](#)

[Seven Steps to Earthquake Safety for College Student](#)

Emergency Phone Numbers

- Fire/Police/Paramedics
911
- Emergency Message Hotline
1-888-451-5583
- [Department of Campus Safety](#)
(626) 815-5000

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APU Numbers (During normal business hours, Monday-Friday, 8 a.m.–5 p.m. PST)

- [Office of Spiritual Life](#)
(626) 815-3855
- [Student Health Center](#)
(626) 815-2100
- [University Counseling Center](#)
(626) 815-2109
- [Parent Information](#)
(626) 815-2020
- [International Center](#)
(626) 812-3055
- [Student Affairs](#)
(626) 812-3061
- [Office of Residence Life](#)
(626) 815-3825
- [Office of Housing Services](#)
(626) 812-3056
- [Media Relations](#)
(626) 815-4502
- Local Emergency Numbers
 - **911**
 - [Azusa Police Department](#)
(626) 812-3200
 - [Azusa Fire Department #32](#)
(626) 444-2581
 - [Foothill Presbyterian Hospital](#)
(626) 963-8411
 - [Red Cross](#) (Los Angeles)
(310) 445-9900
 - [Glendora Police Department](#)
(626) 914-8250
 - [Covina Police Department](#)
(626) 384-5808
 - [Alcoholics Anonymous](#)
(626) 914-1861
 - [Al-Anon](#) and [Alateen](#)
(757) 563-1600
 - [Project Sister](#) (Rape Crisis)
(909) 626-4357
 - [Suicide Crisis Intervention Center](#)
 - Toll-free in L.A. County (800) 854-7771
 - Toll-free nationwide (800) 273-8255

FOR INFO ONLY: Supplemental information is noted in the APU Employee Handbook sections 9.0 – Safety and Security and 9.1- General Emergency Procedures and these sections do not supersede the APU Online policy and procedures noted above.

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Relative to the DCS - Immediate Notification Policy and Procedure, APU conducted or participated in the following fire/evacuation drills during 2022-2023 academic year: (APU Main Campus and Other Locations)

Date/Time (Approximate)	Drill or Scenario	APU CIRT Team Involved (Y/n)	Law Enforcement Agency Representative	Fire Agency Representative	Other Representative/Guest
October 20, 2022 9:00 AM	Evacuation – Fire Drill: APU West Campus Classrooms and Offices (701 E Foothill Blvd)	Yes, CIRT conducted drills	No, DCS only	Los Angeles County Fire representatives were invited but declined to attend.	CIRT includes representatives from multiple departments: DCS, Facilities Management, Human Resources, Event Services, Health Services, Strategic Communications & Engagement, Regional Campus Directors and more.
October 20, 2022 2:00 PM	Evacuation – Fire Drill: APU East Campus Classrooms and Offices (901 E Alosta Ave)	Yes, CIRT Team conducted drills	No, DCS only	Los Angeles County Fire representatives were invited but declined to attend.	CIRT representatives.
October 20, 2022 10:20 AM	“Great Shake Out” Earthquake Drill –Mass notification sent to all APU campuses	Yes, CIRT oversaw drill	No, DCS only	N/A	CIRT representatives.
October 25, 2022 10:00 AM	Evacuation – Fire Drill: APU High Desert Regional Campus (15283 Pahute Ave)	Yes, CIRT Team conducted drills	N/A	N/A	CIRT representatives.
October 25, 2022 1:00 PM	Evacuation – Fire Drill: APU Inland Empire Regional Campus (375 W. Hospitality Lane)	Yes, CIRT Team conducted drills	N/A	N/A	CIRT representatives.
October 27, 2022 10:00 AM	Evacuation – Fire Drill: APU San Diego Regional Campus (5353 Mission Center Rd., Ste. 300)	Yes, CIRT Team conducted drills	N/A	N/A	CIRT representatives.
November 8, 2022 2:00 PM	Evacuation – Fire Drill: APU Orange County Regional Campus (1915 Orangewood Ave., Ste 100)	Yes, CIRT Team conducted drills	N/A	N/A	CIRT representatives.
November 17, 2022 10:00 AM	Evacuation – Fire Drill: APU Monrovia Site (606 E. Huntington Dr)	Yes, CIRT Team conducted drills	N/A	N/A	CIRT representatives.
December 6, 2022 8:00 PM	Dormitory Evacuation Drill: Adams Hall, Trinity Hall, and Engstrom Hall – (901 E Alosta Ave)	Yes, CIRT oversaw drill	No, DCS only	Los Angeles County Fire representatives were invited but declined to attend.	Residence Life, DCS, Student Affairs, Risk Management, and Facilities Management.
March 28, 2023 9:30 PM	Dormitory Evacuation Drill: Adams Hall, Trinity Hall, and Engstrom Hall – (901 E Alosta Ave)	Yes, CIRT oversaw drill	No, DCS only	Los Angeles County Fire representatives were invited but declined to attend.	Residence Life, DCS, Student Affairs, Risk Management, and Facilities Management.

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March 29, 2023 10:00 AM	Evacuation – Fire Drill: APU San Diego Regional Campus (5353 Mission Center Rd., Ste. 300)	Yes, CIRT Team conducted drills	N/A	N/A	CIRT representatives.
April 4, 2023 2:00 PM	Evacuation – Fire Drill: APU Orange County Regional Campus (1915 Orangewood Ave., Ste 100)	Yes, CIRT Team conducted drills	N/A	N/A	CIRT representatives.
April 5, 2023 10:00 AM	Evacuation – Fire Drill: APU Monrovia Site (606 E. Huntington Dr)	Yes, CIRT Team conducted drills	N/A	N/A	CIRT representatives.
April 11, 2023 9:00 AM	Evacuation – Fire Drill: APU West Campus Classrooms and Offices (701 E Foothill Blvd)	Yes, CIRT conducted drills	No, DCS only	Los Angeles County Fire representatives were invited but declined to attend.	CIRT representatives.
April 11, 2023 2:00 PM	Evacuation – Fire Drill: APU East Campus Classrooms and Offices (901 E Alostia Ave)	Yes, CIRT Team conducted drills	No, DCS only	Los Angeles County Fire representatives were invited but declined to attend.	CIRT representatives.
April 12, 2023 10:00 AM	Evacuation – Fire Drill: APU High Desert Regional Campus (15283 Pahute Ave)	Yes, CIRT Team conducted drills	N/A	N/A	CIRT representatives.
April 17, 2023 1:00 PM	Evacuation – Fire Drill: APU Inland Empire Regional Campus (375 W. Hospitality Lane)	Yes, CIRT Team conducted drills	N/A	N/A	CIRT representatives.
April 19, 2023 2:00 PM	Evacuation – Fire Drill: APU Orange County Regional Campus (1915 Orangewood Ave., Ste 100)	Yes, CIRT Team conducted drills	N/A	N/A	CIRT representatives.

XV. MISSING STUDENT NOTIFICATION PROCEDURES

Student Life - Missing Student Notification Policy:

PURPOSE: In accordance with federal law and to assist in upholding student safety, Azusa Pacific University establishes the following missing student notification policy and investigation procedures.

MISSING PERSONS STATEMENT: The University will make every reasonable effort to locate any missing residential students through the collaboration of the Department of Campus Safety, the Office of Residence Life, the Division of Student Affairs, and local law enforcement.

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DEFINITIONS:

- **Residential Student**—For the purposes of this policy, a residential student is enrolled in an academic program and resides in on-campus housing
- **On-campus housing facility**—Any student housing facility that is owned or controlled by APU, or is located on property that is owned or controlled by APU, and is within the reasonably contiguous geographic area that makes up the campus
- **Missing**—A residential student is presumed missing if he or she has not reached his or her expected destination, or if suspicious or unusual circumstances are believed to be the cause of the absence (including but not limited to foul play, expression of suicidal thoughts, drug dependence, or absence that is contrary to his or her normal pattern of behavior)
- **Confidential Contact**—A confidential contact is the individual named by the residential student, to be contacted no later than 24 hours after the university determines the student is missing

PROCEDURE: Anyone who has information a student may be a missing person should be immediately referred to the Department of Campus Safety (626-815-5000) or local law enforcement. The Department of Campus Safety will make a determination whether the student is missing, and, for such students, the department will immediately investigate the location of the missing student and, as needed, assist the primary law enforcement agency in that effort.

University officials will attempt to determine the residential student's whereabouts through contact with known friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings; or appearing for scheduled work shifts will be established. If the student is not immediately located, the Department of Campus Safety will secure authorization from the Executive Director of Residence Life or their designee to conduct a welfare entry into the student's on-campus room.

If the student is located, an attempt to ascertain the student's state of health and, if located off campus, intention of returning to the campus shall be made. Referrals will be made as needed to the Student Health Center, University Counseling Center, and/or the Office of the Campus Pastors.

If the student is not immediately located, the Department of Campus Safety will immediately notify local law enforcement. If the student resides in an on-campus student housing facility, the Department of Campus Safety and the Office of Residence Life will work jointly to notify the student's emergency contact, and any other contact person identified by the residential student (see below) will be made within 24 hours after determining the student is missing. If the student is under 18 years of age and is not emancipated, the residential student's custodial parent or guardian will also be notified within 24 hours.

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NOTIFICATION TO RESIDENTIAL STUDENTS: In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by APU in the event the student is determined to be missing by local law enforcement or the Department of Campus Safety within 24 hours of being reported missing. A student who wishes to identify a confidential contact can do so through the APU Missing Persons Confidential Contact Card registration process coordinated by the Office of Residence Life.

A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. If a student has identified such an individual, APU official(s) will notify that individual within 24 hours after the student is determined to be missing.

If the missing residential student is under the age of 18 and is not an emancipated individual, APU official(s) will notify the student's parent or legal guardian/custodian within 24 hours after the student is determined to be missing. Unless the local law enforcement agency is the agency that made the determination that the student is missing, the local law enforcement agency also will be notified within 24 hours after the student is determined to be missing.

OTHER: Suzanne's Law is a federal law which requires local police to notify the National Crime Information Center (NCIC) when someone between the ages of 18 and 21 is reported missing, was signed into law by President George W. Bush in 2003, as part of the national Amber Alert Bill (<https://www.congress.gov/bill/106th-congress/senate-bill/1201?s=1&r=297>).

Department of Campus Safety- Missing Persons Investigations (DCS Policy 316.1):

Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

316.1.1 DEFINITIONS

At risk - Includes, but is not limited to (Penal Code § 14215):

- A victim of a crime or foul play.
- A person missing and in need of medical attention.
- A missing person with no pattern of running away or disappearing.
- A missing person who may be the victim of parental abduction.
- A mentally impaired missing person, including cognitively impaired or developmentally disabled.

Missing person - Any person who is reported missing to law enforcement when the person's

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location is unknown. This includes a child who has been taken, detained, concealed, enticed away or kept by a parent in violation of the law (Penal Code § 277 et seq.). It also includes any child who is missing voluntarily, involuntarily or under circumstances that do not conform to his/her ordinary habits or behavior, and who may be in need of assistance (Penal Code § 14215).

Missing person networks - Databases or computer networks available to law enforcement and that are suitable for information related to missing persons investigations. These include the National Crime Information Center (NCIC), the California Law Enforcement Telecommunications System (CLETS), Missing Person System (MPS) and the Unidentified Persons System (UPS).

316.2 POLICY

DCS shall immediately report all missing persons to the Azusa Police Department. The Azusa Police Department is responsible for handling all missing persons reports per the Memorandum of Understanding between DCS and the Azusa Police Department. DCS will provide any and all requested assistance to the Azusa Police Department (within the scope of DCS authority and available resources) relative to any missing persons investigation.

XVI. SEXUAL ASSAULT PREVENTION PROGRAMS AND PROCEDURES

GUIDANCE ON TAKING IMMEDIATE ACTION/MEDICAL ATTENTION

<https://www.apu.edu/titleix/help/medical/>

WHAT TO DO IF YOU HAVE BEEN ASSAULTED IN THE LAST 72 HOURS:

- Go to a safe place and contact a friend or contact APU's Title IX Coordinator. If possible, do not change clothes, shower, bathe, or brush your teeth. If you do, place clothing in a paper bag and take with you to the hospital. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted, if the offense occurred within the past 72 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order.
- 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 police.

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- After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible. Go to a local medical center for a forensic Physical Evidence Recovery Kit (PERK) exam even if you think you do not have any injuries. Having a PERK examination will ensure there are no internal injuries and help address any possible health issues. The [Student Health Center](#) cannot do a PERK exam, but can provide Sexually Transmitted Infection (STI) testing.
- You can have a PERK exam even if you do not make a police report. You will not be responsible for the cost of the exam. 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 infections. If you think you want to make a report to police, the hospital will do a forensic exam to collect evidence, and can do a drug screen if you think you may have been drugged.
- See the hospitals listed below under the heading of medical treatment. In CA, evidence may be collected even if you chose not to make a report to law enforcement.¹
- If you wish to contact the police, the [Department of Campus Safety](#) has advocates who can assist you by contacting law enforcement so you can file a police report. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus safety and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement.
- 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 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.
- View additional Title IX and related information about your [reporting options](#).

MEDICAL TREATMENT

Hospitals work to respond with care to persons involved in sexual assaults, and will work with persons regarding notification of law enforcement or other authorities. Be aware that not all facilities will be able to facilitate the PERK process for evidence gathering.

¹ Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

Department of Campus Safety

CULTIVATING DIFFERENCE MAKERS



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On Campus

- [Student Health Center](#)
(626) 815-2100

Off Campus

- [Queen of the Valley Hospital \(West Covina\)](#) (626) 962-4011 – PERK available
- [Pomona Valley Medical Center](#) (909) 865-9500 – PERK available
- [Emanate Health Foothill Presbyterian Hospital](#) (626) 963-8411
Emergency Room Only
NO Forensic PERK exams

Medical Centers (Regional Campuses): *If these locations do not do evidentiary sexual assault exams, they will advise you of that information.*

- Arrowhead Regional Medical Center (Colton, California)
(909) 580-1000
- Desert Valley Hospital (Victorville, California)
(760) 241-8000
- Rancho Springs Medical Center (Murrieta, California)
(951) 696-6000
- Anaheim Regional Medical Center (Anaheim, California)
(714) 774-1450
- UC San Diego Health Systems (San Diego, California)
(858) 657-7000

Medical Centers – Other States / Out of Country

- See local phone directory at those locations for hospitals that perform specialized forensic (PERK type) medical exams.

External Resources for Title IX

- [Project Sister](#), (909) 626-HELP
- [YWCA - SGV WINGS](#) 24-hour domestic violence hotline (626)967.0658
- [National Sexual Assault](#), (800) 656-HOPE
- [Office for Civil Rights \(OCR\) U.S. Department of Education](#)
Email: OCR@ed.gov

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ADDITIONAL CONFIDENTIALITY INFORMATION

Victims may request that directory information on file with the university be withheld by request:

- Undergraduate Student should contact Student Services Center at (626) 815-2020.
- Graduate Students should contact Student Services Center at (626) 815-2020.
- Employees should contact Human Resources at (626) 815-4526.

Regardless of whether a victim has opted-out of allowing the University to share “directory information” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will 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.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Those who have disclosed a sexual harassment, stalking, and sexual violence violation should know that university employees (Residence Life staff, Campus Safety staff, staff members, etc.), excluding University Counseling Center staff, Community Counseling Center staff, Student Health Center staff, campus pastors, and the university chaplains who may be bound by confidentiality standards, will report sexual conduct to the Title IX Coordinator.

All inquiries, complaints, and investigations are treated with discretion. Identity of the complainant may be revealed to the respondent(s) of such conduct.

The university is committed to protecting the privacy of all individuals involved in a report of sexual harassment, stalking, and sexual violence violations. All university employees who are involved in the university’s Title IX response, including the Title IX Coordinator, Deputy Title IX

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coordinators, investigators, and appeal review committee members, receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These campus professionals include campus pastors, counselors from the University Counseling Center and Community Counseling Center, and health providers from the Student Health Center, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others. When a report involves suspected abuse of a minor under the age of 18, these confidential resources may be required by state law and university policy to notify child protective services and/or local law enforcement, and the University Office of General Counsel.

Confidential resources cannot share identifying information about you without your written consent. Exceptions can be made in response to court orders, when child or elder abuse is involved, or if there are serious threats to hurt oneself or others.

CONFIDENTIAL RESOURCES INCLUDE

On Campus

- [University Counseling Center](#) (626) 815-2109
- [Student Health Center](#)
(626) 815-2100
- [Office of the Campus Ministry \(Undergraduate Students\)](#)
(626) 815-3855
- [SoulQuest \(Chaplain – Graduate and Professional Students\)](#)
(626) 815-6000, Ext. 3289

Off Campus

- [Community Counseling Center](#)
(626) 815-542

PRIVATE RESOURCES

Private resources are required to report incidences to the APU Title IX Coordinator. Other university departments may also be involved as a means to help survivors or protect the campus community.

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Among APU's offices and departments, most offer privacy, NOT confidentiality, to those who report abuse.

On Campus

- [Student Affairs](#)
(626)-812-3061
- [Dean of Wellness](#)
(626) 815-3874
- [Residence Life](#)
(626) 812-3056
- [Graduate and Professional Services](#)
(626)-815-3809
- [Department of Campus Safety](#)
626-815-5000

Office of Human Resources

[Employee Assistance Program](#)

Off Campus

- [Project Sister Family Services](#)
(626) 966-4155
- [National Sexual Assault](#)
- (800) 656-HOPE
- [Azusa Police Department](#)
(626) 812-3200

VAWA (Violence Against Women Act) Definitions relative to FERPA:

As part of the Violence Against Women Reauthorization Act (VAWA) amendments, higher education institutions are required to define the terms "proceeding" and "result" and specify that compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S. C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

- **Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between

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officials and victims concerning accommodations or protective measures to be provided to a victim.

- **Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

Sexual Harassment, Stalking and Sexual Violence POLICY (Title IX) / PO2020052; revised September 24, 2020 / (Board of Trustees)

This policy applies to all students (undergraduate, graduate, and professional) and employees at all APU facilities.

Title: “Sexual Harassment” Under Title IX, and Other Instances of Sexual Misconduct Policy

Policy Number: PO2020052

Replacing Policy Number: PO2015042

Effective Date: September 24, 2020

Revised Date: December 17, 2015; January 21, 2017; December 2019; September 24, 2020

Issuing Authority: Board of Trustees

Responsible Office: Student Affairs

STATEMENT OF UNIVERSITY: “Sexual Harassment” Under Title IX, and Other Instances of Sexual Misconduct

POLICY OF NONDISCRIMINATION ON THE BASIS OF SEX

Azusa Pacific University’s (“APU”) “University mission statement describes the University as “an evangelical Christian community of disciples and scholars.” Deep convictions about how we treat one another, anchored in the biblical truth that all human beings are created by God and bear His image, are foundational to our identity as a Christ-centered community. In keeping with those convictions, the University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free from any form of improper or unlawful discrimination.

This policy focuses specifically on discrimination based on sex in education programs and activities that receive federal financial assistance. Title IX of the Education Amendments of 1972 provides: “No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination.” (Title IX of the Education Amendments of 1972, codified at 20 U.S.C. section 1681, and its implementing regulation at 34 C.F.R. Part 106.)

This policy refers to all forms of sex discrimination, broadly defined, including (without limitation) all forms of sexual harassment, sexual assault, sexual violence, domestic and dating violence, stalking,

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and all forms of sexual coercion or exploitation. Described in this way, sex discrimination is completely in conflict with the values of APU's mission statement from the standpoint of personal integrity, civility, and mutual respect, violating as it does an individual's fundamental rights and personal dignity. Title IX's reach does not extend to every area of the APU community: it is limited to conduct occurring within our education programs and activities, and to University property or at events or areas under the University's control or under its permission. Nevertheless, the University considers sex discrimination in all its forms to be a serious offense, wherever and however it takes place within our University community. Therefore, this policy refers to all forms of sex discrimination by employees, students, or third parties, regardless of its statutory or policy basis. To the extent that alleged misconduct falls outside this Title IX policy, or if misconduct falling outside the Title IX policy is discovered in the course of an investigation of misconduct, the University retains authority to investigate and redress such misconduct under any other University policy, handbook, or set of community expectations.

The University endeavors to keep our community free of such misconduct through education, training, clear policies and procedures, and appropriate consequences for those who violate these norms. When an instance of sex discrimination is reported, it is the policy of the University to take prompt action to equitably investigate the complaint, address any findings as necessary and appropriate, and to prevent its reoccurrence. Further, any type of retaliation by any party involved is prohibited. Related policies, procedures, and guidance of Azusa Pacific University:

- Undergraduate Community Expectations
- Graduate and Professional Student Standards of Conduct
- Faculty Handbook*
- Employee Handbook*
- University's policy on Child Abuse Prevention and Reporting*

*These non-public resources are readily available online to the communities they serve.

Individuals may report sex discrimination and sexual harassment in person, by email, mail, or telephone, or by using the [online reporting form](#) listed for the Title IX Coordinator.

SCOPE OF POLICY

The requirements and protections of this policy apply to all University community members, regardless of sex, status, or position. This includes students, faculty, administrators, staff, all other permanent or temporary employees, volunteers, vendors, contractors, and visitors present in the United States, conducting business, studying, living, visiting, or having any official capacity with the University or on its property or in connection with any University program or activity. It integrates with the University's statements of policies and expectations found in the Undergraduate Community Expectations, Graduate and Professional Student Standards of Conduct, the Faculty Handbook, and/or the Employee Handbook.

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Title IX

APU is committed to providing prompt and equitable resolution of student and employee complaints that allege any behaviors that are prohibited by Title IX. Once the Title IX Coordinator receives a formal complaint, identified parties will receive notification of complaint and of grievance procedures and process.

Institutional

Sexual Harassment, Stalking and Sexual Violence Policy and the Title IX Policy is applicable to students and employees who are accountable to the Undergraduate Community Expectations, Graduate and Professional Student Standards of Conduct, and/or the Employee Handbook. In the event the date of the reported prohibited conduct precedes the effective date of this policy, the definitions of misconduct in existence at the time of the report will be used. The hearing process under this policy, however, will be used to investigate and resolve all reports made on or after the effective date of this policy, regardless of when the incident(s) occurred.

Under Title IX, “education program or activity” includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution §106.44(a).

Under Title IX, sexual harassment is defined as conduct on the basis of sex when one or more of the following criteria are met:

1. An employee conditions aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct (also defined as *quid pro quo*) by an employee
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution’s education program or activity (also defined as a hostile environment)
3. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Clery Act and the Violence Against Women Act

The university encourages reports of sexual misconduct within our community regardless of who engaged in the alleged conduct. For the purposes of integrating all of the university’s policies in this area, all complaints by a student of sexual harassment or other sexual misconduct should first be reported to the Title IX Coordinator (see below), who will work with the complainant to determine how

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to address their situation under the university's policies, whether under Title IX or another university policy.

If, for any reason, the university does not have jurisdiction over the misconduct, the university is committed to the safety and well-being of the complaining individual and will promptly provide supportive resources regardless of how the complaint process unfolds from there.

IMPLEMENTATION OF POLICY

The primary responsibility for the implementation of this policy is vested in the Title IX Coordinator designated by the university, residing within the organization of the university's Vice President for Student Affairs. The primary duties of the Title IX Coordinator are set by regulations of the Department of Education found at 34 C.F.R. Part 106, with such other duties as may be assigned by the Vice President for Student Affairs.

This policy requires the adoption and ongoing implementation of detailed functional procedures that articulate and implement Title IX's requirements concerning the elimination and prevention of discrimination on the basis of sex as established by statute and regulation as described above. These procedures are intended to give effect to the detailed rules promulgated by the Department of Education for this purpose, the University will need to adapt to changes to these rules, subsequent authoritative interpretations of these rules, and emerging best practices based on the University's experience and the experience of the broader Higher Education community. There is a link to these procedures at the end of this policy.

As noted above, Title IX's requirements extend well beyond the University's student community to virtually every area of University life. This includes University administration, faculty, staff, and other employees whose rights and responsibilities are governed by California employment law as implemented by the University's Human Resources function, and/or by the provisions of the employee handbook and the faculty handbook.

To aid in managing the evolving implementation of this policy and its various overlapping authorities, the Title IX Coordinator shall convene a meeting of the following university stakeholders no less than annually:

- Title IX Coordinator
- Vice President for Student Affairs (or designee)
- Vice President for Human Resources (or designee)
- Provost (or designee)
- Vice President for Enrollment Management (or designee)
- Vice President for University Integrity and General Counsel (or designee)

THE UNIVERSITY'S TITLE IX COORDINATOR

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The University has, in accordance with Title IX, appointed a Title IX Coordinator and a team of Deputy Coordinators who assist the Title IX Coordinator. Together, the Title IX Coordinator and Deputy Coordinators form the University Title IX Committee.

The University's Title IX Coordinator is the individual designated by the University President with responsibility for carrying out the University's responsibilities under Title IX. This includes receiving reports of alleged violations of Title IX from Officials with Authority and members of our extended community, and managing the Title IX process and training. The Title IX Coordinator may also serve as an investigator of Title IX formal complaints, but cannot serve as a decision-maker in a Title IX grievance proceeding.

Deputy Coordinators have the responsibility to be knowledgeable and trained with respect to relevant federal and state law or regulations related to Title IX. The Committee, or some combination of some members of the Title IX Committee, are trained to investigate Title IX complaints raised at the University, to review the University's policy and disciplinary procedures to ensure that procedures comply with the prompt and equitable requirements of Title IX, and to ensure training and education is provided to University students and employees as required by Title IX. In addition, if so trained, Deputy Coordinators can also serve as decision-makers in Title IX grievance proceedings, but not in the same matter in which they are also the investigator.

The University's current Title IX Coordinator:

Candice R. Williams, PhD, Interim Title IX Coordinator
Azusa Pacific University
901 East Alost Avenue
Azusa, CA 91702-7000
(626) 815-2078
crwilliams@apu.edu

This contact information is to be disseminated to the broad community required to be given notice by the Title IX regulations. For information concerning the Title IX Deputy Coordinators, please refer to the university's [Title IX website](#) for a list of the University's current Title IX Committee.

Individuals may report sex discrimination and sexual harassment in person, by email, mail, or telephone, or by using the [online reporting form](#) listed for the Title IX Coordinator.

In addition to the Title IX Coordinator and Deputy Coordinators, the university hereby designates certain employees whose knowledge of allegations of "discrimination on the basis of sex" constitute formal notice to the University of these allegations ("actual knowledge") that trigger a duty for the University, acting through the Title IX Coordinator, to act. This class of employees, called "Officials

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with Authority” (“OWA”), consists of those university officials who have actual knowledge of the alleged discrimination and have the authority to institute corrective measures.

With this standard in mind, this policy designates the following university officials, by position, as OWA for the purposes of Title IX, who, if they have notice of the content of an allegation of discrimination on the basis of sex, have a duty to forward this information to the Title IX Coordinator for further action under this policy and the associated procedures: President, Provost, Vice Presidents, Dean of Students, and the Director of Athletics.

With the exception of those formally designated as confidential resources, the university designates the following additional employees as having the obligation to report incidents of alleged sexual violence to the Title IX Coordinator: Residence Directors and other professional Residence Life staff, and other designated student leaders, including Resident Advisors, faculty (including adjunct faculty), student employee supervisors, coaches, and club/organization advisors, and any employee designated as a Campus Security Authority.

PUBLICATION

The university shall widely disseminate the name and contact information for the Title IX Coordinator, including in applications for admissions and employment, and on the university’s external and internal websites, publish this policy and the accompanying functional procedures, and make publicly available all materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process. Please direct questions or concerns related to this policy to the Title IX Coordinator.

[Azusa Pacific University Sexual Harassment, Stalking, and Sexual Violence Procedures \(revised December 2021\) / APU – Written Notification](#)

1. Allegations of Sexual Harassment (34 CFR §106.44)

This process begins with an allegation of some form of sexual misconduct within the University environment. APU encourages those who have experienced any form of sex discrimination or who have been subjected to any form of sexual misconduct to report the incident promptly, to seek all available assistance, to pursue University disciplinary proceedings, and, where applicable, to pursue other relief outside of the University. APU takes complaints very seriously and will work with complainants to ensure their safety as much as possible and to remedy the situation.

APU encourages those who have experienced or witnessed sex discrimination to report these offenses to the Title IX Coordinator, the Title IX Deputy Coordinators, the Department of Campus Safety, or anyone else designated by the University to receive these complaints.

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Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting was themselves the one who was targeted), in person, by mail, by telephone, or by email, or by any other written or verbal means that conveys the information to the Title IX Coordinator. Such a report can be made at any time, including during non-business hours, by using the contact information provided for the Title IX Coordinator in this Policy, on the University’s website, in the University catalog, and a variety of other locations.

An Official with Authority (“OWA”) who receives an allegation of Sexual Harassment is obligated to promptly report such allegations to the Title IX Coordinator. The OWA should describe their role to the Complainant, and then take all pertinent information about the alleged incident, including the name of the Complainant and Respondent, and the relevant facts (date, time, and location of the incident, and the known circumstances) to be reported to the Title IX Coordinator. The OWA should also explain that Title IX office is private not confidential. If information needs to be shared with related offices for the purposes of coordinating the process, this is done discretely, and on a need-to-know basis.

In cases where a report is made by a third party, the Complainant will be notified by the Title IX Coordinator that a report has been received. The Title IX Coordinator³ will meet with the Complainant to discuss the Complainant’s options and resources available inside and outside the University. Upon receiving a formal allegation of sexual harassment, the Title IX Coordinator will assess the situation for immediate health or safety concerns and to determine whether the alleged conduct could constitute a violation of University Policy. In cases of immediate concern, an Emergency Removal action may be appropriate (see Section 4 below).

2. Title IX Coordinator engages with Complainant (34 CFR §106.44(a))

Claims of Sexual Harassment are considered matters of urgency. Once informed, the Title IX Coordinator must promptly contact the Complainant to begin exploring the matter. This includes exploring the allegations with the Complainant to make a preliminary assessment whether they fall within this Title IX process or under the University’s broader Community Expectations/Accountability process. The Title IX Coordinator will explain the process for filing a formal complaint under the most appropriate process, given the content of the allegations. Here, the Complainant has substantial autonomy to choose how the matter will proceed – by formal complaint or otherwise. As discussed above, the Complainant may express a desire not to proceed with a formal complaint but the Title IX Coordinator must also consider the overall safety of the community. In such circumstances, the Title IX Coordinator may overrule the Complainant’s preference if doing so is not clearly unreasonable in light of all the known circumstances.

In addition to discussing the grievance process, The Title IX Coordinator will discuss with the Complainant the potential mitigating or restorative “Supportive Measures,”⁴ which are available

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whether or not Complainant wishes to file a formal complaint. A variety of Supportive Measures may be ordered by the Title IX Coordinator, throughout the grievance process.

Supportive Measures can include – but are not limited to – restrictions on contact between the Complainant and the Respondent, bans from areas of campus, and appropriate changes in campus housing, academic or employment schedule. Failure to adhere to the parameters of any Supportive Measures is a violation of policy and could lead to independent disciplinary action.

Supportive Measures may also include counseling, extensions of deadlines or other course- related adjustments, modifications of work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

3. Respondent (34 CFR §106.30)

A “Respondent” is an individual who is alleged to be responsible for the conduct asserted to amount to “sexual harassment” under Title IX (34 CFR §106.30(a)). A Respondent may be a single individual or multiple individuals named in a Complaint; if a counter-complaint is filed in a formal investigation, the original the Complainant is identified as a Respondent in that counter- complaint.

4. Filing a Title IX formal complaint (34 CFR §§ 106.30, 106.45)

After a Complainant and the Title IX Coordinator have fully conferred about an alleged violation, the Title IX Coordinator will determine next steps, whether filing a Title IX formal complaint (34 CFR §106.30(a)), moving the allegations into the University’s Accountability grievance process, diverting the matter to Informal Resolution, or some other disposition. If the matter remains in the Title IX grievance process the Title IX Coordinator will then file the signed, formal complaint describing the facts that make the claim. The claim should include all the jurisdictional requirements for a Title IX claim – that at the time of the alleged incident the Complainant was participating in or attempting to participate in an educational program or related activities of the University, that the Respondent’s alleged conduct, amounted to Sexual Harassment as defined under the Title IX regulations, and that the alleged incident occurred within the geographical jurisdiction of the University.

Consolidation of Formal Complaints (§ 106.45(b)(4)). When appropriate, APU may consolidate Formal Complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances

Emergency removal (§ 106.44(b)). Under appropriate circumstances, the Title IX regulation permit the University to remove a Respondent from campus, education program or activity on an emergency

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basis (34 CFR §106.44(c)). Prior to removing a student Respondent, the University must undertake an individualized safety and risk analysis, determine whether an immediate threat to the physical health or safety of any student or other individual arises from the allegations of Sexual Harassment justifies removal, and provide the student Respondent with notice and an opportunity to challenge the decision immediately following the removal. The Title IX emergency removal team consists of the Title IX Coordinator, Department of Campus Safety, and the Dean of Students or designee. If the team determines a removal is necessary, the Respondent will receive written notice and have the opportunity to challenge the decision immediately following the removal. Such challenges should be submitted in writing to the Vice President for Student Affairs or designee within three days of the student Respondent's receipt of notice.

Administrative Leave (§106.44(d)). Title IX does not alter APU's authority under its Employee Handbook or under California law to place a non-student employee respondent on administrative leave during the Title IX Grievance Process.

5. Informal Resolution Process (34 CFR §106.45(b)(9))

Informal resolution is a voluntary process that parties can mutually agree to participate in rather than proceeding with an administrative hearing. Where informal resolution is appropriate, and properly invoked, it can further the biblical principle of pursuing reconciliation.

Informal resolutions under Title IX can only occur after a formal complaint is filed. Abuse of the informal resolution process, for example for the purposes of delay, can subject the offending party to the University Accountability process.

Subject to approval by the Title IX Coordinator, the informal resolution process is available in matters involving a student complainant and a student respondent, a faculty/staff complainant and a student respondent, and a faculty/staff complainant and a faculty/staff respondent; the informal resolution process is not available in matters involving a student complainant and a faculty/staff respondent. The purpose of the informal resolution process is to eliminate the conduct which has been reported by the complainant (and prevent its recurrence), and place both individuals in a position to pursue their academic, working, and non-academic interests in a safe, respectful, and productive educational and working environment.

Under this process, there will be no disciplinary action taken against a respondent. The informal resolution will be documented in each party's disciplinary file, as appropriate.

Initiation of the Informal Resolution Process

The informal resolution process (See Appendix E) may be initiated at any time prior to issuing a final determination regarding responsibility. The Title IX Coordinator will consider whether the informal

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resolution process is appropriate in the particular matter. In making this determination, the Title IX Coordinator will consider the following factors:

- The disciplinary record (or past conduct) of the respondent relating to sexual misconduct, physical violence, failure to comply with a No Contact Order, and/or other relevant conduct;
- The nature of the alleged conduct, whether allegations involve multiple victims and/or a pattern of conduct, or other evidence-informed factors indicative of increased risk to campus safety;
- Whether proceeding with the informal resolution process is in accordance with the principles and objectives of the University’s Title IX Sexual Harassment policy/University Policy, as determined by the Title IX Coordinator; and/or
- Whether proceeding with the informal resolution process in matters involving faculty and staff members is in accordance with University employment practices.

If the Title IX Coordinator determines that a case is not appropriate for the informal resolution process, the Title IX Coordinator will inform parties in writing that the informal resolution process is unavailable.

If the formal grievance process has already begun, either party may seek to initiate the informal resolution process up until five business days prior to the hearing. If both parties agree to participate in the informal resolution process and Title IX Coordinator approves of the informal resolution process, the formal grievance process will be adjourned while the informal resolution process is pending; if an agreement is not reached, the formal grievance process will be resumed.

Upon initiation of the informal resolution process, the Title IX Coordinator will refer the matter to a trained informal resolution facilitator (“facilitator”). The facilitator will consult (separately) with each party in an effort to reach a resolution that best meets the interests and needs of the parties. Unless they mutually choose to do so as part of an agreement, the parties will not meet together in person as part of the process.

At any time prior to agreeing to an Informal Resolution, any party has the right to withdraw from the Informal Resolution process and resume the process with respect to the Formal Complaint.

Potential Outcomes of the Informal Resolution Process

Depending on the nature and circumstances of the particular situation, parties may agree to outcomes such as:

- A continued no-contact orders for remainder of time as APU community member,

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- Apply a no contact order, placing the burden on the respondent to limit the respondent's physical proximity to the complainant;
- Restrictions on the respondent from participation in particular organizations or events;
- Participation in a broad-based educational programming or training
- Changes to on-campus housing, subject to availability;
- Participation by the respondent in the University-provided alcohol education program designed to reduce the harmful problems associated with alcohol misuse;
- Provision to the respondent of an "impact statement" written by the complainant (describing the impact(s) that the respondent's conduct had on the complainant);
- Mediation through supported direct or indirect interaction with the parties through the Title IX Coordinator.
- Other measures deemed appropriate by the Title IX Coordinator.

Failure to Comply with the Informal Resolution Agreement

Failure to comply with the signed agreement may result in disciplinary action for either party, consistent with University Policy disciplinary procedures described in the Undergraduate Community Expectations, Graduate and Professional Students Community Expectations, or Employee Handbook sections

8.3 and 8.4 – as applicable.

During the informal resolution process, the parties may consult with their advisors.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution.

6. Notice of Allegations (34 CFR §106.45(b)(2))

An important element of these revised Title IX procedures is an increased focus on providing all parties with regular notice about the course of the Title IX process. Following the filing of a formal complaint, the Title IX Coordinator provides all parties with written notice of the Complaint and the grievance process, including sufficient details of the sexual harassment allegation known at the time of the Complaint.

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Content of Notice

Upon the filing of a Formal Complaint, Parties will receive written notice. The notice will include the following information:

- The allegation and the conduct that is alleged to have occurred;
- The identity of the parties;
- The date and location (if known) of the conduct that is alleged to have occurred;
- A copy of the Title IX Policy and Procedures, with an explanation of the investigation and grievance process, including each party's rights;
- A statement indicating that the decision to accept a Complaint does not presume that the conduct at issue has occurred, and that the respondent is presumed not responsible, unless and until, at the conclusion of the process, there is a determination of responsibility;
- A description of the range of possible disciplinary sanctions (see section 12, below);
- An explanation that each party may consult with and – where appropriate – be accompanied by an advisor of their choice throughout the Title IX process;
- The date and time of the initial meeting with the Title IX Coordinator, with a minimum of three (3) business days' notice;
- APU's alcohol and drug amnesty policy (see section 4 under part C, "Other Matters, below);
- The University's prohibition against providing false information as part of an investigation or adjudication process (see section 3 under part C, "Other Matters");
- Information regarding Supportive Measures, which are available equally to the respondent and to the complainant;
- The potential availability of an Informal Resolution process; and
- The process for requesting any appropriate accommodations.

Should additional allegations be added to the investigation at a later time, the respondent will again be provided with full written notice.

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7. Investigation (34 CFR §106.45(b)(5))

The Title IX Coordinator has the authority to investigate allegations of discrimination prohibited by Title IX even absent the filing of a formal complaint, or in the event that a complaint is withdrawn. In addition, the Title IX Coordinator may proceed with investigating a formal or informal complaint even if a complainant specifically requests that the matter not be pursued, if it is determined that an investigation is necessary to comply with the University's regulatory obligations. In such a circumstance, the Title IX Coordinator will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concern about pursuing the matter further.

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Individuals found to have engaged in Sexual Harassment, stalking, and/or sexual violence will be subject to disciplinary actions, which could include written warnings placed in the respondent's personnel or student file, participation in sexual assault prevention education, counseling, no contact order, termination of employment or non-renewal of an employment contract, suspension or dismissal from academic programs, exclusion from university activities, and suspension or expulsion from the university.

When a formal complaint is filed, the Title IX Coordinator will review the information and make a determination if the complaint falls under the institutional violation or the Title IX violation (based on federal regulation and its definition). If it does not align with the definition of federal Title IX violation, the Title IX Coordinator will inform both parties, and proceed with the institutional procedures outlined in this document.

Communication during the Investigation Process

In incidents related to sexual violence, domestic or dating violence, or stalking, both complainant and respondent will be given timely notification related to when investigators are meeting with the complainant or respondent, and timely access to the information used during any formal or informal disciplinary meetings (such information includes relevant university policies and procedures, and any documents that will be reviewed during the meetings).

The proceedings will ordinarily be completed within 60-120 days, as set forth in the university's current Sexual Harassment, Stalking, and Sexual Violence Policy. However, with good cause, reasonable extensions of the time for completion of the proceedings will be permitted. In such cases,

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the complainant and respondent will be provided with written notice, by the appropriate university official, of the extension and the reason for the extension.

Investigation, as used in this procedure, refers to the process the university uses to resolve sexual harassment, stalking, and sexual violence complaints. This includes the fact-finding investigation and any hearing and decision-making process the two assigned investigators use to determine:

(1) whether or not the conduct occurred, and (2) if the conduct occurred, what actions the university will take, which includes imposing disciplinary consequences on the respondent and providing remedies to the complainant.

The proceedings will be conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent. If the complainant or respondent believes any university official in the proceeding is not suited to perform their role because of bias or conflict of interest, he or she must notify the Title IX Coordinator within five calendar days of learning the identity of the official and his/her role.

APU will ensure that appropriate training for investigators, adjudicators/hearing panel, appeals committee officers are provided annually. Training will include a thorough understanding of the Title IX Sexual Harassment policy, how to conduct an investigation, how to conduct a hearing including asking questions of relevancy, and all processes under this policy. These training materials are publicly available on the University's Sexual Misconduct & Title IX website and will be made available for in-person review upon request.

Students

Where the Respondent is a student, the Title IX Coordinator will assign two trained student affairs professionals to investigate the allegations within the context of the reach of Title IX. If a Title IX violation appears to have occurred, the investigators will issue a written report and the matter will continue down the Title IX process as described below. If the jurisdictional requirements for Title IX have not been met, the complaint may still be pursued through the University's non-Title IX University accountability process in accordance with the applicable Community Expectations.

Staff

Where the Respondent is a staff member, the Title IX Coordinator will assign two individuals to investigate: one trained HR representative and one additional trained staff member.

Upon conclusion of the investigation, if a Title IX violation or other violation of APU's Employee Handbook appears to have occurred, the investigators will issue a written report and submit their findings to the Title IX Coordinator, the Vice President of Human Resources (VP-HR), and the Dean or Vice President over the Respondent. The VP-HR will render a decision as to any Title IX and/or

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Employee Handbook violations, and take such further action deemed appropriate by the VP-HR in accordance with the Employee Handbook.

Faculty

Where the Respondent is a faculty member, the Title IX Coordinator, in consultation with the Provost, will assign one trained Human Resources representative and two trained faculty to investigate.

Upon conclusion of the investigation, if a Title IX violation or other violation of APU's Employee Handbook appears to have occurred, the investigators will issue a written report and submit their findings to the Title IX Coordinator, the VP-HR, and the dean of the Respondent's school. The VP-HR will render a decision as to any Title IX and/or Employee Handbook violations, and take such further action deemed appropriate by the VP-HR in accordance with the Employee Handbook.

Administrators

For any incident involving administrators (i.e., members of the President's Cabinet (PC) or the Dean's Council (DC)) as respondent(s), the Title IX Coordinator, in consultation with the President, will assign one trained Human Resources representative to be joined by two investigators assigned by the President to conduct the investigation. In the alternative, on advice of University counsel, the President may authorize the Title IX Coordinator to hire an external investigator(s) to conduct the investigation.

In all cases, the investigation team will interview all parties and relevant witnesses to gather pertinent evidence provided by the parties and named witnesses. Interviews may be conducted in person or video conference. Following the investigation, the investigators will provide an interview summary to share with the interviewee. The interviewee will have three (3) business days to correct or comment on any statements made in the Interview Summary. The deadline may be extended for good cause, upon request to the Investigator. If the interviewee has no corrections to, or comments on, the Interview Summary, the interviewee will sign an acknowledgement that the interviewee has reviewed and agrees that the Interview Summary is accurate. If the interviewee has corrections or comments to the Interview Summary, the interviewee may submit a written response within three (3) business days reflecting any additions or changes which the interviewee believes are necessary to ensure the accuracy of the interviewee's statement. If no response is received from the interviewee by the deadline, their Interview Summary may be included in the Investigation Report and will be presumed to be accurate.

In all cases in which the Respondent is a student, the procedures will continue as discussed below.

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If the Respondent is a member of staff or faculty, or an administrator, the decision process, including the imposition of any discipline, follows the Human Resources process under the direction of the VP-HR, in accordance with the applicable Employee or Faculty Handbook requirements. The Title IX Coordinator, however, shall keep Complainant informed of each step in the post-Title IX process, and afford the Complainant a right of response to the investigators' report and shall be apprised of any decision by VP-HR.

8. Investigator's Report (34 CFR §106.45(b)(5)(vii))

Following their review of the parties' responses, the investigators will create a written investigative report that summarizes all relevant evidence and a copy of this report will be provided to each part as part of a formal notice – at least 10 days prior to the hearing; the report will not contain irrelevant information.

The parties may choose to provide a written response to the investigative report, which must be submitted at least five (5) business days prior to the start of the hearing. The response may consist of a written statement not to exceed 1000 words. At least 48 hours prior to the hearing, the parties and their advisers will be provided with the other party's written response to the investigative report, if any, in electronic format.

9. Hearing Panel (34 CFR §106.45(b)(7))

The hearing will be conducted by a Hearing Panel, of qualified employees, selected by the Title IX Coordinator. Hearing Officers receive annual training regarding the policies and procedures, the handling of student sexual misconduct cases, and other relevant issues. Hearing Officers must be impartial and free from bias or conflict of interest. The Parties will be informed of the identity of the Hearing Panel and vice versa before the pre-hearing meeting. If a Hearing Officer has concerns that he or she cannot conduct a fair or unbiased review, the Hearing Officer must report those concerns in advance of the pre-hearing meeting to the Title IX Coordinator and a different Hearing Officer will be assigned. Similarly, the Parties will have three (3) business days to object to the Hearing Officer's selection on the basis of bias or conflict of interest. If either of the Parties objects, the Title IX Coordinator will evaluate whether the objection is substantiated.

The Title IX Coordinator will remove and replace any Hearing Officer the Title IX Coordinator finds to have a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent.

The conduct of the hearing is governed by the principle that all parties must have a reasonable opportunity to address their case. Where a student has requested that the University provide them with an advisor (see section 11(b) below), the Hearing Panel must assure that the student has at least three (3) business days prior to the Hearing to confer with their appointed advisor.

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The Hearing Panel has broad discretion to determine the hearing format. However, in all instances the Hearing Panel must conduct a live hearing, at which they shall permit cross-examination of the Parties and witnesses by allowing the Parties' advisors to question the Parties and witnesses.

The Hearing Officers are responsible for maintaining an orderly, fair, and respectful hearing and has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending person. During cross-examination, the Hearing Panel is responsible for ruling on every question put to a party or witness, prior to the question being answered, and has the authority to disallow any question it deems to be harassing or one that seeks information that is not relevant under this Policy.

Parties may make requests to the Title IX Coordinator related to the format or the nature of their participation in the hearing. The Title IX Coordinator will work with the Hearing Officer to accommodate reasonable requests, including the option for the hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker and the Parties to simultaneously see and hear the Party answering questions.

10. Dismissals or alternative grievance processes (34 CFR §106.45(b)(3))

There are circumstances under which the Title IX Coordinator is permitted to dismiss a formal complaint after it has been filed, and there are circumstances under which the Title IX Coordinator is required to dismiss a formal complaint. Such dismissals can occur at any time during the formal investigation and hearing process. The formal complaint *must be* dismissed if conduct complained of does not constitute "Sexual Harassment" as defined under Title IX or if it does not meet the other jurisdictional requirements of the regulations. Please note that even if the Title IX aspects of the Complaint are dismissed, the University can continue with a grievance hearing under the applicable Community Expectations/Accountability process.

A formal complaint *may* be dismissed if a Complainant requests withdrawal of their complaint, if a Respondent is no longer enrolled or employed by the University, or when specific circumstances prevent gathering of evidence that is sufficient enough to reach a determination. In these permissive circumstances, however, the Title IX Coordinator has discretion nonetheless to continue the proceeding if it is in the interests of the overall safety of the community (see section 2, "Filing a Title IX formal complaint," above).

If a complaint is dismissed on either of these grounds, the Coordinator will give written notice to both parties stating the reasons for the dismissal; the parties each have an opportunity to appeal the dismissal. As indicated above, the University retains the discretion to pursue University conduct policies in any case in which it remains in issue.

11. Title IX Grievance Live Hearing (34 CFR §106.45(b)(6))

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The hearing is an opportunity for the Parties to address the Hearing Panel in person, to question the other Party and/or witnesses, and for the Hearing Panel to obtain information following the investigation that is necessary to make a determination of whether a Sexual Misconduct Policy violation occurred. The hearing will be conducted as follows:

a. **Conduct of the Live Hearing.** The University will audio or visual record the hearing. Other recordings are not permitted in the hearing. Both parties must be accompanied by their Advisor. The Hearing Officers are responsible for maintaining an orderly, fair, and respectful hearing and have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending person. During cross-examination, the Hearing Panel has the authority to direct any Party or advisor to refrain from asking questions that are harassing or that seek information that is not relevant under this Policy.

Apart from cross-examination, advisors do not have a speaking role at the hearing though may confer with their party at the Hearing Panel's discretion.

Parties may make requests to the Title IX Coordinator related to the format or the nature of their participation in the hearing. The Title IX Coordinator will work with the Hearing Officers to accommodate reasonable requests, including the option for the hearing to occur with the parties located in separate rooms with technology enabling the Hearing Panel and the Parties to simultaneously see and hear the Party answering questions.

The live hearing will be closed. The only individuals permitted to participate in the hearing are as follows: the complainant and respondent, the decision-maker(s), the advisor for each party, any called witnesses (only while being questioned), and any individual providing authorized accommodations or assistive services.

Live hearings may be conducted with all parties physically present in the same geographic location or, at APU's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously hear each other. At the discretion of the hearing panel, short breaks may be provided during the hearing.

At University's discretion, the arranged virtual live hearing will occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. An audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review. Any other record of the hearing or any other recording is prohibited and violations are subject to the applicable APU Accountability Process.

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b. Expectations of Support Person/Advisor. During the grievance process, both parties will have the opportunity to be accompanied to any meeting by a support person/advisor of their choice for incidents related to sexual violence, domestic or dating violence, or stalking. A support person/advisor means any individual who is not involved in the alleged incident (i.e., witness), who can provide the complainant or respondent support, guidance, or advice.

If a party has been unable to arrange for an advisor, the University will appoint one (without charge) if that party desires one. The only qualification for an appointed advisor is that they be someone familiar with the Title IX process; the essential function of an advisor not to “represent” a party but rather to relay the party’s cross-examination questions that the party wishes to have asked of other parties or witnesses so that parties never personally question or confront each other during a live hearing. A party must request an appointed advisor no later than ten (10) days before the formal hearing, and the party is entitled to meet with that advisor at least 3 days before the hearing. A party requesting an advisor is responsible for making time to meet with their advisor prior to the hearing; failure to meet their advisor prior to the hearing is not a ground for delaying the hearing absent compelling circumstances. If a party appears without an advisor at the time of the pre-hearing the University will appoint one, but the party is not entitled to a delay of hearing process.

The advisor may advise privately before the pre-hearing and hearing process, but not during the cross-examination hearing. The support person/advisor may not question witnesses, make person/advisor who acts contrary to agreement and procedural expectations, may jeopardize the hearing process and will be required to leave the meeting.

c. Scheduling. The Title IX coordinator will forward a copy of the Summary of Evidence Report and the parties’ responses thereto, if any, to the Hearing Panel. The Title IX coordinator will schedule a hearing date, time, and location and notify the Parties simultaneously.

d. Pre-Hearing Meeting. On the day of the hearing, the Hearing Panel has the discretion to hold a pre-hearing meeting with the Parties for approximately thirty minutes before commencing the hearing. The pre-hearing meeting may occur with the Parties located in separate rooms with technology enabling the Parties to simultaneously see and hear the Hearing Officer. At this pre-hearing meeting, each Party will receive an explanation of the hearing process and have the opportunity to ask any questions. The advisor may accompany the Complainant/Respondent to this initial meeting. Each Party has the option to provide the written questions for the Panel to review during the pre-hearing.

e. Witnesses. The Complainant, Respondent, *and the Hearing Officer* all have the right to call witnesses. Witnesses must have observed the conduct in question or have information relevant to the incident and cannot be called solely to speak about an individual’s character.

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When witnesses are approved, the Respondent and Complainant are provided with a list of witnesses and any relevant documents related to the witnesses' appearance at the hearing no later than three (3) business days before the Hearing.

Use of Witness Statements - The Hearing Panel will schedule critical witnesses to appear for a portion of the hearing. Critical witnesses must have been interviewed by the investigators. If a party or witness is not available for cross examination at the live hearing, the decision-maker *may consider* their prior statements, to the extent they are deemed credible, reliable, and relevant by the decision-maker, balancing the interests of all parties to a fair hearing.

The Hearing Panel cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

f. Case Presentation. The hearing is intended to provide a fair and ample opportunity for each side to present their account of the incident and for the Hearing Panel to determine the facts of the case and make a determination as to whether Title IX policy was violated. The hearing is not intended to be a repeat of the Investigation.

The Hearing Panel will be well-versed in the facts of the case based upon the Summary of Evidence Report and the Parties' responses to the Summary of Evidence Report, if any. The Hearing Panel will make a hard copy of the Summary of Evidence Report, the parties' responses to the Summary of Evidence Report, Interview Summaries, and any documentary evidence provided to the Investigator available to the Parties for their use during the hearing. The Hearing Panel has absolute discretion to decide upon a format for the hearing and to determine which witnesses are relevant to the outcome determination. A Hearing Panel may decline to hear from a witness where they conclude that the information is not necessary for their outcome determination.

The Hearing Panel also will afford either party an opportunity at the end of the hearing to offer closing remarks. A decision whether to offer closing remarks is completely voluntary; however, closing remarks may only be made by the parties, and not their advisors.

Only Relevant Evidence Considered – The Hearing Panel will only consider relevant evidence in making a determination of responsibility. Relevant evidence is factual material that is of consequence to determinations being made. The Panel will not consider Complainant's prior sexual behavior, or attempted evidence concerning specific prior incidents with respect to the Respondent, that consent was given. Any statement by a witness or party who does not submit to cross-examination at a hearing cannot be considered in the final determination of responsibility.

g. Questioning at the Live Hearing

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- At the live hearing, the Panel will allow each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including questions about credibility.
- Only relevant cross examination and other questions may be asked of a party or witness.
- Panel member(s) also have the right to question a party or witness.
- Before any witness responds to a question posed by either party, the Hearing Panel must be given the opportunity to rule on the relevance of the question and to rule on whether the witness is required to answer the question. The Hearing Panel may rephrase objectionable questions themselves or may direct the asking party to modify, clarify, or rephrase their question, or to omit the question entirely. The Panel will explain to the parties any decision to exclude a question as not relevant.
- Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior generally are not relevant. Such questions and evidence, however, may be allowed if offered to prove that someone other than the respondent committed the conduct alleged by the Complainant, or if offered to establish a pre-existing relationship that bears on the issue of consent.

h. Expectations of the Complainant, Respondent, and Witnesses at a Hearing. Each Party has equal access to allegations and evidence. Students, staff, and faculty have a responsibility to participate fully and truthfully in any proceeding under this Policy the consequence of a party's refusal to participate will limit APU's ability to fully respond to the complaint.

i. Record of Hearing. The hearing and any pre-hearing meetings or conferences are closed to the public. The Complainant and the Respondent are each allowed to have one advisor of their choice present throughout the hearing process. The hearing will be recorded either by audio or audiovisual which will be made available to recipients for inspection and review after the hearing. The University will *keep record* of the hearing; any other recording is prohibited. No camera, TV, or other equipment, including cell phones, will be permitted in hearing room, except as arranged by the University.

j. Standard of Evidence. The Hearing Panel will determine a Respondent's responsibility by a preponderance of the evidence. This means that the Hearing Panel will decide whether it is "more likely than not," based upon all of the evidence, that the Respondent is responsible for the alleged violation(s).

k. Notice of Hearing Outcome. Following the hearing, the Hearing Officer will consider all of the evidence and make a determination, by a preponderance of the evidence, whether the Respondent has violated the Title IX/Sexual Misconduct Policy. If the Respondent is found responsible for a violation of Sexual Misconduct Policy, the Formal Resolution process concludes with sanctions, described in

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Section B. (12), below. If the Respondent is found not to have violated The Sexual Misconduct Policy, the Formal Resolution has concluded.

The decision-maker(s) will issue a written determination regarding responsibility. The majority of the Review Panel members must find that a policy violation occurred for a finding of responsibility and a majority of the Panel members must assent to the sanction(s) imposed, if any. To reach this determination, the decision-maker must apply the standard of evidence required by this policy. The written determination must include:

- i. Identification of the allegations potentially constituting sexual harassment as defined by this policy;
- ii. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- iii. Findings of fact supporting the determination;
- iv. Conclusions regarding the application of the Policy to the facts;
- v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to APU's education program or activity will be provided to the complainant; and
- vi. The procedures and permissible bases for the Complainant and Respondent to appeal, as set forth in this policy.
- vii. APU will provide the written determination to the parties simultaneously.
- viii. The determination regarding responsibility becomes final either on the date that parties are provided with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

1. Conclusion of the Adjudication Process. At the conclusion of the hearing process, both Complainant and Respondent will be concurrently notified in writing of the determination and appeal procedures within fourteen (14) business days from the date of completion of the investigation process. If the determination is that the Respondent has engaged in the alleged sexual violence and/or other violations of university policy, the disciplinary consequences shall also be included in the written notice of the determination.

12. Decision issued (34 CFR §106.45(b)(7))

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Following the hearing, the Hearing Panel will consider all of the relevant evidence and deliberate regarding responsibility. The Panel will issue a written notice of hearing outcome (the Final Report), which will include findings of fact, their decision concerning all allegations, and a summary of the Panel's rationale in support of the hearing outcome. The Hearing Panel will make a determination, by a preponderance of the evidence, whether the allegations have been proved to be violations the University's policy, "Sexual Harassment' under Title IX, and other Instances of Sexual Misconduct." The Hearing Panel will write a written determination, which will contain:

- (1) ultimate findings (responsible or not responsible of violating Title IX Policy);
- (2) a summary of procedural steps taken in the matter;
- (3) findings of fact supporting the determination;
- (4) conclusions regarding the application of this policy to the facts;
- (5) a statement of, and rationale for, the result as to each allegation, including
 - a. a determination regarding responsibility (i.e., whether a policy violation occurred)
 - b. disciplinary sanctions imposed by the adjudicators if there has been a finding of responsibility and
 - c. whether any remedies designed to restore or preserve equal access to the University's education program or activity or working environment will be implemented; and
- (6) relevant appeal information for the parties.

Disciplinary sanctions and remedies will be determined consistent with Employee Handbook, Graduate and Professional Code of Conduct, Community Expectations. The parties and their advisers will simultaneously be provided with the written determination via electronic format.

Range of Imposing of Sanctions on Student Respondents (34 CFR §106.45(b)(1)(vi))

At the end of the information gathering and hearing process, the adjudicating officer will communicate their decision in writing to the Respondent(s). The written decision will include, where appropriate, a summation of findings. Sanctions are imposed when there is information indicating that the Respondent(s) violated the Title IX/Sexual Misconduct Policy. This determination is made by an APU official responsible for the administration of the disciplinary process. The following are sanctions that may be imposed by a university official upon any student for violating the applicable Community Expectations:

- **Admonition:** An oral statement to the student that s/he is violating or may be violating university policies. The university official will review the policy and rationale and explore resources/supports for the student.
- **Warning:** Verbal or written warnings may be given for unacceptable behavior and the student is advised to change the behavior. (Disclaimer: This sanction may be given without a hearing.)
- **Restitution/reimbursement or fine:** Damage or misuse of university property or failure to follow university policy or procedure may require a student to make restitution or pay a fine.

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- **Discretionary sanctions:** A student may be required to perform community service, write a paper, or perform any other activity deemed appropriate for the violation of the Community Expectations or any other university policies.
- **Loss of privileges:** A student may lose privileges such as visitation, leadership opportunities, living on campus, campus employment, noncurricular activities, parking, etc., appropriate to the violation of the Community Expectations or any other university policies.
- **Community Expectations probation:** A student may be placed on Community Expectations probation for a specified period. During this time, further violations of university policy may result in the student's suspension or expulsion from the university. Any student upon whom sanctions are imposed and/or is placed on probation may become immediately ineligible for service as an athlete, student leader, and/or student representative. Students who fail to comply with the terms and conditions of a sanction are subject to additional judicial action.
- **Interim suspension:** Imposed immediately when the seriousness of the offense is such that the members of the community, including the accused student, may be threatened by his/her continued presence. (This suspension will be for a stated period of time and followed by a student hearing.)
- **University suspension:** Separation of the student from the university for a specified period. A student may not be on campus or at university events while suspended without written permission from the Chief Judicial Officer or designee. (Conditions for readmission may be required.)
- **University expulsion:** Permanent separation of the student from the university. A person may not be on campus or at university events if expelled without written permission from the Chief Judicial Officer or designee.

Sanctions Applicable to Faculty and Staff Members

For violations of this policy by faculty or staff members, disciplinary sanctions may include (in accordance with the employment policies contained in the appropriate Employee and/or Faculty Handbooks governing the employee in question) counseling or training, a documented verbal warning, a written warning, a final written warning, financial penalty, suspension, demotion, and termination of employment, in accordance with applicable policies. The University may place a faculty or staff member on administrative leave during the pendency of a grievance process, provided that such action shall not modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

13. Appeals Process (34 CFR §106.45(b)(8))

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Within five (5) business days of receiving written determination, both Parties are entitled to appeal to the Title IX Coordinator a determination regarding responsibility or from a dismissal of a Formal Complaint.

The appeal must consist of one or more of the following exclusive grounds for appeal:

1. *New Information* – There is new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.
2. *Procedural Irregularity* – A party asserts that the matter was not handled in accordance with these Procedures, and that these irregularities affected the outcome of the matter;
3. *Conflict of Interest or Bias* – A party asserts that the Title IX Coordinator, investigator(s), or Hearing Panel member(s) had a conflict of interest or bias for or against complainants or respondents generally, or toward the individual complainant or respondent, that affected the outcome of the matter.

Complainants and Respondents will have only one opportunity to appeal. All appeal meetings are closed and the proceeding may be kept confidential at the discretion of the university. Appeal meetings may be recorded at the discretion of the university with notice to those involved.

Content of the Appeal

The appealing Complainant or Respondent must submit a written appeal within five (5) business days of the date of the written decision. In no more than 1000 words a written appeal must be submitted to the Title IX Coordinator.

The Title IX Coordinator will notify the other party in writing when an appeal is filed and that appeal procedures will be implemented. The Coordinator will submit the written appeal to the Appeals Committee for review.

Give the non-appealing party an opportunity to submit a written statement to the Title IX Coordinator in response to the appeal within five (5) business days of receiving the appeal, which the Coordinator shall transmit within two (2) business days to the Appeal Officer.

14. Appeal Panel

The Appeal Panel consists of the Chief Judicial Officer and two trained appeal members in each appeal case. The Appeal Panel is an objective panel separate from the Title IX Office, investigators, and Hearing Panel.

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The Appeal Panel has the authority to deny the appeal on its face if the appeal grounds have not been met. If accepted, the Appeal Panel will review the petition for appeal, and any new evidence submitted by the appealing party in support of the appeal.

The Appeal Panel fills a review role, neither gathering new evidence nor re-deciding the matters decided by the Hearing Panel. The Appeal Panel, however, has broad discretion in serving its role and may, for example, seek clarification from the Hearing Panel on specific matters, pose questions to the Hearing Panel about their decision, or may return the case to the Hearing Panel for further proceedings.

There is no specific timetable during which the Appeals Panel must reach its decision, but its actions must be consistent with this Procedure's overall goal of resolving Title IX complaints promptly and fairly, generally within 60-120 days. Upon concluding its review of the appeal, the Appeal Panel will issue a written ruling describing each element of its decision, together with the basis for each element.

In general, the enforcement of sanctions imposed by the Hearing Panel that are the subject of the Appeal will be suspended ("stayed") while the Appeal is pending. If, however, the Complaint(s) or subsequent behavior of any party involves violent or dangerous behavior, related interim measures or sanctions imposed by the Hearing Panel to protect the parties or the broader APU community will remain in effect during the pendency of the Appeal.

15. Final Decision

Based on its review of all proper information relevant to the Appeal, and following their due deliberation, the Appeal Panel (by majority vote) will issue a written decision describing their resolution of the Appeal and the rationale for their result. This decision will be forwarded as their recommendation for the disposition of the Appeal to the Vice President for Student Affairs, or their designee, to either accept, reject, or modify the recommendation.

After a decision has been reached, both the Complainant and the Respondent will be notified in writing by the Title IX Coordinator, who will simultaneously notify the parties in writing within seven (7) business days. Decisions made in the appeal process are final and may not be addressed through any other "Grievance Process."

C. Other Matters

1. Timing (34 CFR §106.45(b)(1)(v))

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The University is committed to providing a prompt, thorough, and unbiased process to all complaints. While each investigation is unique, the investigation will be concluded, including reporting to the parties, within a reasonable amount of time, following the initial complaint. The Investigation and adjudication process generally takes between 60-120 business days. Delays may arise from complexity and scope of allegations, when witnesses and/or relevant evidence is unavailable, University holidays, and semester breaks. In the event of a delay, the Title IX Coordinator will notify the Complainant and Respondent of the reasons for the delay and the anticipated time adjustments. The University will make best efforts to complete the process in a timely manner while maintaining a balance between thoroughness and with promptness. When the confidential investigation has been completed, the Complainant and Respondent will be concurrently notified by a letter of findings and notification via email or in person.

2. Retaliation prohibited (34 CFR §106.71)

Any employee or student who feels they have experienced Sexual Harassment has the legal right to raise the issue to the Title IX Coordinator. The University has the responsibility to investigate and to report to the appropriate parties any allegations of the suspected improper activities, and to protect those employees who, in good faith, exercise their right to report these activities to the appropriate authority.

Retaliation is absolutely prohibited. No recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Any person engaging in any retaliatory action(s) will be subject to a separate complaint under the Community Expectations or Employee Handbook, as applicable. If found responsible, the party will be subject to appropriate sanctions or disciplinary action up to and including dismissal from the university or termination of employment.

3. False Statements (34 CFR §§106.45(b)(2)(i)(B), 106.71(b)(2))

APU takes reports of Title IX violations seriously. When a complaint is made in good-faith and the findings result is that the Respondent is found not responsible, it is not considered a false report. Any Complainant who knowingly makes false charges alleging violations of this policy will be subject to disciplinary action up to and including termination of employment or dismissal from the University

4. Immunity/Response to other violations

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The University understands that reporting parties (including witnesses) sometimes are hesitant to report because they fear that they themselves may be charged with other University policy violations, such as personal consumption of alcohol or drugs at the time of the incident. To encourage reporting, in appropriate cases, the university pursues a policy of offering reporting parties limited immunity from being charged with conduct violations related to the particular incident. While violations to policy cannot be completely overlooked in some cases, the university will provide educational opportunities to encourage the holistic development of parties involved.

5. Disability Accommodations

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations not specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

6. Reports involving minors or suspected child abuse under California law

Under the University's policy on Child Abuse Prevention and Reporting, a University employee may have mandatory reporting obligations in cases involving minors.

7. Modification and Review of Policy

APU reserves the right to modify these procedures to take into account applicable legal requirements or extraordinary circumstances, and will review them at regular intervals to determine whether modifications should be made.

Bystander Intervention

We can all play a role in changing the culture on our campuses. By stepping in both directly or indirectly we can make our campuses safer places to be and increase trust within our community. If acts of violence against other individuals are observed, members of the APU community have the option to intervene to help stop the act, only if it is safe and positive to do so without risking further harm. Suggested options include:

- Dial 911 or
- Department of Campus Safety 626.815.5000
- Cause a distraction - if you witness a potentially at-risk situation occurring, causing the aggressor to focus on something else even for a small amount of time, can help the person at risk find an opportunity to exit the situation (It's On Us, 2019).
- When appropriate, remain in the area to provide witness information to the authorities.

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- Get other people involved - sometimes it can be difficult to intervene alone. If you feel uncomfortable intervening alone, find another person who can intervene with you (It's On Us, 2019).
- Show support - if you witness someone who seems uncomfortable by another person's words or actions, go up to that individual and support them with your presence and reiterate what they said.

Employee Handbook: Section 9.4 – Violence Prevention:

Supplemental information is noted in the APU Employee Handbook sections 9.4 – Violence Prevention but this does not supersede the APU Title IX policy and procedures noted above.

Domestic Violence, Dating Violence, and Stalking (DCS Policy 4.20):

The purpose of this policy is to state the guidelines to be followed in response to domestic violence, dating violence, and stalking incidents at the Azusa Campus. For incidents at other APU properties or locations (regional campuses/sites, Monrovia property and non-campus properties or buildings) or when students and faculty are in other cities, states or countries for frequent stays or study abroad, those affected students and employees are instructed to contact local law enforcement in their area.

For the purpose of this policy, the department considers domestic violence, dating violence, and stalking to be crimes of violence. Requests for assistance in situations involving these crimes are equal to other requests for assistance where violence has occurred.

This department seeks to help reduce the incidences and severity of these crimes, provide victims with support through a combination of DCS and community services, and promote officer safety by ensuring that officers are fully prepared to respond to and effectively deal with calls for service.

When elements of these crimes exist, the Department of Campus Safety will immediately notify the appropriate law enforcement jurisdiction to request an investigation.

Recognizing that persons involved in these incidences may be emotional and distraught, DCS officers are trained to exercise proper safety procedures and attempt to maintain calm at the scene pending arrival of the police.

Officers will help maintain personal safety for all parties until the arrival of the responding law enforcement agency. Officers will document their observations in a report.

DCS provides pamphlets with safety information and referral information. Throughout the school year, DCS upon request can offer on-going prevention and awareness training via safety presentations.

FEDERAL “VAWA” AND CALIFORNIA STATE – “PENAL CODES”: Crime definitions provided by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the

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Violence Against Women Act (“VAWA”) can differ from the California Penal Code statutes that are enforced by California agencies. The following notes the federal definitions, codified for Clery Act purposes in C.F.R § 668.46(c), with the California statutes for similar crimes. The information below is intended to be specific to VAWA and the California Penal Code. *The information is comparative and not exhaustive.*

Violence Against Women Act (VAWA) – Federal Definition of Domestic Violence

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.

California Penal Code - Definition of Domestic Violence (PC 273.5)

(a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000), or by both that fine and imprisonment.

(b) Subdivision (a) shall apply if the victim is or was one or more of the following:

- (1) The offender’s spouse or former spouse.
- (2) The offender’s cohabitant or former cohabitant.
- (3) The offender’s fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243.
- (4) The mother or father of the offender’s child.

(c) Holding oneself out to be the spouse of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section.

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(d) As used in this section, “traumatic condition” means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, “strangulation” and “suffocation” include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.

(e) For the purpose of this section, a person shall be considered the father or mother of another person’s child if the alleged male parent is presumed the natural father under Sections 7611 and 7612 of the Family Code.

Violence Against Women Act (VAWA) – Federal Definition of Dating Violence

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.
- For the purposes of this definition, 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.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating Violence in California is inclusive in the California Penal Code for Domestic Violence (273.5 PC) - see definition above.

Violence Against Women Act (VAWA) – Federal Definition of Stalking:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (a) Fear for his or her safety or the safety of others; or
- (b) Suffer substantial emotional distress.

For the purposes of this definition

- **Course of conduct** - means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

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- **Reasonable person** - means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** - means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

California Penal Code - Definition of Stalking (PC 646.9):

(a) 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 is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

(b) Any person who violates subdivision (a) when there is a temporary restraining order, injunction, or any other court order in effect prohibiting the behavior described in subdivision (a) against the same party, shall be punished by imprisonment in the state prison for two, three, or four years.

(c) (1) Every person who, after having been convicted of a felony under Section 273.5, 273.6, or 422, commits a violation of subdivision (a) shall be punished by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison for two, three, or five years.

(2) Every person who, after having been convicted of a felony under subdivision (a), commits a violation of this section shall be punished by imprisonment in the state prison for two, three, or five years.

(d) In addition to the penalties provided in this section, the sentencing court may order a person convicted of a felony under this section to register as a sex offender pursuant to Section 290.006.

(e) For the purposes of this section, “harasses” means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.

(f) For the purposes of this section, “course of conduct” means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct.”

(g) For the purposes of this section, “credible threat” means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct,

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made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning of “credible threat.”

(h) For purposes of this section, the term “electronic communication device” includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, or pagers. “Electronic communication” has the same meaning as the term defined in Subsection 12 of Section 2510 of Title 18 of the United States Code.

(i) This section shall not apply to conduct that occurs during labor picketing.

(j) If probation is granted, or the execution or imposition of a sentence is suspended, for any person convicted under this section, it shall be a condition of probation that the person participate in counseling, as designated by the court. However, the court, upon a showing of good cause, may find that the counseling requirement shall not be imposed.

(k) (1) The sentencing court also shall consider issuing an order restraining the defendant from any contact with the victim, that may be valid for up to 10 years, as determined by the court. It is the intent of the Legislature that the length of any restraining order be based upon the seriousness of the facts before the court, the probability of future violations, and the safety of the victim and his or her immediate family.

(2) This protective order may be issued by the court whether the defendant is sentenced to state prison, county jail, or if imposition of sentence is suspended and the defendant is placed on probation.

(l) For purposes of this section, “immediate family” means any spouse, parent, child, any person related by consanguinity or affinity within the second degree, or any other person who regularly resides in the household, or who, within the prior six months, regularly resided in the household.

(m) The court shall consider whether the defendant would benefit from treatment pursuant to Section 2684. If it is determined to be appropriate, the court shall recommend that the Department of Corrections and Rehabilitation make a certification as provided in Section 2684. Upon the certification, the defendant shall be evaluated and transferred to the appropriate hospital for treatment pursuant to Section 2684.

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Violence Against Women Act (VAWA) - Definition of Sexual Assault

Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- **Rape** is defined as the 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.
- **Fondling** is defined as the touching of the private parts of another person for the purposes 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.
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

Sexual Assault - Is a generic term in the **California - Penal Code** used to describe a host of sexual criminal offenses, as the State of California does not have a codified definition of sexual assault. Crimes inclusive in this general description include the following, but are not limited to: rape (261 PC), fondling (243.4 PC), incest (285 PC) and statutory rape 261.5 PC.

California Penal Code - Definition of Rape (PC 261):

(a) Rape is an act of sexual intercourse accomplished under any of the following circumstances:

(1) If a person who is not the spouse of the person committing the act is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent. This paragraph does not preclude the prosecution of a spouse committing the act from being prosecuted under any other paragraph of this subdivision or any other law.

(2) If it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

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- (3) If a person is prevented from resisting by an intoxicating or anesthetic substance, or a controlled substance, and this condition was known, or reasonably should have been known by the accused.
- (4) If a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, “unconscious of the nature of the act” means incapable of resisting because the victim meets any one of the following conditions:
- (A) Was unconscious or asleep.
 - (B) Was not aware, knowing, perceiving, or cognizant that the act occurred.
 - (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraud in fact.
 - (D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.
- (5) If a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.
- (6) If the act is accomplished against the victim’s will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, “threatening to retaliate” means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.
- (7) If the act is accomplished against the victim’s will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, “public official” means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.
- (b) For purposes of this section, the following definitions apply:
- (1) “Duress” means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and the

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victim's relationship to the defendant, are factors to consider in appraising the existence of duress.

(2) "Menace" means any threat, declaration, or act that shows an intention to inflict an injury upon another.

California Penal Code - Definition of Fondling (PC 243.4):

(a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).

(b) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).

(c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).

(d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).

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(e) (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery, punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. However, if the defendant was an employer and the victim was an employee of the defendant, the misdemeanor sexual battery shall be punishable by a fine not exceeding three thousand dollars (\$3,000), by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. Notwithstanding any other provision of law, any amount of a fine above two thousand dollars (\$2,000) which is collected from a defendant for a violation of this subdivision shall be transmitted to the State Treasury and, upon appropriation by the Legislature, distributed to the Civil Rights Department for the purpose of enforcement of the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), including, but not limited to, laws that proscribe sexual harassment in places of employment. However, in no event shall an amount over two thousand dollars (\$2,000) be transmitted to the State Treasury until all fines, including any restitution fines that may have been imposed upon the defendant, have been paid in full.

(2) As used in this subdivision, “touches” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

(f) As used in subdivisions (a), (b), (c), and (d), “touches” means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense.

(g) As used in this section, the following terms have the following meanings:

- (1) “Intimate part” means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.
- (2) “Sexual battery” does not include the crimes defined in Section 261 or 289.
- (3) “Seriously disabled” means a person with severe physical or sensory disabilities.
- (4) “Medically incapacitated” means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.
- (5) “Institutionalized” means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.
- (6) “Minor” means a person under 18 years of age.

(h) This section shall not be construed to limit or prevent prosecution under any other law which also proscribes a course of conduct that also is proscribed by this section.

(i) In the case of a felony conviction for a violation of this section, the fact that the defendant was an employer and the

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victim was an employee of the defendant shall be a factor in aggravation in sentencing.

(ii)

(j) A person who commits a violation of subdivision (a), (b), (c), or (d) against a minor when the person has a prior felony conviction for a violation of this section shall be guilty of a felony, punishable by imprisonment in the state prison for two, three, or four years and a fine not exceeding ten thousand dollars (\$10,000).

California Penal Code - Definition of Incest (PC 285):

Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.

California Penal Code - Definition of Statutory Rape (PC 261.5):

(a) Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a “minor” is a person under the age of 18 years and an “adult” is a person who is at least 18 years of age.

(b) Any person who engages in an act of unlawful sexual intercourse with a minor who is not more than three years older or three years younger than the perpetrator, is guilty of a misdemeanor.

(c) Any person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.

(d) Any person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years of age is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

(e) (1) Notwithstanding any other provision of this section, an adult who engages in an act of sexual intercourse with a minor in violation of this section may be liable for civil penalties in the following amounts:

(A) An adult who engages in an act of unlawful sexual intercourse with a minor less than two years younger than the adult is liable for a civil penalty not to exceed two thousand dollars (\$2,000).

(B) An adult who engages in an act of unlawful sexual intercourse with a minor at least two years younger than the adult is liable for a civil penalty not to exceed five thousand dollars (\$5,000).

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(C) An adult who engages in an act of unlawful sexual intercourse with a minor at least three years younger than the adult is liable for a civil penalty not to exceed ten thousand dollars (\$10,000).

(D) An adult over the age of 21 years who engages in an act of unlawful sexual intercourse with a minor under 16 years of age is liable for a civil penalty not to exceed twenty-five thousand dollars (\$25,000).

(2) The district attorney may bring actions to recover civil penalties pursuant to this subdivision. From the amounts collected for each case, an amount equal to the costs of pursuing the action shall be deposited with the treasurer of the county in which the judgment was entered, and the remainder shall be deposited in the Underage Pregnancy Prevention Fund, which is hereby created in the State Treasury. Amounts deposited in the Underage Pregnancy Prevention Fund may be used only for the purpose of preventing underage pregnancy upon appropriation by the Legislature.

(3) In addition to any punishment imposed under this section, the judge may assess a fine not to exceed seventy dollars (\$70) against any person who violates this section with the proceeds of this fine to be used in accordance with Section 1463.23. The court shall, however, take into consideration the defendant's ability to pay, and no defendant shall be denied probation because of his or her inability to pay the fine permitted under this subdivision.

Consent - The State of California defines consent, in relation to sexual activity, see excerpt below - Senate Bill No. 967:

California Education Code: 67386 (a) In order to receive state funds for student financial assistance, the governing board of each community college district, the Trustees of the California State University, the Regents of the University of California, and the governing boards of independent postsecondary institutions shall adopt a policy concerning sexual assault, domestic violence, dating violence, and stalking, as defined in the federal Higher Education Act of 1965 (20 U.S.C. Sec. 1092(f)), involving a student, both on and off campus. The policy shall include all of the following:

(1) An affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. "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 the person 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.

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*NOTE: Affirmative consent is noted and defined in the APU Title IX Policy.

VICTIM ASSISTANCE: Victims requesting assistance in obtaining court orders or prosecution are to be referred to the police department. In all situations, the victim(s) will be referred to the University Counseling Center, the Office of Women’s Development, and the Office of Campus Ministry.

COURT ORDERS AND APU STAY AWAY ORDERS: DCS officers may not enforce court orders. In situations where someone is on university property in violation of a court order, the DCS officer may contact the subject(s) and ask him/her to leave. The officers shall also request that dispatch notify the police department to respond if the subject(s) fail to comply. The officer shall monitor the subject’s movements and update dispatch until the police arrive. DCS officers can enforce APU stay away orders by peacefully escorting violators from campus.

Crime Scene Investigation Guidelines (DCS Policy 4.15):

Relative to this section XVI - Sexual Assault Prevention Programs and Post-Sex Offense Procedures, see this additional information regarding evidence preservation: The Department of Campus Safety recognizes the importance of protecting crime scenes and preserving physical evidence for law enforcement. As a general rule, the department does not process crime scenes but maintains security over them until local law enforcement arrives and assumes control of the scene. The goal of these guidelines is to recognize and preserve physical evidence that will yield reliable information to aid in the investigation.

ADDITIONAL INFORMATION - Domestic Violence, Dating Violence, and Stalking

The Azusa Pacific University and the Department of Campus Safety (DCS) is aware of the Violence Against Women Reauthorization Act of 2013, and that it mandates sexual misconduct policy changes and related statistical reporting in the 2014 ASR. It is important to note that these VAWA crime categories and the processes for reporting, reviewing/investigating, and adjudicating these types of sexual misconduct violations are included as applicable in APU policy number PO2020052- Sexual Harassment, Stalking and Sexual Violence Policy via the Office of the President and in department policies overseen by the Offices of Student Affairs, Graduate and Professional Student Engagement, Human Resources, and DCS.

Azusa Pacific University is committed to providing a safe and secure learning environment for its employees and prohibits any acts of domestic violence, dating violence, sexual assault, stalking or any criminal offenses on its campuses.

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In compliance with the VAWA Amendments to the Clery Act, Azusa Pacific University issues this statement of policy to inform the campus community of our 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, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a university official.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They 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.”² 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 list³ of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. 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, 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

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from RAINN ([Rape, Abuse, & Incest National Network](#))).

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.

² Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

³ Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

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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. Knowing 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 911 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, just 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 911 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

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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.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking

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:

- a. 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.
- b. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

See the APU Title IX [website](#) for specific topics.

Azusa Pacific Is Committed to Stopping Sexual Violence

Learn about your [Title IX](#) rights and help us create a university community centered on personal integrity, civility, and mutual respect, and dedicated to the safety of our students, faculty, and staff. Help stop and prevent sexual violence. Learn how to [report situations](#) and what [resources](#) are available to you.

- [What is Title IX?](#)
- [Sexual Harassment, Stalking, and Sexual Violence Policy \(PDF\)](#)
- [Sexual Harassment, Stalking, and Sexual Violence Procedures \(PDF\)](#)
- [Investigation and Appeals Process](#)
- [Get Help](#)
- [Get Educated](#)
- [Get Involved](#)

Undergraduate – Community Expectations and Graduate and Professional Students – Community Expectations:

Sexual misconduct offenses are sexual harassment, nonconsensual sexual contact (or attempts to commit same), nonconsensual sexual intercourse (or attempts to commit same), sexual exploitation, domestic and dating violence, and stalking. These behaviors are strictly prohibited. Please refer to the university's [Sexual Harassment, Stalking, and Sexual Violence Policy](#).

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Sexual Harassment, Stalking, and Sexual Violence

The university is committed to fostering a positive learning and working environment on university premises and within university-sponsored programs. Sexual harassment and sexual violence of any kind in association with any APU program or activity are prohibited. The university will investigate all complaints of sexual harassment and sexual violence and will take appropriate corrective action, including disciplinary measures, when warranted. Refer to the university's [Sexual Harassment, Stalking, and Sexual Violence Policy](#) and procedures for more details.

For complaints of sexual harassment, stalking, and sexual violence, refer to the APU [Title IX](#) website for support services and reporting procedures, as they are different from Community Expectations procedures.

Safety, Security, and Crime Prevention (DCS Policy 2.26; selected provisions⁴): Primary Prevention and Awareness Programs and Ongoing Prevention and Awareness Campaigns.

New Student and New Employee Orientation

This is a Primary Prevention program and targets domestic violence, dating violence, stalking and general safety. Educational programs are offered via an online course/module offered prior to starting the academic year the first month of the academic year and it is required to be completed before registration. **Incoming students (undergraduate, graduate, and professional students)** are informed of services offered by APU's Department of Campus Safety and the Azusa Police Department. New students are provided with tips on how to prevent crime on campus and avoid potential crime situations, in addition to being responsible for their own personal safety. A new program started in 2014 that targets college students. The training module provided by *Haven (Title IX)* uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences.

Federal regulations in Title IX and the Campus SaVE Act state that prohibited sex discrimination includes all forms of sexual violence, sexual assault, sexual harassment, domestic violence, dating violence, and stalking. In compliance with these regulations, all incoming students (undergraduate and graduate) meet this important requirement by completing an online Title IX training course (Haven) to educate students about their responsibilities as a member of our community, and the resources available should students encounter sex discrimination in any form. This training, which is offered through Everfi, offers topics such as: "Bystander Intervention" - Engaging and empowering students to take action to promote safe, healthy campus environments; "Identities and Society"- Addressing the root causes of sexual violence by examining gender roles and their effects; "Defining Healthy Relationships" - Understanding the spectrum of abuse and normalizing

⁴ For a full statement of DCS Policy 2.26, see Part VIII herein.

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and building healthy relationships; and “Personalized Pathways” - Identifying personal and relationship values, learning about communication styles and determining strengths. The University Counseling Center offers an [online screening tool for alcohol use](#). See the [Alcohol and Other Drugs \(AOD\) Task Force](#) website for resources for students and employees.

Similar topics are presented to new employees during their employee orientation. Topics include: Title IX (overarching sex discrimination law); Title VII – Civil Rights Act of 1964 (prohibits discrimination or harassment based on race, color, sex, national origin, religion); and AB1825 (requires California employers with 50 or more employees to provide two hours of sexual harassment prevention training every two years to supervisory personnel). APU requires ALL employees to take Respect and Esteem training, which is our sexual harassment prevention training; Jeanne Clery Act (reporting of crimes on or near university property and timely warnings to alert the community); VAWA – Violence Against Women Act; and Campus SaVE – Campus Sexual Violence Elimination (reporting on crimes of sexual violence, domestic violence, dating violence, and stalking, prevention, and awareness programs for new students and new employees as well as ongoing prevention and awareness for students and employees). Also included is information to help recognize abuse, characteristics of healthy relationships, and resources to help reduce the risk of sexual harassment and violence.

Speak Up: Understanding and Preventing Sexual Violence

This is a Primary Prevention and Ongoing Awareness campaign that targets domestic violence, dating violence, and stalking. As part of the new VAWA (Violence Against Women Amendment) federal Clery law changes, a new program was instituted at APU which began on April 9, 2015, entitled, “Speak Up: Understanding and Preventing Sexual Violence.” **This training is supplementary and mandatory training for APU employees designated by the university as Title IX “Responsible Employees.”** The purpose of this training is to educate selected employees about Title IX sexual assault awareness, reporting obligations, and prevention education. In addition, employees are trained about VAWA and Clery Act laws. This targeted training (notes) provides the following information: APU prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; definitions of these terms, consent and bystander options, as well as, information on risk reduction and applicable APU policies and procedures after a sex offense occurs.

Title IX Athletics Training

This is a Primary Prevention and Ongoing Awareness program that targets domestic violence, dating violence, and stalking. This is a PowerPoint training and workshop presented annually by the Athletics Department, and the Title IX Office. Directed at APU student athletes, this educational presentation addresses Christian faith; APU Student Community Expectations; Title IX Sexual Assaults, Misconduct, and Harassment; Applicable California Penal Code laws

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concerning sexual assault; California Megan's Law; affirmative consent; on- and off-campus resources; campus support teams; and bystander intervention.

Safety Awareness Program (SAP)

This is a Primary Prevention program and Ongoing Awareness and General Safety campaign with varied topics as requested (domestic violence, dating violence, stalking, or general safety awareness). SAP is a Department of Campus Safety (DCS) program that strives to prevent crime and promote safety throughout the school year. DCS interacts with and/or requests assistance from the Offices of Student Affairs and Residence Life, Commuter Life, the Student Government Association, *ZU News* (student newspaper), Facilities Management, and various other APU departments to promote crime prevention, safety awareness, and knowledge of campus security procedures and practices and to encourage **students** to be responsible for their own safety. SAP utilizes several methods, including Crime Prevention through Environmental Design (CPTED); developing creative and dynamic strategies that are cooperative and team based; and crime analysis to identify university crime trends and target those areas of concern by developing and implementing crime prevention or risk reduction action plans.

Rape Aggression Defense

This is a Primary Prevention awareness program that deals with self-protection and situational awareness relative to sexual assault and the related topics of domestic violence, rape, dating violence, stalking, and self-defense and the law. R.A.D is a popular, nationwide safety program offered on campus throughout the school year. The class typically meets at least once per semester and is announced in advance. R.A.D. covers many sexual assault issues that can occur on and off campus. This program educates participants on risk awareness, risk avoidance, post-incident care, victim services, and full-contact defense simulations (simulations are optional). All R.A.D. participants are provided brief training on how to search California's database for registered sex offenders. **R.A.D. classes are offered at no cost specifically to female APU faculty, staff, and students. Each participant receives a training manual and a certificate of completion. The manual can be used to attend continued training at any R.A.D. program nationwide.**

Stay Safe at College Videos

This is a Primary Prevention and Ongoing Awareness campaign that targets domestic violence, dating violence, stalking and general safety issues. These comprehensive and relevant video presentations are available 24/7 on the DCS [website](#) and outline ways to maintain personal safety and living area safety, thereby encouraging students and employees to be more responsible for their personal safety on and around campus. The videos are comprehensive, compelling, and easy to follow. We encourage everyone in the APU community to view them. The videos are divided into eight chapters. Just click on the topic of interest to view the video.

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- [Introduction](#)
- [Protecting Your Possessions and Identity](#)
- [Sexual Assault](#)
- [Controlling Behavior](#)
- [Stalking](#)
- [Everyday Safety](#)
- [Common Sense Defense](#)
- [Safe Travel](#)

Whistle Program

This is a Primary Prevention and General Safety program that targets the prevention of assaults inclusive of the crimes of domestic violence, dating violence, and stalking. A free whistle is available to all students, faculty, and staff through the Department of Campus Safety. The program aims to provide students, faculty, and staff with a means to signal for assistance, should they find themselves confronted by a potential attacker or require immediate aid.

Orientation/Speaker Requests

This is a Primary Prevention and Ongoing Awareness campaign that targets domestic violence, dating violence, stalking and general safety issues. The Department of Campus Safety takes a proactive approach informing the university community through personal contact, email, and professional meetings of its availability to provide safety, security and crime prevention presentations. Topics include, but are not limited to:

- Personal Safety and Security
- Dormitory Safety and Security
- Sexual Assault Prevention/Reporting
- Dating Violence Prevention/Reporting
- Stalking Prevention/Reporting
- Domestic Violence Prevention/Reporting
- Active Shooter:

Active Shooter Response Training

APU's Department of Campus Safety offers a one-hour-long active shooter response training to groups of 10 or more students, faculty, and staff upon request. Any group wishing to schedule active shooter training should email Campus Safety Administrative Assistant Artieshia Oscco at aoscco@apu.edu. The request should include the following information:

- The group represented (e.g., School of Nursing staff)

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- Number of attendees
- Venue where the training will be held (must have audio-visual capability for video and PowerPoint)
- Possible dates and times the training may be held

Safety Escorts after Hours

The Primary Prevention program that targets the prevention of opportunistic crime inclusive of the crimes of domestic violence, dating violence, and stalking. The university provides a trolley transportation program for students and employees as noted below. Note: Schedule may be subject to change and is posted at all trolley stops.

- Monday-Thursday, 6:45 a.m.-11 p.m.
- Friday, 6:45 a.m.-7 p.m.

Upon request, DCS offers safety escorts for employees and students, who are on or traveling between the East and West campuses 24/7. Escorts can be in person or via a DCS vehicle.

- **After-hours Campus Safety Shuttle Service**
Monday-Thursday, 10 p.m.-2 a.m.
Friday-Sunday, 6 p.m. -2 a.m.

This DCS program was in effect to limit student, staff and faculty exposure to the criminal element during after-hours situations and on weekends. Pamphlets describing safety and security are available to students and employees when they are educated about this at new student/employee orientations. The information also appears on the DCS [website](#) and pamphlets describing safety and security are handed out when safety presentations are conducted by DCS staff and/or student workers. These safety pamphlets are also visible and free to all students, faculty, and staff members at the Department of Campus Safety office.

As applicable, regional campuses and site directors have been verbally encouraged by DCS, to have their on-site security assist or offer this similar type of service to the students and employees.

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Other Programs/Information:

SEXUAL ASSAULT – EDUCATION AND PREVENTION: *Other Primary and Ongoing Prevention and Awareness Programs.*




NAME OF PROGRAM	TOPIC / BEHAVIOR TARGETED	PRIMARY PREVENTION & AWARENESS	ON GOING AWARENESS & PREVENTION
Social Media Posts (Instagram) / <i>Department of Campus Safety</i>	Bystander Intervention Safety Tips Crime Prevention	No	Yes
October – Domestic Violence Month/ <i>Office of Title IX</i>	Domestic Violence Social Media Campaign	No	Yes
April - Sexual Assault Awareness Month / <i>Office of Title IX</i>	Sexual Assault Social Media Campaign	No	Yes
RAD (Rape Aggression Defense) Classes / <i>Department of Campus Safety</i>	Sexual Assault Prevention	No	Yes
Title IX and sexual assault prevention training for undergraduate resident advisors, assistant residence advisors and orientation leaders / <i>Office of Student Affairs</i>	APU provides sexual assault educational resources and prevention	Yes	_____
Employee Respect and Esteem Training / <i>Human Resources</i>	APU provided sexual harassment prevention training	Yes	Yes
Code Blue Stations/ <i>Department of Campus Safety</i>	Standalone emergency talk phones. Auto alerts DCS Dispatch center.	Yes	_____
Safe APU application / <i>Department of Campus Safety</i>	Safety resources and direct contact information for DCS and local law enforcement in one mobile application.	No	Yes

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 <p>APU- Title IX Program</p>	<p>Launched in 2017, It's On Us is a national movement to end sexual assault. The campaign was launched following recommendations from the White House Task Force to Prevent Sexual Assault that noted the importance of engaging everyone in the conversation to end sexual violence.</p>	<p>No</p>	<p>Yes</p>
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Procedures, accommodations and protective measures available to victims who report the crimes of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The university has **procedures** in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as changes to housing, academic, transportation and working situations, if reasonably available. The University will make such accommodations or protective measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Department of Campus Safety or local law enforcement. Students and employees should contact The APU Title IX Coordinator - see the *APU - [Sexual Harassment, Stalking and Sexual Violence \(Policy Number: PO2020052\)](#)*. request these accommodations.

Written Notification: [See Sexual Harassment, Stalking and Sexual Violence Policy \(Title IX\)/ PO2020052](#) and the associated [procedures](#). Written notification (which is part of the Sexual Harassment, Stalking, and Sexual Violence Info Packet) will be provided by the employee taking the report to affected students and employees about existing counseling, medical, mental health, victim advocacy, legal assistance and other resources on campus and in the community. In that document is information about modifying academic, living, transportation and working situations, if so requested by the affected student or employee and if such accommodations are reasonably available regardless of whether the victim chooses to report the crime to local law enforcement. Students or employees who report to the university that they are the victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, will be provided this written notification.

At the victim's request, and to the extent of the victim's cooperation and consent, university offices will work cooperatively to assist the victim in obtaining **accommodations**. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of

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whether the victim chooses to report the crime to campus safety or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

The Imposing of Sanctions: At the end of the information gathering and hearing process, the adjudicating officer will communicate their decision in writing to the accused student. The written decision will include, where appropriate, a summation of findings. Sanctions are imposed when there is information indicating that the accused student violated the Community Expectations. This determination is made by an APU official responsible for the administration of the disciplinary process. The following are sanctions that may be imposed by a university official upon any student for violating the Community Expectations (not listed in a prescribed order):

- **Admonition:** An oral statement to the student that s/he is violating or may be violating university policies. The university official will review the policy and rationale and explore resources/supports for the student.
- **Warning:** Verbal or written warnings may be given for unacceptable behavior and the student is advised to change the behavior. (Disclaimer: This sanction may be given without a hearing.)
- **Restitution/reimbursement or fine:** Damage or misuse of university property or failure to follow university policy or procedure may require a student to make restitution or pay a fine.
- **Discretionary sanctions:** Some students may be required to perform community service, write a paper, or perform any other activity deemed appropriate for the violation of the Community Expectations or any other university policies.
- **Loss of privileges:** Some students may lose privileges such as visitation, leadership opportunities, living on campus, campus employment, co-curricular activities, parking, etc., appropriate to the violation of the Community Expectations or any other university policies.
- **Community Expectations probation:** A student may be placed on Community Expectations probation for a specified period of time. During this time, further violations of university policy may result in the student's suspension or expulsion from the university. Any student upon whom sanctions are imposed and/or is placed on probation may become immediately ineligible for service as an athlete, student leader, and/or student representative. Students who fail to comply with the terms and conditions of a sanction are subject to additional judicial action.
- **Interim suspension:** Imposed immediately when the seriousness of the offense is such that the members of the community, including the accused student, may be threatened by his/her continued presence. (This suspension will be for a stated period of time and followed by a student hearing.)

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- **University suspension:** Separation of the student from the university for a specified period of time. A student may not be on campus or at university events while suspended without written permission from the Chief Judicial Officer or designee. (Conditions for readmission may be required.)
- **University expulsion:** Permanent separation of the student from the university. A person may not be on campus or at university events if expelled without written permission from the Chief Judicial Officer or designee.

The following are sanctions that may be imposed by a university official upon any **employee** for violating the University's Sexual Harassment, Stalking, and Sexual Violence Policy (not listed in a prescribed order):

- Counseling
- Verbal or written warning
- Suspension
- Termination
- Non-renewal or termination of employment contract

Orders of Protection: (“No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution)

Azusa Pacific University complies with California law in recognizing orders of protection by any person who obtains an order of protection from California (*orders from other states may need to be reviewed for reciprocity with Office of the General Counsel*). The complainant should provide a copy of the order to the Department of Campus Safety and the Office of the Title IX Coordinator. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for campus safety and the victim 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, providing a temporary cellphone, 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 from the applicable jurisdiction(s).

The university may issue an APU institutional no contact order if deemed appropriate or at the request of the victim or accused. If the university receives a report that such an institutional no contact order has been violated, the university will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

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In general, in California, filing a request for a legal order such as a “restraining order” entails the following steps. For other city, states, or countries, it is suggested you check with local law enforcement for specifics:

STEPS	ACTIONS
1.	Fill out your court forms and prepare to file.
2.	File your court forms with the court.
3.	“Serve” your papers on the restrained person via a safe process.
4.	Go to your court hearing.
5.	Follow post court hearing actions.

TYPES OF COURT ORDERS - STATE OF CALIFORNIA		
COURT ORDERS	FOCUS OF PROTECTION	LINK
Court ordered restraining orders	Domestic Violence restraining orders (including restraining orders, elder and dependent adult abuse, civil harassment, workplace violence, etc.).	http://www.courts.ca.gov/1261.htm
California Courts Protective Order Registry (CCPOR)	Launched in June 2010, the California Courts Protective Order Registry (CCPOR) is a statewide repository of protective orders containing both data and scanned images of orders that can be accessed by judges, court staff, and law enforcement officers. Currently used by superior courts in 43 counties, CCPOR allows judges to view orders issued by other court divisions and across county lines. Armed with more complete data, judges can make more informed decisions and avoid issuing multiple protective orders with conflicting terms and conditions. Law enforcement officers also benefit from the ability to view complete images of orders, including notes, special conditions, and warnings that are often handwritten by judges on the orders.	https://www.courts.ca.gov/partners/ccpor.htm
Magistrates (courts) and Local County Courthouse	Civil and criminal remedies	Varies by city – check local court website by city

LAW	FOCUS OF PROTECTION	LINK
Victims’ Bill of Rights: Marsy’s Law significantly expands the rights of victims in California. Under Marsy’s Law, the California Constitution article I, § 28, section (b)	Domestic violence, dating violence, sexual assault, or stalking	https://oag.ca.gov/victimservices/content/bill_of_rights

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RESOURCES	FOCUS OF PROTECTION	LINK
National Domestic Violence Hotline 1-800-799-7233 1-800-787-3224 (TTY) / thehotline.org, or text LOVEIS to 1-866-331-9474	Domestic Violence and shelters, crisis hotlines, family violence	http://www.thehotline.org/
Project Sister (Rape Crisis) (909) 626-HELP(4357)	Sexual assault and abuse	http://projectsister.org/
National Sexual Assault (800) 656-HOPE(4673)	Sexual Assault	https://www.rainn.org

Accommodations and Protective Measures Available for Victims. *The chart below describes who students and employees can contact to request these accommodation services and how to do so.*

CAMPUS/ LOCATION	UNDERGRAD	TYPE OF REQUEST	CONTACT AND PROCESS
Main Campus	Undergraduate Student	academic	Contact the APU Title IX Coordinator (East Campus, 901 E. Alost Ave., Azusa, CA 91702 / Phone: (626) 815-2078) who will interface with the appropriate APU officials who can affect this request.
Main Campus	Undergraduate Student	living	Same as above.
Main Campus	Undergraduate Student	transportation	Same as above.
Main Campus	Undergraduate Student	working situations	Same as above.
Main Campus	Undergraduate Student	protective measures	Same as above.
CAMPUS/ LOCATION	GRADUATE & PROFESSIONAL	TYPE OF REQUEST	CONTACT AND PROCESS
Main Campus and Regional Campus or equivalent	Graduate Student	academic	Contact the APU Title IX Coordinator (East Campus, 901 E. Alost Ave., Azusa, CA 91702 / Phone: (626) 815-2078) who will interface with the appropriate APU officials who can affect this request.
Main Campus and Regional Campus or equivalent	Graduate Student	living	Same as above. No on campus graduate living facilities. Contact Director of Graduate and Professional Student Engagement for information or contact local law enforcement or courts.
Main Campus and Regional Campus or equivalent	Graduate Student	transportation	Same as above.

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Main Campus and Regional Campus or equivalent	Graduate Student	working situations	Same as above.
Main Campus and Regional Campus or equivalent	Graduate Student	protective measures	Same as above.
CAMPUS/ LOCATION	EMPLOYEE	TYPE OF REQUEST	CONTACT AND PROCESS
Main Campus and Regional Campus or equivalent	Employee	academic	Contact the APU Title IX Coordinator (East Campus, 901 E. Alost Ave., Azusa, CA 91702 / Phone: (626) 815-2078) who will interface with the appropriate APU officials who can affect this request.
Main Campus and Regional Campus or equivalent	Employee	living	Same as above.
Main Campus and Regional Campus or equivalent	Employee	transportation	Same as above.
Main Campus and Regional Campus or equivalent	Employee	working situations	Same as above
Main Campus and Regional Campus or equivalent	Employee	protective measures	Same as above.

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Azusa Pacific University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS	TYPE OF SERVICES AVAILABLE	CONTACT INFORMATION
Health	The Student Health Center supports the university by evaluating, treating, maintaining, and promoting optimal physical, mental, and spiritual well-being of the APU student body. The Student Health Center serves as an advocate for patient care and promotes individual empowerment to enhance healthy lifestyle choices among patients.	APU Student Health Center (626) 815-2100 http://www.apu.edu/healthcenter/

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Counseling/ Mental Health	Accredited by the International Association of Counseling Services, Azusa Pacific's University Counseling Center (UCC) exists to empower the students to realize their personal and academic potential by promoting psychological, social, and spiritual wellness through Christian counseling and outreach services.	University Counseling Center (626) 815-2109 http://www.apu.edu/counselingcenter/
Legal Assistance	If you have a complaint not addressed by one of the grievance processes identified, or if you have questions regarding the proper process for addressing your complaint, you may contact the Office of the General Counsel.	Office of General Counsel (626) 387-5763
Visa and Immigration Assistance	Maintaining Status All F-1 and J-1 international students must follow U.S. immigration regulations in order to maintain their international student status. Below are the key student responsibilities: <ul style="list-style-type: none"> • Maintain a valid, accurate I-20, DS2019 (J1 Visa) • Maintain a valid passport • Maintain full-time enrollment each semester • Report any change of address to ISS within 10 days of moving • Be mindful of program end date • Do not work off campus without authorization • File tax forms each spring • Get an I-20 travel signature before travelling outside the U.S. 	International Students and Scholars (626) 812-3055 https://www.apu.edu/international/compliance/current-students/status/
Student Financial Aid	One Stop/Undergraduate Enrollment Services Center has transitioned to the <i>Student Services Center</i> and includes undergraduate and graduate student services. Though many of the services that support such areas as Registrar, Student Accounts, and Financial Aid, will remain the same, we will be making some changes to our internal functionality with the intention of more quickly identifying customer needs, expediting referrals to specialist areas, and enhancing self-service options, which is a much-desired resource for our student body.	Student Services Center (626) 815-2020 Email: ssc@apu.edu Graduate and Professional Student Financial Services , (626) 815-2020 Email: ssc@apu.edu
*Employees	Contact Human Resources for above.	Office of Human Resources (626) 815-4526 https://www.apu.edu/humanresources/

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OFF CAMPUS	TYPE OF SERVICES AVAILABLE	CONTACT INFORMATION
Counseling/ Mental Health	<p>The Community Counseling Center (CCC) is a community-based mental health center committed to providing compassionate counseling and assessment services. Treatment is offered for individuals, couples, and families of all ages, including support for life transition dilemmas, crisis-related issues, and disorders of depression and anxiety.</p>	<p>Community Counseling Center (626) 815-5421 https://www.apu.edu/cc/</p>
Health	<p>In an emergency situation, call 911 first, then the Department of Campus Safety at (626) 815-5000. You may also view APU's Emergency Preparedness website.</p> <p>Non-Emergencies After Hours For medical problems that are not urgent but occur after the Student Health Center is closed, please do the following:</p> <ol style="list-style-type: none"> 1. Call the 24-hour nurse advice line at (888) 226-9622 to speak with an on-call nurse. <ul style="list-style-type: none"> ○ If you prefer to communicate in a language other than English or Spanish, the nurse can arrange for an interpreter. 2. If the on-call nurse recommends an immediate emergency room or urgent care center visit, please go to one of the facilities listed below. <ul style="list-style-type: none"> ○ If transportation is needed, the Department of Campus Safety can provide a voucher for a local taxi service. ○ If possible, please notify the on-call resident advisor (RA) in your residence hall or on-campus apartment. <p>Foothill Presbyterian Hospital 250 S. Grand Avenue Glendora, CA 91741</p> <p>Phone: (626) 963-8411 Hours: Open 24 hours</p> <p>Integrative Urgent Care 148 N. Grand Avenue Glendora, CA 91741</p>	<p>APU Student Health Center (626) 815-2100 / www.apu.edu/healthcenter or contact local hospitals</p>

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	<p>Phone: (626) 594-0478 Hours: Mon.-Fri., 8 a.m. - 8 p.m. Sat. and Sun., 9 a.m. - 5 p.m.</p> <p>If you are out of the local area, contact your local hospital or urgent care.</p>	
Victim Advocacy	<p>Project Sister, National Sexual Assault</p> <p>RAINN (Rape, Abuse & Incest National Network) is the nation’s largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline (800-656-HOPE, online at rainn.org/, and in Spanish online at rainn.org/es) in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.</p>	<p>Project Sister (909) 626-HELP (4357) projectsister.org</p> <p>National Sexual Assault (800) 656-HOPE (4673) https://centers.rainn.org/</p>
Legal Assistance	<p>This official site to the California state judicial branches links to California courts, including the California Supreme Court, Court of Appeals, and Superior Court,</p> <p>Christian Legal Aid of Los Angeles. Pursuing Justice, Bringing Hope, and Changing Lives</p> <p>At Christian Legal Aid of Los Angeles (“CLA-LA”), we understand that pursuing “justice for all” is an essential aspect of loving our neighbors. We believe that providing access to basic legal services is a powerful way to offer a hand-up to the most vulnerable in society: veterans, the elderly, homeless families, victims of domestic violence, and refugees. At Christian Legal Aid of Los Angeles, our mission is to share the love of Jesus Christ by cultivating a passion for justice in our community and providing free legal services and hope to those in need in Los Angeles County.</p> <p>We hold free legal clinics at various churches and nonprofits across Los Angeles staffed by volunteer attorneys, law students, paralegals, and individuals of diverse backgrounds with a passion for justice.</p> <p>CLA-LA partners with legal aid nonprofits, faith-based charities, and local churches to provide the following services:</p> <p>Attorney Consultations – CLA-LA staff and volunteers provide clients 60-90 minutes of free individualized legal advice at our clinics and partner office hours. Clients are educated as to their</p>	<p>https://www.courts.ca.gov/home.htm</p> <p>http://www.cla-la.org/</p>

Department of Campus Safety

CULTIVATING DIFFERENCE MAKERS



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	<p>rights and trained on how to file court documents, prepare documents and pleadings, and negotiate to protect their own rights.</p> <p>Referrals – CLA-LA will generally refer clients to other attorneys and legal aid organizations when clients need ongoing representation.</p> <p>Mediation services – CLA-LA will refer clients who should consider mediation to Christian and/or free mediation services, including those offered by our local law schools.</p> <p>Workshops – CLA-LA offers workshops to give clients an overview of their general legal rights. These seminars are not specific to one client’s legal issues, but rather designed to give an overview of a particular area of law. Past workshop topics have included immigration, post-conviction relief, employment law, estate planning, and more.</p> <p>CLA-LA is a nonprofit 501(c)(3) corporation, and we assist clients regardless of their religion, race, color, creed, national original, ancestry, disability, gender, sexual orientation or age. CLA-LA does not provide ongoing assistance. For more information about our client services, please visit Our Clients or email client@cla-la.org.</p>	
<p>Visa and Immigration Assistance</p>	<p>The Bureau of Consular Affairs provides passport services to U.S. citizens, issues Visas to enter the U.S., manages the Diversity Visa Lottery, and provides services to U.S. citizens abroad.</p>	<p>https://www.usa.gov/federal-agencies/bureau-of-consular-affairs</p>
<p>Student Financial Aid</p>	<p>California Student Aid Commission</p>	<p>https://www.csac.ca.gov/</p>
<p>Other</p>	<p>1. Department of Justice: Other resources available to persons who report being the victim of sexual assault</p> <p>2. Also see this APU-ASFSR Annual Security and Fire Safety Report) for resources.</p>	<p>https://www.justice.gov/ovw/sexual-assault</p>

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XVII. INFORMATION ABOUT REGISTERED SEX OFFENDERS

Sex Offenders Registration (DCS Policy 4.51)

Institutions of higher education are required by law to provide the campus community with information on where they may obtain information on registered sex offenders in California. The law also requires sex offender registrants in the state to provide notice, as required under state law, to each institution of higher education for which the person is currently enrolled as a student, as a full or part-time employee (with or without compensation), or those participating in a vocation. As the Department of Campus Safety is not a law enforcement agency, the registration process must be conducted at the Azusa Police Department /or the applicable police agency.

In California, convicted sex offenders must register with their local law enforcement agencies. Megan's Law allows the public to access the registry. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in or frequent the community.

Public information regarding sex offenders in California may be obtained by viewing the California Megan's Law [website](#).

XVIII. ANNUAL FIRE SAFETY REPORT- APU POLICY STATEMENT

Collection of Fire Safety Statistics and the Annual Fire Safety Report (DCS Policy 8.11)

A. DESCRIPTION OF APU ON-CAMPUS STUDENT HOUSING FACILITY FIRE SAFETY SYSTEMS

Adams Hall (901 East Alost Avenue, Azusa, California 91702)

This three-story dormitory does not have fire sprinklers (*Adams does not have standpipes*). Each wing is separated into fire-rated corridors to minimize the spread of fire. There are fire extinguishers throughout the building. There is a networked fire alarm system with bells and strobes in each room, and pull stations are in hallways and at exits. The networked alarm system is continuously monitored by the university's Department of Campus Safety.

Any activated networked alarm triggers both horns and strobe lights and results in an

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evacuation. Each dorm room has a non-networked (stand-alone) battery powered Carbon Monoxide/Smoke Detector which alerts the occupants of that room only. Batteries are non-replaceable and non-removable, and capable of powering the Carbon Monoxide/Smoke Detectors for a minimum of 10 years. *(This type of battery is now required for stand-alone detectors.)* Networked fire alarm system is tested annually. Each dormitory performs at minimum one supervised fire drill each year.

Engstrom Hall (901 East Alost Avenue, Azusa, California 91702)

This four-story dormitory is fully equipped with sprinklers and has standpipes in each corridor and stairwell. Each room, or suite, is a fully fire-rated space. Corridors are divided by fire-rated doors. There are fire extinguishers throughout the building. A networked fire alarm system with horns and strobe lights in each room, and pull stations in hallways and at exits, is continuously monitored by the university's Department of Campus Safety. Any activated networked alarm triggers both horns and strobe lights and results in an evacuation. Each dorm room has non-networked (stand-alone) AC powered smoke detectors with battery back-up, which alerts the occupants of that room only. Batteries are changed annually as part of routine maintenance. Networked fire alarm system is tested annually and fire risers are tested at quarter, annual, and five-year intervals. Each dormitory performs at minimum one supervised fire drill each year. The first-floor lobby of Engstrom Hall is university offices. The east and west wings still house students.

Trinity Hall (901 East Alost Avenue, Azusa, California 91702)

This five-story dormitory is fully equipped with sprinklers and has standpipes in each corridor and stairwell. Each room or suite is a fully fire-rated space. Corridors are divided by fire-rated doors. There are fire extinguishers throughout the building. The networked fire alarm system with smoke/horn sounder bases and strobe lights in each room, and pull stations in hallways and at exits, is continuously monitored by the university's Department of Campus Safety. Any activated alarm triggers both horns and strobe lights and results in an evacuation. Networked fire alarm system is tested annually and fire risers are tested at quarter, annual, and five-year intervals. Each dormitory performs at minimum one supervised fire drill each year.

Shire Modular Units (901 East Alost Avenue, Azusa, California 91702)

These housing units are modular duplexes. Each individual building houses no more than eight students in two joined apartments. These units are not equipped with sprinklers or a fire alarm system. Each apartment has a non-networked hard-wired carbon monoxide/smoke detector with battery backup. Batteries are changed annually as part of routine maintenance. There are fire extinguishers in each court of four buildings. Evacuation drills are not performed at this facility, but students have been provided with the evacuation location.

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***University Park (1000 East Alost Avenue, Azusa, California 91702)**

This is a two-story, garden-style apartment building with one- and two-bedroom apartments. These units are not equipped with sprinklers. Each apartment has a hard-wired carbon monoxide/smoke detector with battery backup. Batteries are changed annually as routine maintenance. Each apartment also has a networked horn that is activated by the exterior pull stations. There are fire extinguishers and a fire alarm pull station in multiple locations in each courtyard. The networked pull stations are monitored by an off-campus alarm provider that notifies DCS when it is activated. This networked fire alarm system is tested annually. Evacuation drills are not performed at this facility, but students have been provided with the evacuation location. ***APU no longer owns the University Park Apartments as of Fall 2022.**

***Bowles Residence Complex (1150-1160-1170 East Alost Avenue, Azusa, California 91702)**

This is a two-story, garden-style apartment building with one- and two-bedroom apartments. These units are not equipped with sprinklers. Each apartment has a non-networked (stand-alone) hard-wired carbon monoxide/smoke detector with battery backup. Batteries are changed annually as routine maintenance. There are fire extinguishers and networked fire alarm pull stations in multiple locations in each courtyard. The system can only be activated by the courtyard pull stations that activate exterior bells (no networked horns or strobe lights in the apartments). The networked fire alarm system is continuously monitored by the Department of Campus Safety. This networked fire alarm system is tested annually. Evacuation drills are not performed at this facility, but students have been provided with the evacuation location. ***APU no longer owns the Bowles Residence Complex as of Fall 2022.**

***Alost Place Condominiums (1130 E. Alost Avenue, Azusa, California 91702)**

These are a collection of university-owned condominiums in a private homeowner's association. These units are not equipped with sprinklers. There are fire extinguishers on the exterior of each building. Each APU owned apartment has a battery powered carbon monoxide/smoke detector. Batteries are changed annually as part of routine maintenance. The Department of Campus Safety is not alerted of any incidents of fire alarms within this living area. Evacuation drills are not performed at this facility, but students have been provided with the evacuation location. ***APU no longer owns the Alost Place Condominiums as of Fall 2022.**

University Village Apartments (801 E. Alost Avenue, Azusa, California 91702)

These are two-story apartment buildings with one- and two-bedroom apartments. Only the subterranean carports in this area are equipped with sprinklers. There is one electrical room for each apartment building, each of which has a networked smoke detector. Each apartment has a

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hard-wired smoke detector with battery backup, as well as, an additional battery powered smoke detector. Batteries are changed annually as routine maintenance. Each room also has a networked mini horn (no strobe lights) that is activated when exterior pull stations are activated, or when the networked smoke detector in the electrical room is activated. There are multiple fire extinguishers and fire alarm pull stations at each of the 20 buildings that are part of a networked fire alarm system continuously monitored by the Department of Campus Safety. This networked fire alarm system is tested annually. Evacuation drills are not performed at this facility, but students have been provided with the evacuation location.

B. NUMBER OF APU FIRE DRILLS HELD DURING THE ACADEMIC YEAR

1. At a minimum, an unannounced evacuation drill is held in each on-campus dorm living area (excludes apartments/condominiums listed above) during the first semester each year. DCS staff members activate the fire alarms in each dorm. The Residence Life staff conducts an evacuation of the building and accounts for all residents as instructed during beginning of the year hall meetings. An after-action report documenting, at a minimum, a description of the exercise, the date, time, and whether it was announced or unannounced is prepared by the risk manager and is made available as part of the Annual Security Report.
2. At a minimum, an evacuation drill of the entire campus is announced in the first semester of each year in conjunction with announcements regarding the evacuation and other emergency instructions available on the APU website. Facilities Management activates alarms in each building on campus. Building coordinators conduct an evacuation of each building and account for all residents. CIRT members evaluate the effectiveness of the drill. An after-action report documenting, at a minimum, a description of the exercise, the date, time, and whether it was announced or unannounced is prepared by the risk manager and is made available as part of the Annual Security Report.
3. In conjunction with at least one test per calendar year, the risk manager provides all APU campuses with an email link to the APU emergency response and evacuation procedures.
4. The evacuation drills are for all Azusa facilities. Regional campuses are handled locally in conjunction with building management and local authorities.

The information listed above is also noted in the Department of Campus Safety Policy 4.28 - Immediate Notification. This policy is included in the Annual Security and Fire Safety Report.

C. APU POLICIES AND RULES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES IN A STUDENT HOUSING FACILITY

Appliances

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- The Residence Life staff member for each living area is the final authority on what appliances will be allowed in student living areas. For reasons related to fire safety and electrical loads, electrical appliance usage must be limited. In general, any appliance/device with an open flame or exposed heating element is prohibited, as are electrical appliances that draw significant electrical current.

Smoking and Flammables

- The use of any form of tobacco on university premises is prohibited.
- Smoking is not permitted in APU rooms/apartments, on balconies or patios, on walkways, pool areas, or in the parking lots. Violation of this policy will result in disciplinary action. At no time may any flammable items be stored in or around living areas. This includes barbecues. In addition, open flame combustibles (candles, incense, oil-burning lamps, etc.) may not be burned in or around any residential unit.

D. APU POLICY AND PROCEDURES FOR STUDENT HOUSING EVACUATION IN THE CASE OF A FIRE, PROCEDURES FOR STUDENTS AND EMPLOYEES AND FIRE SAFETY EDUCATION AND TRAINING PROGRAMS PROVIDED TO STUDENTS AND EMPLOYEES

Students

Evacuation policies and procedures are posted in all residence halls. These procedures are reviewed at living area meetings at the start of each semester. Residential students attend frequent hall and floor meetings where fire safety issues are addressed.

Employees

Annual safety training is made available to all faculty and staff who choose to participate in the training. Residence directors and DCS staff receive mandatory training related to evacuation and fire response procedures.

Evacuation procedures

Evacuation policies and procedures are posted in all residence halls. These procedures are reviewed at living area meetings at the start of each semester. Upon discovering a fire, immediately dial 911, then call the Department of Campus Safety at (626) 815-5000, or use one of the Code Blue boxes located throughout campus.

When a fire alarm sounds, evacuate the building immediately, and **DO NOT** use elevators. Walk, **DO NOT RUN**, as quickly as possible to the nearest exit, notifying others of the fire and closing all doors (but do not lock them) as you exit to slow the spread of the fire. On stairways, use handrails and keep to the right. Check all doors for heat (top and bottom) with the back of your hand. If the door is hot, do not open it. If you are caught in heavy smoke, drop to hands and knees and crawl, hold your breath as much as possible, breathe shallowly through your nose, and use a blouse, shirt, or jacket as a filter.

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If your clothing catches on fire, DO NOT RUN—STOP, DROP, and ROLL.

Residence Life personnel will go from room to room in residence facilities to ensure complete evacuation. When all people have been evacuated, go to the designated evacuation site for further instructions and wait for an “all clear” from the proper authorities before returning to the building. Immediately notify emergency personnel on the scene if you suspect that someone may be trapped inside the building.

The fire alarms alert residents of potential hazards. Community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the Department of Campus Safety.

E. REPORTING A FIRE

In the event a fire develops and involves a university building or property, individuals should immediately call 911, and then notify the DCS at (626) 815-5000, or Ext. 5000, or by dialing 911 from any on-campus phone (not from a cell phone). DCS will initiate a response, in addition to local emergency responders.

If an individual finds evidence of a fire that has been extinguished, and the person is not sure whether DCS has already responded, the community member should immediately notify DCS to investigate and document the incident for disclosure in the University’s annual fire statistics.

The Daily Fire Log is maintained by the Department of Campus Safety and is combined with the Daily Crime Log. The log is located at Azusa Pacific University (main campus), 901 East Alost Avenue, Azusa, California 91702. The information listed above is also noted in the Department of Campus Safety Policy 8.4 – Combined Daily Crime and Fire Log.

F. PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY, IF DETERMINED NECESSARY BY APU

The university continues to update systems for the reduction of campus risk. Barring any unforeseen circumstances such as budgetary restrictions, future improvements include upgrades of fire alarm systems and additional training related to evacuation procedures.

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Health and safety inspections are conducted by the Office of Residence Life in conjunction with Facilities Management.

Fire Safety Statistics

All APU fire safety reporting and preparation is the responsibility of the university's Risk Manager and the Department of Campus Safety. The Risk Manager as needed forwards yearly fire statistics that include the number of fires and causes of each fire, number of persons with fire-related injuries, number of fire-related deaths, value of property damage caused by each fire that is compiled in that office and, if applicable, fire-related policy/procedures updates to DCS for inclusion in the Annual Security and Fire Safety Report, prepared and published by DCS.

The information listed above is also noted in the Department of Campus Safety Policy 4.76 - Disclosure of Crime Statistics and Department of Campus Safety. (Noted above in subsection II).

Department of Campus Safety Policy 8.7—Encouragement of Accurate and Prompt Crime Reporting. These policies are included in the Annual Security and Fire Safety Report. (Noted above in subsection III.)

OTHER APPLICABLE FIRE POLICIES / INFORMATION:

Safety Equipment

The tampering with safety equipment, such as fire alarms, smoke detectors, fire doors, door locks, latches, etc., on university premises is prohibited and will result in disciplinary action.

APU Housing: Health and Safety Section

Flammables

At no time may any flammable items be stored in or around living areas. This includes barbeques. In addition, open flame combustibles (candles, incense, oil-burning lamps, etc.) may not be burned in or around any residential unit. Motorized (gas powered) conveyances may not be stored in or around living areas. Electric conveyances have risks associated with their use and are detailed in the Electric Transportation Devices and Batteries policy. Also prohibited are live wreaths, Christmas trees and boughs, and large decorative Christmas lights. Other nonflammable holiday decorations may be used in compliance with all Facility Use policies. Posters, tapestries, etc., may not be hung or placed on ceilings or covering doorways.

Smoke Alarms

Smoke alarms must not be tampered with in any way (e.g., removing the batteries, disconnecting, etc.). Any student found doing so will be subject to disciplinary action.

Appliances and Equipment

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For reasons related to fire safety, electrical loads, and community disruption, electrical appliance and equipment usage must be limited. In general, any appliance/device with an open flame or exposed heating element is prohibited, as are electrical appliances and equipment that draw significant electrical current or are deemed too disruptive to the community. Prohibited appliances/devices may include, but are not limited to:

- Air conditioners/ceiling fans
- Any appliance not clearly marked as UL-approved
- Electric saucepans/skillets
- Extension cords
- Hot plates
- Instant pots/air fryers (in the halls)
- Microwaves (in the halls)
- Space heaters
- Toaster ovens
- Toasters (in the halls)
- Electric scooters, bicycles, or other conveyances may be stored in rooms, but **cannot** be charged inside residence halls, including student rooms. [Please see the Electric Transportation Devices and Batteries policy for information on proper use.](#)

Acceptable electric appliances/devices (when used with proper care) include:

- Circuit-breaker-protected power bars
- Clocks
- Computers
- Curling irons/curlers
- Dorm-room refrigerators (must be marketed as mini or compact)
- Electric hot pots (for water)
- Fans
- Hair dryers (small)
- Reading lamps
- Televisions/gaming systems
- Electric scooters, bicycles, or other conveyances may be stored in rooms, but **cannot** be charged inside residence halls, including student rooms. [Please see the Electric Transportation Devices and Batteries policy for information on proper use.](#)

Each appliance/device must be UL-approved and must not be left unattended when in use. For any appliance not included in these lists, Residence Life must give approval before it is used. If the use of any of your items poses a health or safety concern, causes a disruption to the community, or causes property damage or property loss, you may be subject to disciplinary action and associated costs or

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sanctions, regardless of whether the item is approved. The director for each living area is the final authority on what appliances and equipment will be allowed in student living areas.

*Tobacco/Smoking/Vaping Policy: The use of any form of tobacco on University premises is prohibited. Smoking is not permitted in APU rooms/apartments, on balconies or patios, on walkways, pool areas, or in the parking lots. Violation of this policy will result in disciplinary action.

Emergency Preparedness APU Website

Fire Drills

Unannounced fire drills will be held each year to test the system and familiarize occupants with the sounds of the alarms. Pulling a false alarm as a prank or joke is a serious offense that could lead to disciplinary proceedings through the Office of the Vice President for Student Affairs, including a \$500 fine. California Penal Code section 148.4 provides a misdemeanor/felony charge (fine and/or imprisonment) for those who willfully tamper with fire protection equipment. Further, it is a violation of university regulations, and reason for prosecution.

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XIX. CRIME AND FIRE STATISTICAL TABLES

ON-CAMPUS PROPERTIES

(Combined Law Enforcement and Department of Campus Safety Statistics)



AZUSA CAMPUS

Total numbers for On Campus Clery crimes include those committed in Residence Halls (which are a subset of On Campus per the Clery Act). Non campus includes locations where students frequently stayed for overnight off-campus trips.

MAIN (AZUSA) CAMPUS CRIMINAL OFFENSE	ON CAMPUS			ON CAMPUS RESIDENTIAL (SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	2	1	0	2	1	0	0	0	0	0	0
Fondling	2	0	0	2	0	0	0	0	0	0	0	1
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	1	0	1	0	0	0	0	0	0	1	0	1
Aggravated Assault	0	0	0	0	0	0	0	0	1	0	1	1
Burglary	5	18	8	0	11	4	1	1	0	0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	6	5	1	0	0	0	0	0	1	0	1	0
Arson (only those Law Enforcement / other investigation determined as Arson)	0	3	1	0	1	0	0	0	0	0	0	0
Domestic Violence	0	0	1	0	0	0	0	0	0	0	0	0
Dating Violence (included in Domestic Violence in CA law)	2	5	1	2	3	0	0	0	0	0	0	0
Stalking	0	5	6	0	5	3	0	0	0	0	0	0

MAIN CAMPUS ARRESTS & DISCIPLINARY REFERRALS	ON CAMPUS			ON CAMPUS RESIDENTIAL (SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Illegal Weapons Possession - ARREST	0	0	0	0	0	0	0	0	0	0	0	1
Drug Law Violations - ARREST	0	2	8	0	0	3	0	0	0	0	1	1
Liquor Law Violations - ARREST	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession - DISCIPLINARY	2	0	4	2	0	4	0	0	0	0	0	0
Drug Law Violations - DISCIPLINARY	24	13	12	24	13	12	0	0	0	0	0	0
Liquor Law Violations - DISCIPLINARY	12	28	29	11	28	29	0	0	0	0	0	0

Hate Crimes – On Campus

- There were no reported hate crimes for the years: 2020, 2021, or 2022

Hate Crimes – On Campus Residence Halls (On Campus subset)

- There were no reported hate crimes for the years: 2020, 2021, or 2022

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Hate Crimes – Non Campus.

- There were no reported hate crimes for the years: 2020, 2021, or 2022

Hate Crimes – Public Property

- There were no reported hate crimes for the years: 2020, 2021, or 2022

Regional campuses/sites noted below are owned or controlled through lease/rental agreement and have no student living areas or non-campus property.



HIGH DESERT REGIONAL CAMPUS

HIGH DESERT REGIONAL CAMPUS CRIMINAL OFFENSE	ON CAMPUS			(SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES			0	0	0	0	0	0
Negligent Manslaughter	0	0	0				0	0	0			
Rape	0	0	0				0	0	0			
Fondling	0	0	0				0	0	0			
Incest	0	0	0				0	0	0			
Statutory Rape	0	0	0				0	0	0			
Robbery	0	0	0				0	0	0			
Aggravated Assault	0	0	0				0	0	0			
Burglary	0	0	0				0	0	0			
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0				0	0	0			
Arson (only those Law Enforcement / other investigation determined as Arson)	0	1	0	0	0	0						
Domestic Violence	0	0	0	0	0	0						
Dating Violence (included in Domestic Violence in CA law)	0	0	0	0	0	0						
Stalking	0	0	0	0	0	0						
HIGH DESERT REGIONAL CAMPUS ARRESTS & DISCIPLINARY REFERRALS	ON CAMPUS			(SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
Illegal Weapons Possession - ARREST	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES			0	0	0	0	0	0
Drug Law Violations - ARREST	0	0	0				0	0	0			
Liquor Law Violations - ARREST	0	0	0				0	0	0			
Illegal Weapons Possession - DISCIPLINARY	0	0	0				0	0	0			
Drug Law Violations - DISCIPLINARY	0	0	0				0	0	0			
Liquor Law Violations - DISCIPLINARY	0	0	0				0	0	0			

Hate Crimes – On Campus

- There were no reported hate crimes for the years: 2020, 2021, or 2022

Hate Crimes – Public Property

- There were no reported hate crimes for the years: 2020, 2021, or 2022

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INLAND EMPIRE REGIONAL CAMPUS

INLAND EMPIRE REGIONAL CAMPUS CRIMINAL OFFENSE	ON CAMPUS			ON CAMPUS RESIDENTIAL (SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES						0	0	0
Negligent Manslaughter	0	0	0							0	0	0
Rape	0	0	0							0	0	0
Fondling	0	0	0							0	0	0
Incest	0	0	0							0	0	0
Statutory Rape	0	0	0							0	0	0
Robbery	0	0	0							0	0	0
Aggravated Assault	0	0	0							0	0	0
Burglary	0	0	0							0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0							0	0	0
Arson (only those Law Enforcement / other investigation determined as Arson)	0	0	0							0	0	0
Domestic Violence	0	0	0							0	0	0
Dating Violence (included in Domestic Violence in CA law)	0	0	0							0	0	0
Stalking	0	0	0							0	0	0

INLAND EMPIRE REGIONAL CAMPUS ARRESTS & DISCIPLINARY REFERRALS	ON CAMPUS			ON CAMPUS RESIDENTIAL (SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Illegal Weapons Possession - ARREST	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES						0	0	0
Drug Law Violations - ARREST	0	0	0							0	0	0
Liquor Law Violations - ARREST	0	0	0							0	0	0
Illegal Weapons Possession - DISCIPLINARY	0	0	0							0	0	0
Drug Law Violations - DISCIPLINARY	0	0	0							0	0	0
Liquor Law Violations - DISCIPLINARY	0	0	0							0	0	0

Hate Crimes – On Campus

- There were no reported hate crimes for the years: 2020, 2021, or 2022

Hate Crimes – Public Property

- There were no reported hate crimes for the years: 2020, 2021, or 2022

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LOS ANGELES SITE (includes LA TERM)*

*No longer in use as of Fall 2022.

LOS ANGELES SITE CRIMINAL OFFENSE	ON CAMPUS			ON CAMPUS RESIDENTIAL (SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES						0	0	0
Negligent Manslaughter	0	0	0							0	0	0
Rape	0	1	0							0	0	0
Fondling	0	0	0							0	0	0
Incest	0	0	0							0	0	0
Statutory Rape	0	0	0							0	0	0
Robbery	0	0	1							0	0	1
Aggravated Assault	0	1	0							0	0	4
Burglary	0	0	0							0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	1	0	3							0	0	4
Arson (only those Law Enforcement / other investigation determined as Arson)	0	0	0	0	0	0						
Domestic Violence	0	0	0	0	0	3						
Dating Violence (included in Domestic Violence in CA law)	0	0	0	0	0	0						
Stalking	0	0	0	0	0	0						

LOS ANGELES SITE ARRESTS & DISCIPLINARY REFERRALS	ON CAMPUS			ON CAMPUS RESIDENTIAL (SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Illegal Weapons Possession - ARREST	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES						0	0	0
Drug Law Violations - ARREST	0	0	0							0	0	0
Liquor Law Violations - ARREST	0	0	0							0	0	0
Illegal Weapons Possession - DISCIPLINARY	0	0	0							0	0	0
Drug Law Violations - DISCIPLINARY	0	0	0							0	0	0
Liquor Law Violations - DISCIPLINARY	0	0	0	0	0	0						

Hate Crimes – On Campus

- There were no reported hate crimes for the years: 2020, 2021, or 2022.

Hate Crimes – Public Property

- There were no reported hate crimes for the years: 2020 or 2021.
- There was one (1) Vandalism (Part II - Crime) - Hate Crime incident characterized by religious bias reported to the Los Angeles Police Department in CY (calendar year) 2022.

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ORANGE COUNTY REGIONAL CAMPUS

ORANGE REGIONAL CAMPUS CRIMINAL OFFENSE	ON CAMPUS			ON CAMPUS RESIDENTIAL (SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES						0	0	0
Negligent Manslaughter	0	0	0							0	0	0
Rape	0	0	0							0	0	0
Fondling	0	0	0							0	0	0
Incest	0	0	0							0	0	0
Statutory Rape	0	0	0							0	0	0
Robbery	0	0	0							0	0	0
Aggravated Assault	0	0	0							0	0	0
Burglary	0	0	0							0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0							0	0	0
Arson (only those Law Enforcement / other investigation determined as Arson)	0	0	0	0	0	0						
Domestic Violence	0	0	0	0	0	0						
Dating Violence (included in Domestic Violence in CA law)	0	0	0	0	0	0						
Stalking	0	0	0	0	0	0						

ORANGE REGIONAL CAMPUS ARRESTS & DISCIPLINARY REFERRALS	ON CAMPUS			ON CAMPUS RESIDENTIAL (SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Illegal Weapons Possession - ARREST	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES						0	0	0
Drug Law Violations - ARREST	0	0	0							1	0	0
Liquor Law Violations - ARREST	0	0	0							0	0	0
Illegal Weapons Possession - DISCIPLINARY	0	0	0							0	0	0
Drug Law Violations - DISCIPLINARY	0	0	0							0	0	0
Liquor Law Violations - DISCIPLINARY	0	0	0							0	0	0

Hate Crimes – On Campus

- There were no reported hate crimes for the years: 2020, 2021, or 2022.

Hate Crimes – Public Property

- There were no reported hate crimes for the years: 2020, 2021, or 2022.

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MURRIETA REGIONAL CAMPUS

MURRIETA REGIONAL CAMPUS CRIMINAL OFFENSE	ON CAMPUS			ON CAMPUS RESIDENTIAL (SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	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
Rape	0	0	0							0	0	0
Fondling	0	0	0							0	0	0
Incest	0	0	0							0	0	0
Statutory Rape	0	0	0							0	0	0
Robbery	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES						0	0	0
Aggravated Assault	0	0	0							0	0	0
Burglary	0	0	0							0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0							0	0	0
Arson (only those Law Enforcement / other investigation determined as Arson)	0	0	0							0	0	0
Domestic Violence	0	0	0							0	1	0
Dating Violence (included in Domestic Violence in CA law)	0	0	0							0	0	0
Stalking	0	0	1							0	0	0

MURRIETA REGIONAL CAMPUS ARRESTS & DISCIPLINARY REFERRALS	ON CAMPUS			ON CAMPUS RESIDENTIAL (SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Illegal Weapons Possession - ARREST	0	0	0							0	0	0
Drug Law Violations - ARREST	0	1	0							0	0	0
Liquor Law Violations - ARREST	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES						0	0	0
Illegal Weapons Possession - DISCIPLINARY	0	0	0							0	0	0
Drug Law Violations - DISCIPLINARY	0	0	0							0	0	0
Liquor Law Violations - DISCIPLINARY	0	0	0							0	0	0

Hate Crimes – On Campus

- There were no reported hate crimes for the years: 2020 or 2021.
- There was one (1) Vandalism (Part II - Crime) - Hate Crime incident characterized by racial bias reported to the Murrieta Police Department in CY (calendar year) 2022

Hate Crimes – Public Property

- There were no reported hate crimes for the years: 2020, 2021, or 2022.

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SAN DIEGO REGIONAL CAMPUS

SAN DIEGO REGIONAL CAMPUS CRIMINAL OFFENSE	ON CAMPUS			(SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	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
Rape	0	0	0							0	0	0
Fondling	0	0	0							0	0	0
Incest	0	0	0							0	0	0
Statutory Rape	0	0	0							0	0	0
Robbery	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES						0	0	0
Aggravated Assault	0	0	0							0	0	0
Burglary	0	0	0							0	0	0
Motor Vehicle Theft (does not include theft from a motor vehicle)	0	0	0							0	0	0
Arson (only those Law Enforcement / other investigation)	0	0	0							0	0	0
Domestic Violence	0	0	0							0	0	0
Dating Violence (included in Domestic Violence in CA law)	0	0	0							0	0	0
Stalking	0	0	0							0	0	0

SAN DIEGO REGIONAL CAMPUS ARRESTS & DISCIPLINARY REFERRALS	ON CAMPUS			(SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Illegal Weapons Possession - ARREST	0	0	0							0	0	0
Drug Law Violations - ARREST	0	0	0							0	0	0
Liquor Law Violations - ARREST	0	0	0	NOT APPLICABLE TO REGIONAL CAMPUSES OR SITES						0	0	0
Illegal Weapons Possession - DISCIPLINARY	0	0	0							0	0	0
Drug Law Violations - DISCIPLINARY	0	0	0							0	0	0
Liquor Law Violations - DISCIPLINARY	0	0	0							0	0	0

Hate Crimes – On Campus

- There were no reported hate crimes for the years: 2020, 2021, or 2022.

Hate Crimes – Public Property

- There were no reported hate crimes for the years: 2020, 2021, or 2022.

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UNFOUNDED CLERY CRIMES BY LAW ENFORCEMENT

These charts reflect “unfounded” crimes that occurred on campus, in on-campus student housing facilities, on or in non-campus property or buildings, and on public property as applicable to the main campus and the regional campuses/sites.

APU MAIN (AZUSA) CAMPUS	ON CAMPUS			(SUBSET OF ON CAMPUS)			NON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
TOTAL UNFOUNDED CRIMES	0	0	0	0	0	0	0	0	0	0	0	0

APU REGIONAL CAMPUSES/SITES	ON CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022
TOTAL UNFOUNDED CRIMES						
Inland Empire Regional Campus	0	0	0	0	0	0
Orange County Regional Campus	0	0	0	0	0	0
San Diego Regional Campus	0	0	0	0	0	0
High Desert Regional Campus	0	0	0	0	0	0
Murrieta Regional Campus	0	0	0	0	0	0
Los Angeles Regional Site	0	0	0	0	0	0

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FIRE SAFETY STATISTICS (AZUSA - On-Campus Residential Housing)

2020

Residential Housing Facility	Address	Total # of Fires	Cause of Fire	Injuries Requiring Treatment	Deaths Related to Fire	Value of Property Damage
Adams Hall	901 E. Alostia Ave., Azusa, CA	0	0	0	0	0
Smith Hall (NOT USED AS STUDENT HOUSING CY 2020)	901 E. Alostia Ave., Azusa, CA	0	0	0	0	0
Engstrom Hall	901 E. Alostia Ave., Azusa, CA	0	0	0	0	0
Trinity Hall	901 E. Alostia Ave., Azusa, CA	0	0	0	0	0
Shire Modulars	901 E. Alostia Ave., Azusa, CA	1	unintentional cooking fire	0	0	\$0.00
University Park	1000 E. Alostia Ave., Azusa, CA	1	unintentional cooking fire	0	0	\$0.00
Bowles Complex	1150-1160-1170 E. Alostia Ave., Azusa, CA	0	0	0	0	0
Alostia Place	1130 E. Alostia Ave., Azusa, CA	0	0	0	0	0
University Village	801 E. Alostia Ave., Azusa, CA	0	0	0	0	0

2021

Residential Housing Facility	Address	Total # of Fires	Fire Number	Cause of Fire	Injuries Requiring Treatment	Deaths Related to Fire	Value of Property Damage
Adams Hall	901 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
Engstrom Hall	901 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
Trinity Hall	901 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
Shire Modulars	901 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
University Park	1000 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
Bowles Complex	1150-1160-1170 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
Alostia Place	1130 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
University Village	801 E. Alostia Ave., Azusa, CA	3	1	Intentional Fire/Cigarette Butts	0	0	\$50,000-99,999
			2	Unintentional/Toaster Fire	0	0	\$0-99
			3	Unintentional/Oven Fire	0	0	\$0-99

2022

Residential Housing Facility	Address	Total # of Fires	Fire Number	Cause of Fire	Injuries Requiring Treatment	Deaths Related to Fire	Value of Property Damage
Adams Hall	901 E. Alostia Ave., Azusa, CA	1	1	Unintentional Cooking Fire	0	0	\$0-99
Engstrom Hall	901 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
Trinity Hall	901 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
Shire Modulars	901 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
University Park	1000 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
Bowles Complex	1150-1160-1170 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
Alostia Place	1130 E. Alostia Ave., Azusa, CA	0	0	0	0	0	0
University Village	801 E. Alostia Ave., Azusa, CA	3	1	Unintentional Cooking Fire	0	0	\$0-99
			2	Unintentional Cooking Fire	0	0	\$0-99
			3	Unintentional Cooking Fire	0	0	\$0-99