2021 Annual Security Report


Clery Crime Statistics 2018-2020
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Message from the Vice President of Administration and Business Affairs/CFO

Sacramento State is committed to providing a safe and healthy working environment for all members of the campus community.

Students are at the heart of everything we do at Sacramento State. Providing a safe, welcoming environment conducive to learning, teaching, and working is a vital part of that commitment. Safety is embedded into the core function and operations of our university. Complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (the Clery Act) is one of the many health and safety initiatives Sacramento State prioritizes each day to ensure a safe, inclusive, and supportive space for all members of our campus community. I encourage you to review the Annual Security Report, which contains important information about available resources, security procedures and practices, crime prevention programs, reporting options for survivors, and more. Together, we will ensure that our campus community continues to be a safe place to learn, work, live and visit.

Jonathan Bowman
Vice President for Administration and Business Affairs/Chief Financial Officer

Preparing the Annual Security Report (ASR)

Prepared by the Clery Director, the Annual Security Report (ASR) contains security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault, and drug and alcohol prevention programming, and statistics of Clery Act crimes for the Sacramento State campus.

The ASR is not combined with the Annual Fire Safety Report. The Annual Fire Safety Report is compiled and published by the Executive Director of University Housing Services.

Compilation Statistics for the ASR

The Clery Director, in coordination with the Sacramento State Police Department, is responsible for the collection and compilation of crime statistics for Clery-qualifying crimes, including hate crimes, through working relationships with Campus Security Authorities (CSAs) and the cross-departmental Clery Compliance team. The Clery Compliance team also provides policy related information and educational efforts and programs for Clery Act reportable crimes, hate crimes, and violations of state and local drug, liquor, and weapons laws occurring in Clery Geography, where arrests or referrals for discipline were made. The Sacramento State Police Department is responsible for conducting documented outreach efforts to law enforcement agencies to request Clery-reportable crime statistics from the Clery Act geography that the department does not patrol or provide primary law enforcement response.
Distribution of Annual Security Report (ASR)
The Annual Security Report will be posted online at the campus homepage and that of the Sacramento State Police Department; hard copies are available upon request. The Clery Director in coordination with the appropriate departments will disseminate a notice by email to all current students and employees that the Annual Security Report is published and available.

The Clery Director, in coordination with the Division of Human Resources, Division of Student Affairs, and other appropriate departments, will ensure that the Annual Security Report is posted within appropriate campus employment websites, campus application materials, campus course catalogs, and other locations to ensure notice is provided to all prospective employees and students that the ASR is available upon request.

For more information regarding the ASR, please contact the Office of Clery Compliance and Training at clergy@csus.edu.

Clery Crime Statistics

Clery Act Geographical Areas
Crime statistics are reported pursuant to the guidelines specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Disclosure Act, which use the definitions under the FBI Uniformed Crime Reporting procedures and separated by the following geographical areas:

- **On-Campus**: any building or property owned or controlled by the University within the same reasonably contiguous geographic area.

- **On-Campus Residential**: on-campus residential facilities for students (American River Courtyard, Desmond Hall, Draper Hall, Jenkins Hall, Sierra Hall, Sutter Hall, Riverview Hall, Hornet Commons, and the Upper Eastside Lofts). Please note that the statistics reported in this category are a subset of those reported in the “On-Campus” category (i.e., a crime that occurred at an on-campus residential facility for students is reported in **both** the “On-Campus” and “On-Campus Residential” categories).

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

- **Public Property**: all public property—including parks, thoroughfares, streets, sidewalks, and parking facilities—that is within the campus or immediately adjacent to and accessible from the campus.

Crime Categories
The Clery Act requires Sacramento State to include four general categories of crime statistics:

1. **Criminal and Sex Offenses**
   The definitions used for the criminal offenses of Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson are consistent with those in the FBI’s Uniform Crime
The definitions used for the sex offenses of Fondling, Incest, and Statutory Rape are consistent with those in the FBI’s National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR.

2. **Violence Against Women Act (VAWA) Offenses**
The definitions used for the VAWA offenses of Domestic Violence, Dating Violence, and Stalking are consistent with those provided by the Violence Against Women Act (VAWA) of 1994 and repeated in the Department of Education’s Clery Act regulations.

3. **Hate Crimes**
The definition used for Hate Crimes, a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim, is consistent with the definition provided by the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual.

4. **Clery Arrests and Referrals for Disciplinary Action**
As required by the Clery Act, the University also reports arrests and referrals for disciplinary action for Liquor Law, Drug Law, and Weapons Law violations. The definitions used for Liquor Law, Drug Law, and Weapons Law violations are consistent with those in the FBI’s Uniform Crime Reporting (UCR) Summary Reporting System (SRS) User Manual. For Clery Act purposes, an arrest occurs when a person is processed by arrest, citation, or summons, and a referral for disciplinary action means the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.


**NOTE:** Clery statistics represent the number of reported crimes counted when they are reported, not when they occurred. Clery statistics do not represent the findings of an investigation, court proceeding, judge, jury or commissioner, but simply represent reports of alleged crimes that meet the definition of Clery crimes that reportedly took place within Clery geography.
### Clery Act Crime Statistics 2018 – 2020

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>YEAR</th>
<th>ON-CAMPUS</th>
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<th>NON-CAMPUS PROPERTY</th>
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<td>2020</td>
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</table>

* A crime that occurred at an on-campus residential facility for students is reported in both the “On-Campus” and “On-Campus Residential” categories.

<sup>1</sup>The number of reported instances of sexual assault increased over the previous year due, in part, to reports by one reporting person of multiple assaults over an extended time period.
A crime that occurred at an on-campus residential facility for students is reported in both the “On-Campus” and “On-Campus Residential” categories.

The number of reported instances of dating violence increased over the previous year due, in part, to reports by one reporting person of multiple assaults over an extended time period.

### Violence Against Women Act Statistics 2018 – 2020

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>YEAR</th>
<th>ON-CAMPUS</th>
<th>ON-CAMPUS RESIDENTIAL*</th>
<th>NON-CAMPUS PROPERTY</th>
<th>PUBLIC PROPERTY</th>
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<tbody>
<tr>
<td>Dating Violence</td>
<td>2018</td>
<td>29&lt;sup&gt;2&lt;/sup&gt;</td>
<td>26&lt;sup&gt;2&lt;/sup&gt;</td>
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<tr>
<td>Domestic Violence</td>
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<td>7</td>
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<tr>
<td>Stalking</td>
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<td>9</td>
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<td></td>
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</tbody>
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* A crime that occurred at an on-campus residential facility for students is reported in both the “On-Campus” and “On-Campus Residential” categories.

<sup>2</sup> The number of reported instances of dating violence increased over the previous year due, in part, to reports by one reporting person of multiple assaults over an extended time period.

### Clery Arrests and Disciplinary Referrals Statistics 2018 – 2020

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>YEAR</th>
<th>ON-CAMPUS</th>
<th>ON-CAMPUS RESIDENTIAL*</th>
<th>NON-CAMPUS PROPERTY</th>
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<tr>
<td>Liquor Law Arrests</td>
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<tr>
<td></td>
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<td>2020</td>
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<tr>
<td>Liquor Law Referrals for Disciplinary Action</td>
<td>2018</td>
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<td>Drug Law Arrests</td>
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</table>

* A crime that occurred at an on-campus residential facility for students is reported in both the “On-Campus” and “On-Campus Residential” categories.

### Unfounded Crimes

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>YEAR</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Unfounded Crimes</td>
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</tbody>
</table>
Hate Crimes

There were no reported hate crimes in 2018, 2019 and 2020.

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

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Hate crime reporting is considered for all Clery geography including on-campus, residential facilities, non-campus buildings or property, and public property.

Reporting Criminal Actions & Emergencies

Sacramento State strongly encourages accurate and prompt reporting of all members of the campus community to contact the Sacramento State Police Department or the appropriate police agency where the crime occurred when they have been the victim of a crime or have witnessed criminal actions.

All members of the campus community are encouraged to contact campus police or appropriate law enforcement agencies on the victim’s behalf when the victim of a crime elects to or is unable to make such a report. Bystander intervention is a powerful concept that is highly valued at Sacramento State.

Reporting of Criminal Offenses

Criminal actions or other emergencies occurring on campus should be immediately reported to any member of the Sacramento State Police Department personnel, including but not limited to, dispatch, police officers, community service specialists and community service officers, for the purposes of response to reported crimes and emergencies, making Timely Warning Notifications (TWN) and for annual statistical disclosure.

Report to the Sacramento State Police Department, if known:

- The crime that was reported and the information provided
- The exact location where the crime occurred
- The date and time the crime occurred
- Any witness and perpetrator information
- Victim information, unless the victim requests confidentiality

Sacramento State Police Department
6000 J Street, Sacramento, CA 95819
Phone: 916-278-6000
Hours: The Sacramento State Police Department provides 24-hour law enforcement services throughout the entire year, including all holidays.

- For in-progress crimes or suspicious activity, including all fire or medical emergencies: Call 916-278-6000 or dial 9-1-1 from any campus phone.
- Blue-light phones: Police dispatch can be also contacted directly by pushing the red button on a "blue-light" campus emergency phone. The emergency phones are strategically located throughout the entire campus and have blue lights for easy visibility.
Daily Crime Log


Voluntary Confidential Reporting

Victims or witnesses may report crimes on an anonymous voluntary, confidential basis to the Sacramento State Police Department by calling the Anonymous phone line at 916-278-7245.

Sacramento State encourages our professional and pastoral counselors and confidential advocate to inform individuals they are counseling about the voluntary, confidential reporting options available to them. The Student Health and Counseling Service (SHCS) also has a policy and procedure in place that encourages these confidential reporters to submit reports to the AVP of SHCS for reporting of anonymous Clery reports for inclusion in the ASR.

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

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

California Education Code Section 67380(A)(6)(A)

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

- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- The immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.

Timely Warning Policy

The primary intent of this policy is to provide members of the community with information to aid in preventing them from becoming victims of crimes posing a serious or ongoing threat to the campus communities. Additionally, it is intended to provide faculty, staff, and students with timely information about Clery reportable crimes occurring within the defined Clery geography of their campuses, and to comply with the Timely Warning requirements of the Jeanne Clery Act. The systemwide Timely Warning Policy shall serve as the authoritative statement of policy on Timely Warning for each campus. Lastly, the intent of this policy is to provide uniformity in the manner in which CSU campuses evaluate and communicate the occurrence of these crimes.

As required by the Clery Act, CSU campuses will keep their campus communities informed by providing a timely warning when appropriate.

- Upon receipt of a Campus Security Authority (CSA) report of a Clery Crime on Clery Geography, a Timely Warning analysis shall be completed and documented by the Clery Director. The Clery
Director shall have authority to delegate this responsibility as appropriate. It is not necessary to complete and document a Timely Warning analysis for referrals to disciplinary action.

- If it is determined that the report includes a Clery Crime on Clery Geography, the Clery Director and Chief of Police (or management designees) will confer to analyze the known pertinent facts to determine whether they constitute a serious or ongoing threat to the campus community. The unavailability of the Clery Director shall not unduly delay the issuance of a timely warning.
- If a CSA report includes 1) a Clery Crime 2) on Clery Geography and 3) a discernable serious or ongoing threat, a timely warning as described below shall be issued expeditiously.
- In the absence of any of these three elements, no timely warning will be issued.
- The Chief of Police (or management designee) shall have ultimate authority and responsibility for determining whether to issue a Timely Warning issuance.

Each reported incident must be analyzed on a case-by-case basis. All known factors shall be considered in the case-by-case analysis to determine whether a timely warning should be issued. No single factor should govern the decision regarding the issuance of a timely warning. Campuses are prohibited from circumventing a case-by-case analysis by issuing a blanket rule that timely warnings will be issued for all reports of any given Clery reportable crime. Requests from an outside law enforcement agency to refrain from issuing a timely warning is insufficient grounds on its own for not issuing or delaying the issuance of a timely warning, unless the Chief of Police concurs that by issuing a timely warning, an identified risk can be articulated that would compromise the law enforcement efforts of the outside agency investigating the crime to gather evidence and/or apprehend suspect(s).

The case-by-case analysis will involve reviewing relevant factors including, but not limited to, the following, if known:

- The timing of the report: shortly after the occurrence of the crime vs. days or weeks after the occurrence of the crime, i.e., a "cold report"
- Physical injury to the victim
- Use of weapons
- Forced entry used and/or tools used in commission of the crime
- A suspect arrested or incapacitated by injury
- A suspect that is identified or otherwise can be located by law enforcement
- A suspect that is out of the area
- A victim who fears for their safety from the suspect
- A clear modus operandi and/or pre-planning indicated
- Multiple suspect(s) involved
- A pattern of similar crimes established
- The possible risk of compromising law enforcement efforts, such as to gather evidence and/or apprehend suspect(s), if a warning was issued

**Additional Considerations**
The Clery Director (or management designee) shall notify the campus president, as soon as practicable, that a timely warning will be or has been issued.

The Chief of Police (or management designee) is responsible for collaborating with surrounding law enforcement agencies to encourage them to share information with UPD about crimes reported to local law enforcement that occur in Clery geography.

Nothing in this policy precludes campuses from maintaining a campus policy about informing, re-
publicizing and/or sharing with the campus community crimes or other informational notices, (e.g., traffic advisories, events, prevention information) the campus deems may be of interest to the campus community. Such a policy is separate and distinct from this timely warning policy. Such notices must differ in appearance or be distributed in a manner that assures that members of the community understand such notices are different from a timely warning notification required by the Clery Act; members of the campus community should not be misled to believe such notices are timely warnings.

Contents of a Timely Warning
When a Timely Warning is issued it shall be entitled "Timely Warning Crime Bulletin" and contain the following:

- A statement that reads, "This Timely Warning Crime Bulletin is being issued in compliance with the Jeanne Clery Act and the purpose is to provide preventative information to the campus community to aid members from becoming the victim of a similar crime."
- Identify the Clery crime that occurred (i.e. rape, burglary, motor vehicle theft, arson, etc.)
- The date, time, and location the crime occurred
- The date the Timely Warning is issued
- Description of the suspect when deemed appropriate, and only if there is sufficient detail. Only include a description of the suspect when the descriptors provided by the reporting party could reasonably lead to conclusive identification of the perpetrator(s).
- At least three preventative tips or points of information specifically related to the circumstances of the crime which occurred that could help others from becoming the victim of a similar crime
- The phone number of UPD and a statement encouraging community members to report all information about crimes to UPD
- If appropriate, the phone number of support services

The Timely Warning shall not include, under any circumstances, the name of the victim, or information so specific (i.e. specific address or dorm room number or floor) that would, or likely could, identify the victim of the crimes of sexual violence, rape, dating violence, domestic violence, or stalking. Timely Warnings should use gender-inclusive and culturally-appropriate language and avoid victim blaming and bias language.

Methods of Distribution
Timely Warnings will be distributed as quickly as possible in a manner that will likely reach the entire campus community. Distribution methods vary from campus to campus and include, but are not limited to, any of the following:

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

This list is not intended to be exhaustive or intended to prioritize the method of distribution. The Chief of Police will confer with the Clery Director (or management designee), if available, to determine the most appropriate method(s) to distribute a Timely Warning. In the absence of the Clery Director (or management designee) the Chief of Police will determine the appropriate method of distribution. Campuses are required to maintain a list of distribution methods for timely warnings and include said list in the campus’ Annual Security Report. The Sacramento State Police Department is responsible for issuing Timely Warning notifications.
Statement of Policy for Addressing Facility Access and Security

It is the practice of Sacramento State that all buildings be opened prior to the beginning of the business day and locked nightly after the conclusion of the last scheduled event. Space Management provides a daily schedule to Facilities Management; buildings are locked based on that schedule. Custodial Services and Community Service Specialists are responsible for the unlocking of buildings on a daily basis for scheduled classes and other approved activities. After a building is locked, only employees with offices inside, security personnel, and personnel with maintenance responsibilities have access to the building.

Access to University residential facilities is limited to residents, their guests, and selected staff. The University’s Residence Hall policy requires that exterior doors be locked at all times, including holidays and semester breaks. All residents have been issued a key fob for personal access to exterior doors, interior areas, and restroom facilities. All guests must be accompanied by residents or staff. The residential community is patrolled cooperatively by the Sacramento State Police Department and on-duty Residential Life personnel, which includes Residential Life Advisors and Coordinators.

Security and Maintenance of Campus Facilities

Security considerations are used in the maintenance of campus facilities. The Sacramento State Police Department has personnel on duty 24/7 throughout the year who conduct regular patrols of all campus facilities. The campus employs both video and intrusion alarm systems at crucial areas throughout the campus to strengthen its security capabilities.

Facilities Management maintains the University’s buildings and grounds with a concern for security and safety. Campus facilities and grounds are inspected on a regular basis to ensure that repairs (for example, to broken windows and locks) are made in an expeditious manner. The Sacramento State Police Department also receives information from the campus community regarding damaged roadways, overgrowth of shrubbery, and other areas in need of repair. This information is forwarded to Facilities Management in a timely manner.

Lighting surveys are conducted twice annually so that improvements or repairs can be made to various locations on campus. Annually, all emergency “blue-light” telephones are checked by the Sacramento State Police Department and logged. A log is kept reflecting the date the phones were tested and repaired, if applicable.

The campus community is encouraged to report safety concerns, exterior lighting, or emergency telephone malfunctions to Facilities Management at 916-278-6242 or the Sacramento State Police Department at 916-278-6000 so repairs can be made promptly.

Law Enforcement Authority

Sacramento State Police Department Role and Authority

The University Police Department has statewide law enforcement authority to enforce federal and state laws under Penal Code §830.2, and primary concurrent jurisdiction within a mile of campus under the California Education code §89560.

The Sacramento State Police Department has the responsibility to provide police services to the Sacramento State campus and all properties owned, leased, or controlled by California State University, Sacramento. Sacramento State Police Officers are sworn State Peace Officers who are vested with full arrest authority in the State of California, pursuant to California Penal Code section §830.2(c) and Education Code section §89560. The Police Officers’ arrest authority extends to any place within the State of California, and they maintain primary law enforcement jurisdiction for all crimes occurring on
The primary jurisdiction of Sacramento State Police Officers is defined in California Education Code section §89560 as follows: (a) upon the campuses of the University and an area within one mile of the exterior boundaries of each thereof; (b) in or about other grounds or property owned, operated, controlled, or administered by the University; and (c) as provided in section §830.2(c) of the Penal Code.

The Sacramento State Police Department maintains a cooperative relationship with State, local and surrounding law enforcement agencies. The Sacramento State Police Department shares concurrent law enforcement jurisdiction with federal, state, and local law enforcement agencies on all adjacent public streets and areas and in communities surrounding University properties. The Sacramento State Police Department cooperates fully and regularly communicates with its law enforcement partner agencies.

The Sacramento State Police Department maintains a memorandum of understanding with the City of Sacramento Police Department concerning jurisdiction and operational responsibility, consistent with Kristin Smart Campus Safety Act and Higher Education Opportunity Act requirements. The MOU clarifies that the Sacramento State Police Department is the primary law enforcement agency for all crimes occurring on Sacramento State main campus properties and outlines the Sacramento State Police Department’s administrative, geographic, and operational responsibilities, including the investigation of alleged criminal offenses.

**Security Procedures and Practices**

In an effort to promote safety awareness, the Sacramento State Police Department participates in a variety of programs and offers various brochures to educate and inform students, employees, and the community at-large on a variety of security issues, and campus security procedures and practices. A common theme of the University’s security awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Various student organizations and campus departments also conduct campus security awareness programs.

**Active Shooter Training:** There is an active shooter training video to promote awareness on possible actions that individuals can take if confronted with an active shooter scenario. **Target Audience:** Faculty, Staff, and Students. **Offered by:** Sacramento State Police Department. **Frequency:** Upon request and available online.

**New Student Orientation Activities:** The Police Department provides important information that is utilized in New Student Orientations to both students and parents. Topics include personal safety while on campus, campus security procedures and practices, theft prevention of personal items such as electronics, and alcohol awareness. Students are also encouraged to register their bicycles. **Target Audience:** Students. **Offered by:** Sacramento State Police Department. **Frequency:** At least biannually and upon request.

**Student Success Online Tutorial:** As part of joining the Sacramento State community, incoming students are required to take safety tutorials to make the campus safer. The online tutorials cover alcohol abuse prevention, sexual assault prevention, and bystander intervention training. **Target Audience:** New Students. **Offered by:** Student Health & Counseling Services. **Frequency:** As needed.

**Hornet Safety Escort Services:** The Sacramento State Police Department offers a Hornet Safety Escort service in the evenings wherein our Community Service Officers work both on foot and in carts to provide escorts across campus. **Target Audience:** Faculty, Staff, and Students. **Offered by:** Sacramento State Police Department. **Frequency:** Upon request.
Hornet Night Shuttle: The Hornet Night Shuttle provides service to and from all on-campus locations, including Lot 11 at the north end of the campus, Monday through Thursday from dusk to 11:00 p.m. during the fall and spring semesters. **Target Audience:** Faculty, Staff, and Students. **Offered by:** University Transportation and Parking Services. **Frequency:** Upon request.

The Red Folder: An application (desktop and mobile) that contains resources for faculty and staff to help them identify, respond to, and refer students in distress to appropriate campus services. The application provides information regarding campus security procedure and response protocol to determine whom to contact when faced with a distressed or distressing student. **Target Audience:** Faculty and Staff. **Offered by:** Online through the CSU Chancellor’s Office. **Frequency:** As needed.

**Crime Prevention Programs**

Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Sacramento State Police Department personnel facilitate programs for student, parent, faculty, and new employee orientations and student organizations. In addition, they facilitate programs for Residential Life Housing Resident Advisors and residents, providing a variety of educational strategies and tips on how to protect against sexual assault, theft, and other crimes. The University’s crime prevention programs include the following:

**Bike Compound:** The Sacramento State Police Department provides supervised bicycle storage, as well as free bicycle licensing to all students, faculty, and staff during regular business hours. The licensing process includes recording physical descriptors of a bicycle and the unique serial number. **Offered by:** Sacramento State Police Department.

**Healthy Relationships Presentation:** This presentation to students addresses healthy relationships to prevent, educate on, and promote awareness of dating violence, domestic violence, sexual assault, and stalking. **Offered by:** Student Health & Counseling Services.

**Alcohol, Tobacco, and Other Drugs (ATOD) Education Program:** Peer Health Educator (PHE) student interns are the core of the Alcohol, Tobacco, and Other Drugs (ATOD) Education Program and its greatest resource. PHEs receive academic units for their participation in the internship, with the number of participating students ranging from ten to twenty each academic year. The interns provide education about alcohol, tobacco, drugs, sexual violence, and other college health issues through outreach activities, educational presentations, and prevention media. **Offered by:** Student Health & Counseling Services.

**Bystander Intervention Training:** This training addresses bystander interventions, safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene where there is a risk of dating violence, domestic violence, sexual assault, or stalking. The training program includes recognizing situations of potential harm, overcoming barriers to intervention, identifying safe and effective intervention options, and taking action to intervene. **Offered by:** Student Org & Leadership, Housing & Residential Life, Student Health & Counseling Services, and Women’s Resource Center.

**Sexual Misconduct Prevention Training:** This mandatory online course provides practical training for identifying, reporting, and preventing campus sexual violence, as well as assisting victims of sexual assault. Interactive case studies and videos provide engaging educational content that explains how to respond to known or suspected sexual violence, which includes sexual assault, dating violence, domestic violence, and stalking. Many interactions are based on real cases that teach important concepts to help create a safe campus community and create a culture that does not tolerate sexual violence. The course teaches employees valuable skills for assisting victims and survivors of sexual violence and reporting sexual violence. **Offered by:** Online through the CSU Chancellor’s Office.
Criminal Activity at Non-campus Locations of Student Organizations

Sacramento State Police Department does not formally record and monitor through local law enforcement agencies, all criminal activity by students at non-campus locations of student organizations officially recognized by the campus, including student organizations with non-campus housing facilities (e.g., fraternity and sorority houses); therefore, no policy exists.

The Sacramento State Police Department requests, on an annual basis, crime reports and statistics about crimes occurring at the non-campus location of student organizations from the local police department. The Sacramento State Police Department may also respond to crimes in progress at non-campus locations of student organizations, depending upon the nature of the crime and the proximity to the campus. Crime reports and statistics for these locations are maintained by the local police department; however, they are included in the Annual Security Report. When a local law enforcement agency notifies the Sacramento State Police Department of criminal conduct by a campus-affiliated group recognized by Sacramento State, University officers may gather information and refer the incident to Student Affairs for further investigation.

Alcohol and Drugs Policy

Policy Statement Governing Alcohol and Drugs

At California State University, Sacramento (hereafter referred to as Sacramento State), we recognize that the misuse and abuse of alcohol and other drugs is a threat to the mission of the University, and negatively impacts the health, safety, and welfare of our campus community. We believe that students, faculty, staff, and the larger community have a shared responsibility in educating one another about the potential negative health outcomes and legal consequences associated with alcohol and other drug use, allowing them to make thoughtful and informed choices regarding their use.

Except as expressly permitted by law or University regulations, the use, possession, manufacturing, and/or distribution of alcoholic beverages is prohibited while on campus or at a Sacramento State sponsored activity (including off-campus activities). The use, possession, manufacturing, and/or distribution of illicit drugs and drug-related paraphernalia and/or the misuse of legal pharmaceutical drugs, is prohibited. In compliance with the Drug-Free Schools and Communities Act (DFSCA) and the Drug-Free Workplace Act, Cannabis (commonly referred to as “marijuana”) is considered an illicit drug. Public intoxication while on campus or at a University-related activity is prohibited. Public intoxication, also known legally as “drunk and disorderly,” occurs when a person is visibly drunk or under the influence of drugs in public. The Alcohol Beverage and Drug Policy applies to all students, staff, faculty, and visitors of the University.

All applicable laws and University regulations will be enforced by the Sacramento State Police Department. In addition to criminal prosecution, Sacramento State may impose sanctions on students, faculty, and staff found in violation of this policy. Students may receive educational and/or remedial sanctions, be placed on probation, suspended, or expelled from Sacramento State as a result of their actions. Additionally, students living in the residence halls may be removed from campus housing.

Faculty and staff may be counseled, issued a letter of reprimand, referred to and required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program, suspended without pay, or terminated (UMD 03350).

University policy regarding alcohol and other drugs is consistent with all applicable Federal and California state laws, and county and city ordinances. The following are regulations on alcoholic beverage consumption and sale that are specific to Sacramento State:

- The consumption of alcoholic beverages by individuals 21 years of age and older is permitted on
University premises, subject to the limitations contained in this policy and within enforcement provisions provided by state law, rules, and regulations;

- Consumption by and furnishing of alcoholic beverages to individuals 20 years of age and younger is not permitted, per California state drinking laws;
- Alcoholic beverages may not be sold or consumed in generally accessible open areas;
- Alcoholic beverages will not be sold or consumed at events which do not permit complete control in accordance with University policy, the Department of Alcoholic Beverage Control rules, and state laws;
- Alcoholic beverages sold in conjunction with any athletic event are governed by the Sale of Alcohol at Intercollegiate Athletic Events policy; and
- Alcohol may be sold and consumed in permanently licensed campus facilities and only as a part of University Enterprises, Inc. operations. University Enterprises, Inc. is responsible for establishing and administering procedures that comply with campus policy and rules set forth by the Department of Alcoholic Beverage Control. Other campus facilities may be licensed on a temporary basis for the sale and/or consumption of alcoholic beverages. University Enterprises, Inc. shall provide service for such events in a manner consistent with University policy and Department of Alcoholic Beverage Control regulations.

Under federal law, the manufacture, sale or distribution of all Schedule I and II illicit drugs (e.g., cocaine, methamphetamines, heroin, PCP, LSD, and all mixtures containing such substances) is a felony. A first offense incurs a prison sentence of five years to life (20 years to life if death or serious injury is involved), and fines of up to $4 million for offenses by individuals ($10 million for other than individuals). Federal law also prohibits trafficking in marijuana, hashish and mixtures containing such substances. A first offense for these offenses may incur a maximum penalty of five years to life (20 years to life if death or serious injury is involved) and fines up to $4 million for offense by individuals ($10 million for other than individuals). Penalties vary depending upon the quantity of drugs involved. A second offense in marijuana or related trafficking may result in penalties ranging from 10 years to life (not less than life if death or serious injury is involved), and fines up to $8 million for individuals ($20 million for other than individuals). The trafficking of medically useful drugs (e.g., prescription and over the counter drugs) is illegal. A first offense may result in prison sentence up to five years, while a second offense may incur a prison sentence up to ten years.

A first offense for possession of illicit drugs may incur prison sentences up to one year and fines up to $100,000. A second offense may incur prison sentences up to two years and fines up to $250,000. Special sentencing provisions apply for possession of crack cocaine, including imprisonment of 5 to 20 years and fines up to $250,000 for first offenses, depending upon the quantity possessed.

Sacramento State’s protocol is to distribute information related to alcohol and drug misuse and abuse to students, faculty, and staff on an annual basis. This information is disseminated via email and includes information on the health effects of alcohol and other drugs, as well as University, State, and Federal policies. The notification may also be requested for print, distributed by mail, and/or included during orientation for all new students, faculty, and staff, as required by the DFSCA. A list of annual notifications can be found on the Student Affairs Annual Notifications & Communications webpage, where the notification is listed as the “Alcohol and Drug Use Policy.”

For the most current University alcohol beverage and drug policy, please visit: [http://www.csus.edu/umanual/student/stu-0103.html](http://www.csus.edu/umanual/student/stu-0103.html). The policy includes a full description of University, State, and Federal alcohol and drug policies (and related sanctions); facts about the risks and health impacts of alcohol/drug abuse; University and community resources; and other applicable University policies. Some campus departments have additional alcohol and/or drug policies that are tailored to their specialized needs (i.e. Athletics, Housing), and can be accessed on each individual department’s webpage(s).
For additional insight into how Sacramento State is adhering to the DFSCA, please refer to the “2018-20 Biennial Review.”

**Drug and Alcohol Abuse Education Programs**
Sacramento State provides informative and engaging health education programs, events, and activities throughout the year in an effort to prevent drug and alcohol abuse and misuse. Beginning in March 2020, programs were moved into a virtual environment due to the COVID-19 pandemic. In-person programming will resume when it is deemed safe. Examples of programming are included below.

**Alternative Evening Programming:** Sacramento State has a long history of offering alcohol and drug-free alternative programming for the campus community. “Hornet Nights” events are scheduled in the evenings, when alcohol and drug abuse and misuse are most likely to take place. Event examples include monthly virtual trivia, virtual escape rooms, and virtual skills workshops (e.g., hand-lettering).

**Health Education Workshops:** Virtual educational workshops are available for request through the Health and Wellness Promotion Department. Any faculty, staff, student club, and campus organization representative may request these workshops for their students, faculty, and/or staff. A current list of workshops is available [HERE](#).

**Virtual Community Outreach:** With the virtual platform, a lot of emphasis has been placed on providing education and outreach using social media. The Student Health & Counseling Service Instagram page (@shcssacstate) regularly features health education on substances and is used as a platform to hold discussion about substance topics (e.g., Instagram Live). Also, SHCS regularly hosts virtual Zoom events for our community to discuss and explore intersectionality of health topics with substance use, including consent, healthy relationships, mental health, and nutrition.

**Greek New Member Education:** New Greek Life members are required to participate in an educational program addressing alcohol issues, including alcohol poisoning, driving under the influence, and sexual assault. This program also includes information regarding prescription drug abuse and identification.

**Health Education Sanctioning:** For minor substance infractions, specifically within Campus Housing and Athletics, students are sanctioned to a health education consult with the Health & Wellness Promotion Department. The HWP Department is equipped to provide consults for alcohol and/or cannabis, which are run by student interns known as Peer Health Educators (PHEs). Consults encourage students to consider laws and regulations related to use, be familiar with the impact substance use may have on their lives, and encourages them to make healthy decisions about use.

In addition to the programming listed above, a variety of other University departments and entities sponsor workshops and events related to alcohol and drug abuse and misuse prevention. These include:

- Sacramento State Police Department: 916-278-6000
- Associated Students, Incorporated: 916-278-6784
- Division of Student Affairs: 916-278-6060
- Office of Housing and Residential Life: 916-278-6655
- The WELL (Campus Recreation): 916-278-9355
- Student Health and Counseling Services: 916-278-6461

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

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

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

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

**Prevention, Education, and Awareness**

Sacramento State promotes a safe living, learning, and working environment through systemwide policies and through a variety of campus educational programs offered to students, faculty, and staff. Sacramento State prohibits dating violence, domestic violence, sexual assault, and stalking, and offers programs to prevent, educate, and promote awareness of these topics, in accordance with CSU Executive Order 1095, 34 C.F.R. § 668.46, and California jurisdictional definitions.

Sacramento State offers 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; and (B) Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Sacramento State adjudicates dating violence, domestic violence, sexual assault, and stalking following

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1Sacramento State meets the requirements laid out in3 4 C.F.R. § 668.46 and is working with the CSU Chancellor’s Office to create a campus-specific policy statement to reflect this.

2 For the applicable jurisdictional definitions, please see Appendix A: California Criminal Definition. For the applicable CSU Executive Order definitions, please see [https://www.csus.edu/title-ix/executive-orders-complaint-forms-faq.html](https://www.csus.edu/title-ix/executive-orders-complaint-forms-faq.html)
the policy and procedures described in CSU Executive Orders 1095, 1096, 1097, and 1098. Sacramento State also requires that affirmative consent is present between members of the campus community engaging in sexual activity as defined by the CSU Executive Orders and California jurisdictional definitions.

Sacramento State provides primary prevention and awareness trainings for all incoming students and new employees through both systemwide online trainings and campus-specific trainings. The systemwide trainings are offered consistent with the applicable CSU Executive Orders and are assessed by the CSU Chancellor’s Office for compliance with 34 C.F.R. §668.46.

Sacramento State’s campus-specific programs to prevent dating violence, domestic violence, sexual assault, and stalking include:
1. A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as defined under the Executive Orders and 34 C.F.R. § 668.46.
2. The definitions of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction, California;
3. The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction, California;
4. A description of safe and positive options for bystander intervention;
5. Information on risk reduction;
6. Information about reporting, adjudication, and disciplinary procedures as required by 34 C.F.R. §668.46 and described in “Procedures for Reporting a Crime of Sexual Violence/Sexual Misconduct” of this Annual Security Report.

Jurisdictional Definitions
Please see Appendix A: California Definition for the criminal definitions of dating violence, domestic violence, sexual assault, stalking, and consent in California.

Awareness Programs
Sacramento State provides Awareness Programs. Awareness Programs are community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Some examples of Sacramento State’s Awareness Programs include, but are not limited to:

We Care, We Will Help: Through this campaign, information and resources are distributed to the campus via posters, flyers, and resource cards, which are displayed in prominent locations on campus and given out at various campus events and in the residence halls. Campus community members are also directed to the Title IX webpage. Offered by: The Office for Equal Opportunity.

Attachment B of EO 1095: Myths and Facts about Sexual Misconduct Publication: This attachment to the systemwide policy provides the campus community with information such as myths and facts about sexual misconduct, sexual misconduct risk reduction tips, and how to be an effective bystander. Offered by: The CSU Chancellor’s Office, distributed to the campus by The Office for Equal Opportunity.

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3 Campus community members are informed of the difference in procedures for 1) reporting a crime to law enforcement, and 2) reporting a policy violation (which may include conduct that is also a crime) to campus administration.
Healthy Relationships Presentation: This presentation to students addresses healthy relationships to prevent, educate on, and promote awareness of dating violence, domestic violence, sexual assault, and stalking. Offered by: Student Health & Counseling Services.

Bystander Intervention
Sacramento State trains the campus community on safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Sacramento State Programming encourages employees and students to:
1. Notice the Event
2. Interpret the Event as a Problem
3. Assume Personal Responsibility
4. Learn How to Help
5. And Step Up by utilizing the “3 Ds” – Direct, Distract, and Delegate
   - Direct - Directly addressing the situation.
   - Distract - Making a simple (or elaborate) distraction to diffuse the situation.
   - Delegate - Finding someone else to address the concern.

Sacramento State includes this information about bystander intervention in a variety of prevention, outreach, and awareness programs. Sacramento State also offers an in-depth training focused entirely on this subject, Hornets Help.

Hornets Help: The “Hornets Help” training addresses bystander interventions as described above. The training is based on the nationally recognized “Step Up!” program and walks campus community members through in-depth hypothetical scenarios designed to increase their ability to effectively apply “direct, divert, and delegate” strategies. Offered by: Student Org & Leadership, Housing & Residential Life, Student Health & Counseling Services, and Women’s Resource Center.

Ongoing Prevention and Awareness Campaigns
Sacramento State provides programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Outreach Events: Special events are conducted throughout Sacramento State at different times of the year on an ongoing basis to educate students on health and safety strategies and resources. Specific events include Sexual Assault Awareness Month (SAAM) programming (including Denim Day, Take Back the Night, and more), Panel on Demystifying Campus Procedures on Sexual Assault, Coffee and Consent, Sex Week, Vagina Monologues, Wellness Fair, Dating Bootcamp, and various other presentations on dating violence, domestic violence, sexual assault, and stalking. Presentations on these topics are provided to varying student and employee groups each year as well as upon request by student organizations, academic departments, and auxiliaries.

Supplemental Programming for Specific Groups: The campus provides regular, targeted in-person or virtual training to specific student and employee groups with on-point hypotheticals relating to dating violence, domestic violence, sexual assault, and stalking as well as tips for responding to disclosures. Targeted trainings include annual training for Housing & Residential Life employees/student employees,
new member training for fraternities and sororities, and annual training for athletes. Offered by: The Office for Equal Opportunity in collaboration with Housing & Residential Life, Athletics, and Student Organizations and Leadership.

Primary Prevention Programs
Sacramento State provides programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

CSU’s Sexual Misconduct Prevention Program (Title IX): Gender Equity in Education: This systemwide online course is automatically assigned to new employees. Recertification is required of all employees on an annual basis. This course provides practical training for identifying, reporting, and preventing campus sexual violence, as well as assisting victims of sexual assault. Interactive case studies and videos provide engaging educational content that explains how to respond to known or suspected sexual violence, which includes dating violence, domestic violence, sexual assault, and stalking. Many interactions are based on real cases that teach important concepts to help create a safe campus community and create a culture that does not tolerate sexual violence. Offered by: Online through the CSU Chancellor’s Office.

CSU’s Discrimination, Harassment and Retaliation Prevention Program (Supervisors): This online systemwide course is required for all Sacramento State employees, including student employees, and volunteers, who are in a supervisory role or who provide lead work direction to other employees. This training is automatically assigned to any newly hired employees in a supervisory role. Recertification is required every two years. The course is designed to raise awareness about workplace harassment and discrimination and to reduce or prevent incidents of misconduct. Using engaging exercises and real-world examples, the course fosters a clear understanding of anti-discrimination laws. It trains employees on inappropriate conduct so that they can apply what they learn to everyday situations. It includes some information on employee obligation to report sexual misconduct. Offered by: Online through the CSU Chancellor’s Office.

Not Anymore Tutorial: As part of joining the Sacramento State community, incoming students are required to take this systemwide training to make the campus safer. This course addresses critical issues of dating violence, domestic violence, sexual assault, stalking, and bystander intervention. In this course, incoming students build on their current knowledge to explore strategies that leverage individual strengths to foster a safer and healthier community for all to live, learn, and work. Offered by: Systemwide Online Course Facilitated by Student Health & Counseling in collaboration with Office for Equal Opportunity

Student Refresher Programming: An online refresher program is required for students once a year during class registration. This refresher includes a selected video on the topics of dating violence, domestic violence, sexual assault, and stalking. The videos are varied each year. Offered by: Online through Student Health & Counseling in collaboration with Office for Equal Opportunity

Risk Reduction
Sacramento State provides community members with options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
Sacramento State is committed to maintaining a safe campus for all members of the University community. With this in mind, Sacramento State suggests the following tips in campus programming and messaging to help keep our community safe and reduce personal risk.4

- Obtain Affirmative Consent from your partner for all sexual activity.
  - Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity is Sexual Misconduct, whether or not the conduct violates any civil or criminal law.
  - Affirmative Consent means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity.
  - Affirmative Consent can be withdrawn or revoked at any time.
  - Affirmative Consent to sexual activity in the past does not mean consent in future – there must be voluntary consent for all sexual activity.
  - Lack of protest, resistance, or mere silence does not equal Affirmative Consent.
  - Sexual activity with a minor (under 18 years old) is never consensual because a minor is considered incapable of giving legal consent due to age.

- Do not engage in sexual activity if your partner is incapacitated.
  - A person who is incapacitated by alcohol or drugs cannot give Affirmative Consent.
  - A person who is unconscious or asleep cannot give Affirmative Consent.
  - A person’s own intoxication or incapacitation does not diminish their responsibility to obtain Affirmative Consent from their partner.

- Be an active bystander.
  - Notice the Event
  - Interpret the Event as a Problem
  - Assume Personal Responsibility
  - Learn How to Help
  - And Step Up by utilizing the “3 Ds” – Direct, Distract, and Delegate

- Familiarize yourself with campus and local resources.
  - You can use these for personal reference or to help someone else understand their rights and options if an incident occurs.

- Create a safety plan for yourself while on campus, which may include some or all of the following:
  - Walk in groups or pairs when you are out at night. Consider carrying a flashlight, whistle, pepper spray, and/or cell phone when you go out.
  - Program the Sacramento State Police Department’s dispatch number, (916) 278-6000, into your phone.
  - Learn the location of the nearest emergency “blue” phones on your walking routes through the campus.
  - Utilize the Hornet Night Shuttle, (916) 278-7260, or contact the Sacramento State Police Department for an escort when on campus at night.
  - Always be aware of your surroundings, and always know where you are.
  - Watch for suspicious people or vehicles, and go to a place of safety if approached by a suspicious person or vehicle.
  - Never be afraid to make noise if you are attacked; yell, scream, and try to attract attention. The last thing an attacker wants is to have someone take notice.
  - If you have safety concerns about a particular individual or individuals, utilize campus resources including the Office for Equal Opportunity, the Confidential Advocate, and/or Sacramento State Police in order to better understand your options.

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4 These tips appear in the Timely Warning Messages to the campus in response to crime reports that meet the standard required by the Clery Act and/or in “Sacsend” informational messages to the campus from the Office for Equal Opportunity. For more information on Timely Warnings please see “Timely Warning” Section of the ASR.
Campus Reporting, Adjudication, and Discipline Procedures
The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred as well as written information about preserving evidence, reporting to the appropriate authorities, confidentiality options, available protective and support measures, and more are included in Executive Orders 1095, 1096, and 1097. See, in particular, the “Rights and Options” document included as Attachment C to Executive Order 1095.

Sacramento State applies the relevant CSU Executive Orders when responding to all reports of dating violence, domestic violence, sexual assault, or stalking as described in further detail starting on page 25 of the ASR. Sacramento State provides a copy of the “Rights and Options Document” to any community member who reports experiencing one of these crimes, regardless of whether the incident occurred on or off campus.

Where a violation is sustained following adjudication, appropriate sanctions are determined by Sacramento State pursuant to CSU Executive Orders 1095 and 1098. The Executive Orders provide for a prompt, fair, and impartial process carried out by properly trained individuals in which both parties receive appropriate notifications about the process and the results.

The CSU Executive Orders and attachments are assessed by the CSU Chancellor’s Office for compliance with 34 C.F.R. § 668.46.

For information on Title IX and Sacramento State’s efforts regarding prevention, education, and awareness around dating violence, domestic violence, sexual assault, and stalking, please visit the WE CARE, WE WILL HELP webpage at https://www.csus.edu/title-ix/ and the training page for Student Health and Counseling at https://www.csus.edu/student-life/health-counseling/wellness-education/presentations.html.

Definitions per Executive Orders 1095-1097
These policy definitions are derived from the local jurisdiction, and based on the California Penal Code, the California Family Code, and the California Evidence Code. In some instances, these definitions may differ slightly from the federal definitions set forth in the section for mandatory crime statistic reporting. For reportable crime statistics, the Clery Act regulations mandate definitions from the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Handbook.

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

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

**Sexual Harassment**

ADDENDUM B: Sexual Harassment means conduct on the basis of Sex that satisfies one or more of the following:

- An Employee conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity

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

1. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a Complainant's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or
2. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the University; or
3. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, as creating an intimidating, hostile or offensive environment.

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

**Sexual Misconduct**

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

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

Addendum B: Sexual Assault

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

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

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

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

Affirmative Consent

- An informed, affirmative, conscious, voluntary, and mutually agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure Affirmative Consent has been obtained from the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence mean consent. Affirmative Consent must be voluntary, and given without coercion, force, threats, or intimidation.
- The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of Affirmative Consent. A request for someone to use a condom or birth control does not, in and of itself, constitute Affirmative Consent.
- Affirmative Consent can be withdrawn or revoked. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
- Affirmative Consent cannot be given by a person who is incapacitated. A person is unable to consent when asleep, unconscious or is incapacitated due to the influence of drugs, alcohol or medication so that the person could not understand the fact, nature or extent of the sexual activity. A person is incapacitated if they lack the physical and/or mental ability to make informed, rational decisions.
- Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person’s decision-making ability, awareness of consequences, and ability to make informed judgments. A person’s own intoxication or incapacitation from drugs or alcohol does not diminish that person’s responsibility to obtain Affirmative Consent before engaging in sexual activity.
- A person with a medical or mental disability may also lack the capacity to give consent.
- Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving consent due to age.
• It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:
  o The person was asleep or unconscious;
  o The person was incapacitated due to the influence of drugs, alcohol or medication, so that the person could not understand the fact, nature or extent of the sexual activity;
  o The person was unable to communicate due to a mental or physical condition.
• It shall not be a valid excuse that the respondent believed that the person consented to the sexual activity under either of the following circumstances:
  o The respondent’s belief in Affirmative Consent arose from the intoxication or recklessness of the respondent;
  o The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the person affirmatively consented.

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

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

Dating Violence
ADDENDUM B: Physical violence or threat of physical violence committed by a person:
  1. Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
  2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
     a. The length of the relationship.
     b. The type of relationship.
     c. The frequency of interaction between the persons involved in the relationship.

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

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

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

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

Procedures for Reporting a Crime of Sexual Violence/Sexual Misconduct

Call 9-11 in any kind of emergency, or when facing immediate harm or threat of harm.

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

A written explanation of rights and options must be provided to a Student, Employee or Third Party who reports to the University that s/he has been a victim of Sexual Misconduct/Sexual Assault, Dating or Domestic Violence, or Stalking, whether the offense occurred on or off Campus. It is the Title IX Coordinator’s responsibility to ensure this written Notice is provided to the complainant/victim(s). The Title IX Coordinator annually provides the written explanation of Rights and Options for Victims of Sexual Misconduct/Sexual Assault, Dating or Domestic Violence, or Stalking (Attachment C in Executive Order 1095) to all members of the campus community including Sexual Misconduct/Sexual Assault, Dating or Domestic Violence, or Stalking victims. The written explanation of Rights and Options is described in detail later in this document.

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

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

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

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

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

### Privileged and Confidential Reports

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

The University will be unable to conduct an investigation into a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to (1) speak only to a treating physician, psychotherapist, professional counselor, or clergy member, and (2) maintain complete confidentiality. Even so, these individuals will assist victims in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a Title IX complaint with the University and a separate complaint with local or University Police. If a victim insists on confidentiality, the University will likely not be able to fully assist the victim with: University academic support or accommodations; changes to University-based living or working schedules; or adjustments to course schedules.
A victim who at first requests confidentiality may later decide to file a complaint with the University or report the incident to the police, and thus have the incident fully investigated. Counselors and advocates can provide victims with that assistance if requested. Treating physicians, psychotherapists, professional counselors, and clergy will also explain that Title IX includes protections against retaliation, and that the University will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if it occurs.

Exceptions to Confidentiality

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

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

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

See more about voluntary confidential reporting in the Voluntary Confidential Reporting section above.

Preservation of Evidence

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

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection orders related to the incident more difficult. Victims who choose not to make a complaint regarding an incident, nevertheless, should consider speaking with University Police or other law enforcement to preserve evidence in the event that they change their mind and wish to report the assault at a later date.
A victim has the right to have a confidential advocate present when reporting to law enforcement and during examinations. With the victim’s consent, the confidential advocate will assess the victim’s immediate needs and provide support and referral as appropriate. This confidential assistance may include counseling, information concerning rape trauma syndrome; information on the collection of medical evidence and available health services to test for injuries, sexually transmitted diseases, and/or pregnancy. Assistance is also available with access to other resources and services, including assistance in obtaining emergency protection orders and restraining orders.

**Reporting Options**

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

**Reporting to Police**

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

As soon after the incident as possible, victims of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking are strongly encouraged to report the incident to the police. Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking may be reported to the University Police Department by dialing 911. The University Police will support all victims of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking regardless of their decision to seek criminal prosecution of the offender or not. Victims have the option to report anonymously to the police and the decision to seek criminal prosecution remains with the victim. University Police will protect the confidentiality of the victim to the extent permitted by applicable California State law.

If a victim reports to a local police agency or the University Police about Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking, the police are required to notify victims that their names will become a matter of public record unless confidentiality is requested. If a victim requests that their identity be kept confidential, their name will not become a matter of public record and the police will not report the victim’s identity to anyone else at the University, including the Title IX Coordinator. University Police will, however, report the facts of the incident itself, including the identity of the perpetrator if known, to the Title IX Coordinator being sure not to reveal the victim names/identities or compromise their own criminal investigation. The University is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the University will report the type of incident in the annual crime statistics report known as the Annual Security Report, victim names/identities will not be revealed. All publicly available record keeping will be maintained without the inclusion of personally identifiable information about the victim.

**Reporting to a CSA**

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

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

**Reporting to Title IX Coordinator or Responsible Employee**

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

The Sacramento State Title IX Coordinator is available to explain and discuss the right to file a criminal complaint; the University’s relevant complaint process, and the right to receive assistance with that process, including the investigation process; how confidentiality is handled; available resources, both on and off Campus; and other related matters.

**Title IX Coordinator**
William D. Bishop
Director for Equal Opportunity
equalopportunity@csus.edu
(916) 278-5770

Sacramento State students also can seek assistance and support from the Sacramento State Confidential Advocate without triggering a University investigation that could reveal their identity or that they disclosed an incident to them.

**Sacramento State Confidential Advocate**
Sacramento State Confidential Advocate
WEAVE@csus.edu
On Campus: (916)-278-5850
Weave 24/7: (916)-920-2952

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

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

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

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

The Title IX Coordinator will provide the written explanation of Rights and Options for Victims of Sexual Misconduct/Sexual Assault, Dating or Domestic Violence, or Stalking (Attachment C in Executive Order 1095) which includes written information to victims about supportive measures. This includes information on preservation of evidence, how and to whom to report the alleged offense, the options available regarding and involving law enforcement and campus authorities (including notification of law enforcement authorities, being assisted by campus authorities in notifying law enforcement if the victim chooses, and declining to notify the authorities), and notification of the rights of victims to seek orders of protection and request “no-contact” orders, and restraining orders. The Title IX Coordinator will inform the victim of the initiation of an investigation prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University’s response to the incident. The Title IX Coordinator will remain mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm, and work with the victim to create a safety plan. Retaliation against the victim, whether by students, employees or third parties, will not be tolerated. The University and Title IX Coordinator will also:

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

The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures. Supportive Measures will remain confidential except when it is not possible to maintain confidentiality in order to provide the Supportive Measures. The Title IX Coordinator remains available to assist the victim and provide reasonable Supportive Measures requested throughout the reporting, investigative, and disciplinary processes, and thereafter.

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

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

Under California law, and pursuant to University policy, many University employees, including the Title IX Coordinator, are mandatory child abuse and neglect reporters and should explain to victims under 18 years of age that they are required to report the incident to the police. However, the identity of the person who reports and the report itself are confidential and disclosed only among appropriate agencies.

Because the University is under a continuing legal obligation to address the issue of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, or Stalking campus-wide, reports (including non-identifying reports) may also require the University to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported incident(s) occurred; increased education, training and prevention efforts, including to targeted population groups; climate assessments/victimization surveys; and/or revision of policies and practices.

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

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

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

The Sacramento County Superior Court Restraining Order (RO) information can be found at: https://www.saccourt.ca.gov/restraining-orders/restraining-orders.aspx

This includes Emergency Protective Orders, Domestic Violence RO’s, Elder or Dependent Adult RO’s, Civil Harassment RO’s, Workplace Violence RO’s, Private Postsecondary School Violence RO’s, and Gun Violence RO’s.

**Domestic Violence Restraining Orders** and **Elder or Dependent Adult Abuse Restraining Orders** are filed at the **William R. Ridgeway Family Relations Courthouse**, 3341 Power Inn Road, Sacramento. The court offers a free workshop on form preparation, Mondays, Wednesdays, and Fridays, excluding court holidays at 8:45 a.m. (no late admittance). A Spanish Interpreter is available at the class. This class is for both men and women and is held in the Self-Help Computer Room, Room 114, on the first floor of the **William R. Ridgeway Family Relations Courthouse**, 3341 Power Inn Road. No appointment is necessary. Admittance into the workshop is on a first come, first served basis.

Civil Harassment RO’s are obtained by completing the form which can be found at https://www.saccourt.ca.gov/restraining-orders/docs/cv-ch-01.pdf. This form should then be brought to Window 14 at the Gordon D. Schaber Sacramento County Courthouse at 720 9th Street, Room 102, Sacramento, CA 95814. The court hours of operation are 8:30 a.m. to 4:00 p.m., Monday through Friday. Mandatory court filing fees do apply.

**Civil Self-Help Services** provides assistance in completing forms for civil harassment restraining orders. Civil Self-Help Services is located in the Hall of Justice, 813 6th Street in Room 117, just two blocks west of the **Gordon D. Schaber Sacramento County Courthouse**.

**Disciplinary Procedures**

Complaints made by Students

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

Complaints made by Employees, Former Employees, Third Parties, and Applicants for Employment

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

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

Complaints made by Student-Employees

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

The following is a description of the CSU’s disciplinary procedures for matters involving allegations of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, and Stalking. Full policies and procedures are contained within CSU Executive Order 1095, CSU Executive Order 1096, and CSU Executive Order 1097. Any questions about CSU Title IX-related policy should be directed to the campus Title IX Coordinator.

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

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

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

Standard of Evidence

The standard of evidence that will be used during all CSU disciplinary proceedings arising from allegations of Sexual Misconduct/Sexual Assault, Dating Violence, Domestic Violence, and Stalking is the Preponderance of the Evidence. Preponderance of the Evidence means the greater weight of the evidence, i.e., that the evidence on one side outweighs, preponderates over, or is more than, the evidence on the other side.

Support Measures

Supportive Measures are individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent regardless of whether a complaint is filed under CSU Executive Order 1096 or 1097 (including Addendum A or Addendum B) or with campus police or local law enforcement. Supportive Measures are designed to restore or preserve equal access to CSU
Education Programs or Activities without unreasonably burdening the other Party, including to protect the safety of all Parties or the educational environment. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escorts, mutual restrictions on contact between the parties, 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. Supportive Measures will remain confidential except when it is not possible to maintain confidentiality in order to provide the Supportive Measures.

After receiving a report of Sexual Misconduct/Sexual Assault, Domestic Violence, Dating Violence, or Stalking, the Title IX Coordinator will contact the Complainant promptly to discuss the availability of Supportive Measures. During the discussion, the Title IX Coordinator will 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 complaint, and explain the process for filing a complaint.

Complaint Procedures

The CSU has adopted and published complaint procedures that provide for prompt, impartial, and equitable resolution of complaints of Sex Discrimination, including Sexual Harassment, Sexual Misconduct/Sexual Assault, Domestic Violence, Dating Violence, and Stalking. The complaint procedures that will apply in a particular case will depend on certain factors described below. There are three sets of procedures that could apply:

Executive Order 1096 or 1097 Single Investigation Process

Executive Order 1096 is the applicable policy and procedure for a complaint made by an employee or third party. Executive Order 1097 is the applicable policy and procedure for a complaint made by a student. The complaint procedures under Executive Orders 1096 and 1097 are called a “single investigator process.” This means that an Investigator interviews the Parties and witnesses, and gathers any documentary evidence. The Parties have an opportunity to review the evidence gathered, request that additional evidence be gathered, and respond to the evidence gathered. Once the evidence is reviewed by the parties, the Investigator makes a determination as to whether the policy was violated. The single investigator process will be used in response to complaints of Sexual Misconduct/Sexual Assault, Domestic Violence, Dating Violence, and Stalking that are not mandated to be addressed under either Addendum A: State Mandated Hearing Addendum, or Addendum B: Federal Mandated Hearing Addendum (see below).

Addendum A: State Mandated Hearing Addendum

In January 2019, a California Court of Appeal ruled that students accused of Sexual Misconduct who face severe discipline (expulsion or suspension) at any California university have the right to a hearing to cross-examine (question), directly or indirectly, their accusers and other witnesses if witness credibility is “central” to the case. To implement the new requirements, the CSU created an addendum to Executive Orders 1096 and 1097. This addendum is known as Addendum A: State Mandated Hearing Addendum (“Addendum A”), and it describes the investigation and resolution process for cases that meet the above requirements. Cases that proceed under Addendum A do involve a hearing (where the case is not resolved through Informal Resolution).

Addendum B: Federal Mandated Hearing Addendum

On May 6, 2020, the United States Department of Education, Office for Civil Rights (OCR) issued and amended Title IX Regulations implementing Title IX of the Education Amendments of 1972. The
Regulations are titled *Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance* (34 C.F.R. 106).

To implement the requirements of the Title IX Regulations, the CSU created a further addendum to Executive Orders 1096 and 1097. This addendum is known as Addendum B: Federal Mandated Hearing Addendum (“Addendum B”), and it describes the investigation and resolution process for cases covered by the Title IX Regulations. Addendum B applies to cases involving allegations that are defined by the Title IX Regulations as Sexual Harassment in an Education Program or Activity against a person (including, but not limited to students and employees) in the United States. Cases processed under Addendum B do involve a hearing (where the case is not resolved through Informal Resolution).

### University Response to Reports of Sexual Misconduct/Sexual Assault, Domestic Violence, Dating Violence, and Stalking

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

Complaints alleging Sexual Misconduct/Sexual Assault, Sexual Assault, Domestic Violence, Dating Violence, and Stalking will initially be assessed to determine if they meet the requirements for the case to proceed under Addendum B.

When the Title IX Coordinator receives a Formal Complaint, the Title IX Coordinator will simultaneously provide both Parties a written Notice of Allegations. The Notice of Allegations includes the factual allegations and policy violations alleged.

### Mandatory Dismissal/Referral

When the Title IX Coordinator receives a Formal Complaint, or information from a third party, the Title IX Coordinator will assess whether the Formal Complaint meets the requirements of the Federal Regulations to move forward under the process in Addendum B to Executive Order 1096 (if the Complainant is an employee or a third party) or Executive Order 1097 (if the Complainant is a student). A determination that allegations in a Formal Complaint do not meet the requirements of Addendum B will result in a dismissal of the allegations in the Formal Complaint that do not meet the requirements and, in some cases, a referral of the allegations to another process as the University may have an obligation to address the matter under other laws and policies. During the process, a Formal Complaint or any allegation in the Formal Complaint, may be dismissed under the circumstances listed below.

The Federal Regulations, Addendum B, require that there be two types of dismissals: mandatory and discretionary.

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5 A Formal Complaint is defined as a document or electronic submission filed by a Complainant that contains the Complainant’s physical or digital signature or a document signed by the Title IX Coordinator alleging Sexual Harassment (as defined under Addendum B) against a Respondent and requesting an investigation of the allegation of Sexual Harassment. At the time that the Formal Complaint is filed, a Complainant must be participating in or attempting to participate in an Education Program or Activity of the CSU. A Formal Complaint may exist even without a signature where something otherwise indicates that the complainant is the person filing the formal complaint. An e-mail from the Complainant would be sufficient.
Mandatory Dismissal/Referral
A Formal Complaint must be dismissed as to any conduct alleged that:
1. would not meet the definition of Sexual Harassment even if proved;
2. did not occur in an Education Program or Activity; or
3. did not occur in the United States.

Discretionary Dismissal
At any time during the process, it is within the discretion of the Title IX Coordinator to dismiss a Formal Complaint, or any conduct alleged within a Formal Complaint, where:
1. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any part of it;
2. the Respondent is no longer a Student or Employee; or
3. if the specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

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

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

Appeals will be filed with the Chancellor’s Office (CO) Systemwide Title IX Unit and will be addressed to:

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

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

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

The CO review will not involve a new assessment of the Dismissal/Referral or consideration of evidence that was not introduced during the Campus review, unless the new evidence was not reasonably
available at the time of the review.

If the CO review determines that the Dismissal/Referral should be reviewed to cure any defects, the matter will be remanded back to the Campus to reassess within a timeframe specified by the CO. The Parties will be informed simultaneously of the review and the timeframe. Once the review is complete the Campus will provide the Parties and the CO with either a Notice of Dismissal/Referral or Notice of Allegations, depending on the outcome, that reflects any changes to the determination. The notice will inform the Parties of their right to appeal and the CO will contact the appealing Party to determine whether that Party wishes to continue with the appeal.

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

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

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

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

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

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

### Investigative Procedures

The Title IX Coordinator will either promptly investigate a complaint or assign this task to another Investigator.

### Advisors

During the investigations the Parties may be accompanied by Support Advisors. During Addendum B hearings, the Parties must also have a Hearing Advisor to conduct cross-examination.

Support Advisor-The Complainant and the Respondent may each elect to be accompanied by a Support Advisor to any meeting, interview, or proceeding regarding the allegations that are the subject of a complaint. The Support Advisor may be anyone, including a union representative from the Complainant’s or Respondent’s collective bargaining unit, an attorney, or, in the case of the Complainant, a Sexual Assault Victim’s Advocate. The Support Advisor may not answer questions regarding the subject matter of the investigation for the Complainant or the Respondent or speak on behalf of a Complainant or Respondent. However, the Support Advisor may observe and consult with the Complainant or Respondent.
Hearing Advisors – Addendum B Hearings Only
In matters proceeding under Addendum B, the Complainant and Respondent must each have a Hearing Advisor at the hearing. A Hearing Advisor will be responsible for asking the other Party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility, during the hearing.

Gathering of Evidence
The Complainant and the Respondent shall have equal opportunities to present relevant witnesses and evidence in connection with the investigation. The Investigator will take reasonable steps to gather all relevant evidence from the Parties, other witnesses or other sources. The Investigator will document the steps taken to gather evidence, even when those efforts are not successful.

Review of Evidence
After gathering evidence and before issuing a Final Investigation Report, the Investigator will share with the Complainant and Respondent, all evidence (including, in an Addendum B case, evidence upon which the University does not intend to rely) obtained as part of the investigation that is Relevant (single investigator process or Addendum A) or Directly Related (Addendum B) to the allegations raised in the Formal Complaint (Preliminary Investigation Report). In matters proceeding under Addendum A or Addendum B, the Preliminary Investigation Report will also identify the material facts – disputed and undisputed, with explanations as to why any material fact is disputed.

Each Party will be given a minimum of 10 Working Days for the initial Review of Evidence to respond to the list of disputed facts and evidence and submit additional questions for the other Party and witnesses. During the Review of Evidence, each Party may:

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

The Investigator will share with the Parties the answers to questions posed during the Review of Evidence. If additional disputed material facts are identified or evidence is gathered, it will be included in the Preliminary Investigation Report (or in a separate addendum) and shared with all Parties, who will be given a reasonable opportunity to respond to the new evidence and submit additional questions to the other Party and other witnesses about the new evidence only. The Investigator determines when it is appropriate to conclude the Review of Evidence.

Final Investigation Report
After the Review of Evidence phase is concluded, the Parties will receive a Final Investigation Report that will summarize all Relevant evidence, including any additional Relevant evidence received during the Review of Evidence. Any Relevant documentary or other tangible evidence provided by the Parties or witnesses, or otherwise gathered by the Investigator will be attached to the Final Investigation Report as exhibits.

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For an Addendum B matter, this information will also be sent to the Parties’ respective Support Advisors, if any.
Written Response to Final Investigation Report – Addendum B Only

Under Addendum B, the Parties and their Support Advisors will be provided 10 Working Days to review and provide a written response to the Final Investigation Report for an Addendum B matter.

Timeframe for Completion of Investigation

Executive Order 1096 or 1097 Single Investigator
An investigation conducted under the Executive Order 1096 or 1097 single investigator process shall be completed no later than 60 Working Days after the intake interview, unless the timeline has been extended pursuant to Article V. E. of EO 1096 and EO 1097. The timeline should not be extended for a period longer than an additional 30 Working Days from the original due date.

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

Hearing Procedures
The following will only apply to cases that proceed under Addendum A or Addendum B to Executive Order 1096 or 1097. Differences between the hearing processes under Addendum A and Addendum B are indicated where applicable.

After the investigation and Review of Evidence, there will be a hearing to determine if the policy was violated.

The Parties will be given written notice of the date, time, location, participants, the identity of the Hearing Officer and, for an Addendum B hearing, the purpose of the hearing. The hearing will not be set sooner than 20 Working Days after the date of notice of hearing.

The Parties can object to the appointed Hearing Officer in writing to the Hearing Coordinator within 5 Working Days after notice of the identity of the Hearing Officer has been communicated to the Parties. The objection may only be based on an actual conflict of interest. A conflict of interest exists if the Hearing Officer has a personal relationship with one of the Parties or witnesses or has demonstrated actual bias towards a Party or witness. The fact that a Hearing Officer has previously served as a Hearing Officer in a University proceedings will not constitute a conflict of interest. The Hearing Coordinator will determine if a conflict of interest exists.

No later than 15 Working Days before the hearing, each Party will, under Addendum A: a. Provide to the Hearing Coordinator a proposed witness list that includes the names of, and current contact information for, that Party’s proposed witnesses as well as an explanation of the relevance of each proposed witness’s testimony and the disputed issue to which the witness's testimony relates. Under Addendum B, the Parties may, but are not required to provide this information. No later than 10 Working Days before the hearing, the Hearing Coordinator will share a final witness list with the Parties and notify each witness of the date, time and location of the hearing.
No later than 5 Working Days prior to the hearing, the Parties will under Addendum A, and may under Addendum B, submit a list of proposed questions to the Hearing Coordinator. The questions will be provided to the Hearing Officer. The proposed questions will not be shared with the other Party.

Live hearings will be conducted using videoconferencing technology, unless circumstances are such that videoconferencing would not be appropriate. Neither Party will be required to be physically present in the same room as the Hearing Officer, each other, or witnesses. CSU will utilize technology that ensures that Parties will be able to simultaneously see and hear all of the proceedings and testimony.

The Complainant and Respondent may be present (physically or virtually) at all times during the hearing.

The hearing will begin with an overview of the hearing process given by the Hearing Officer, after which the Parties will be given an opportunity to ask questions about the hearing process. Each Party will be given an opportunity to make an opening statement that may not last longer than 10 minutes. Only the Parties themselves will be permitted to make opening statements. Hearing Advisors and any Support Advisors, where present, are not permitted to make the opening statement. The Support Advisor may not speak during an Addendum A or Addendum B hearing. Closing arguments will not be made.

Generally, the Hearing Officer will start the questioning of witnesses and Parties. The Investigator or the Title IX Coordinator (if not the Investigator) will be the first witness and will describe the complaint, investigation process, and summarize the evidence. The Hearing Officer may ask questions of any Party or participant in the hearing.

**Questioning by a Hearing Officer during an Addendum A Hearing Only**

As set forth above, under Addendum A, the Parties will give the Hearing Coordinator a written list of any questions that they would like the Hearing Officer to ask the witnesses. The Parties may also propose follow-up questions to the Hearing Officer during the hearing, at appropriate times designated by the Hearing Officer.

The Hearing Officer will ask the questions proposed by the Parties except for questions that:

i. seek information about the Complainant’s sexual history with anyone other than the Respondent (unless such evidence about the Complainant’s sexual behavior is offered to prove that someone other than the Respondent committed the alleged misconduct);

ii. seek information about the Respondent’s sexual history with anyone other than the Complainant, unless such information is used to prove motive or pattern of conduct;

iii. seek information that is unreasonably duplicative of evidence in the Hearing Officer’s possession; or

iv. the Hearing Officer determines are not relevant to material disputed issues, are argumentative or harassing or unduly intrude on a witness’s privacy.

The Hearing Officer has discretion to modify or change the wording of a question proposed by a Party (for example, when a question is unclear or inappropriate in tone) as long as the substance of the question is preserved.

Absent extenuating circumstances, the Hearing Officer will not rely on prior statements made by the Parties or witnesses during the investigation whose credibility is central to the determination unless those Parties or witnesses make themselves available for examination by the Hearing Officer.
Questioning by a Hearing Advisors during an Addendum a Hearing Only

Under Addendum B, Hearing Advisors will be permitted to ask Relevant questions once the Hearing Officer has concluded their questioning of the other Party and each witness. Parties themselves may not directly ask questions of each other and witnesses.

Each Party's Hearing Advisor is permitted to ask all Relevant questions of the other Party, the Investigator, and any witnesses, and is also permitted to ask follow-up questions, including those questions challenging credibility. A Party may not be directly questioned by their own Hearing Advisor. The Hearing Officer controls the hearing and determines whether a question is Relevant.

A question is not considered Relevant if it relates to the Complainant's sexual predisposition or prior sexual behavior, unless such question about the Complainant's prior sexual behavior is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the question concerns specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and is asked to prove consent.

Even if a question relates to a Relevant subject or issue, the Hearing Officer may determine that the Party or witness being asked the question is not required to answer if the question is repetitive or duplicative of prior questions.

The Hearing Officer has the discretion to request information from the Parties or Hearing Advisors regarding questions prior to making a determination about the Relevancy of the question. Neither the Parties nor Hearing Advisors may assert objections to questions.

Immediately after each question is asked by the Hearing Advisor, and before the question is answered, the Hearing Officer will indicate whether the question is Relevant, and if it is not, provide an explanation as to why the question is excluded as not Relevant. A Complainant, Respondent, or witness will only answer questions posed by a Hearing Advisor that the Hearing Officer determines are Relevant.

In reaching a determination, the Hearing Officer will not rely on statements made by the Parties or any witness unless those Parties or witnesses make themselves available for questioning. The Hearing Officer may not draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the hearing or refusal to answer questions.

In Relation to Hearings under Addendum A and Addendum B

Abusive or otherwise disorderly behavior that causes a material disruption will not be tolerated. The Hearing Officer may excuse from the hearing anyone (including either Party or their Hearing Advisor/Support Advisor/Support Person) whose behavior causes a material disruption. Should a Hearing Advisor be removed from a proceeding, the University will provide a Hearing Advisor. The Hearing Officer, in their discretion, may postpone the hearing. In making a determination whether to postpone the hearing, the Hearing Officer will consider the equity of postponement as to both Parties.

Formal rules of evidence applied in courtroom proceedings (e.g., California Evidence Code) do not apply in the hearing.

Determination Regarding Responsibility

After the hearing, the Hearing Officer will make written findings of fact and conclusions about whether the Respondent violated University policy.

The Hearing Coordinator will simultaneously send the Hearing Officer's Report promptly to the Parties,
the Title IX Coordinator, and the appropriate University Administrator, usually within **10 Working Days** (Addendum A) or **15 Working Days** (Addendum B) of the close of the hearing.

If no violation is found, the president (or designee) will be notified along with the Parties. The notification will include the outcome of the hearing, a copy of the Hearing Officer's Report (redacted as appropriate or as otherwise required by law) and notice of the Complainant's and Respondent's right to appeal to the Chancellor's Office.

If a violation is found, within **5 Working Days** of receiving such finding the Parties may submit to the Hearing Coordinator an impact statement or other statement regarding discipline that is no more than 2000 words in length. The document is an opportunity for the Parties to suggest disciplinary outcomes and to provide information that they believe is important for the Hearing Officer to consider. The Student Conduct Administrator and/or appropriate University Administrator responsible for discipline and Title IX Coordinator may also submit a written statement regarding aggravating and mitigating factors that provides a recommendation regarding the disciplinary outcome, including information regarding prior disciplinary outcomes for similar conduct and whether the Respondent was previously found to have violated university policy.

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

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

### President’s Sanction Decision/Notification

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

The president will simultaneously send the Decision Letter electronically to the Respondent and Complainant. The decision letter will also be sent to the Student Conduct Administrator or other appropriate University Administrator responsible for Employee discipline and the Hearing Officer. The president will also send the Decision Letter to the Title IX Coordinator so that they may determine whether any additional Remedies (or other supportive measure) will be provided or undertaken in order to maintain a safe and nondiscriminatory University environment.

The determination regarding responsibility and any sanctions become final either on the date that the Chancellor’s Office provides the Parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely (**11 Working Days** after the date of the Decision Letter).
Notice of Investigation Outcome – Single Investigator Process Only

The following applies only in relation to an investigation conducted under CSU Executive Order 1096 or 1097 in which an Investigator, as opposed to a Hearing Officer determines whether or not there is a violation of university policy.

Within **10 Working Days** of issuance of the Final Investigation Report, the Title IX Coordinator will notify the Complainant and Respondent in writing of the outcome of the investigation. The notice will advise the Complainant and Respondent of their right to file an appeal under the Executive Order. Where a Complaint is made against another Student and the Executive Order is found to have been violated, the Title IX Coordinator will also notify the Campus Student Conduct Administrator of the investigation outcome, and provide a copy of the investigation report.

Where the Respondent is an Employee, Human Resources or Academic/Faculty Affairs shall be notified and provided a copy of the investigation report.

Informal Resolution

**Informal Resolution under EO 1096/1097 Single Investigator Process**

To initiate the Informal Resolution Process under the EO 1096/1097 single investigator process, the Complainant should contact the Title IX Coordinator who shall promptly meet with the Complainant to discuss their concern and possible resolutions as appropriate.

Complainants shall be informed about the range of possible outcomes, including Supportive Measures or disciplinary actions that might be taken against the Respondent, and information about the procedures leading to such outcomes.

Participation in the Informal Resolution process is voluntary. It may include an inquiry into the facts, but does not include an investigation. Means for resolution shall be flexible. Resolution options include but are not limited to discussions with the Parties, a resolution facilitated by the Title IX Coordinator, separating the Parties, referring one or both of the Parties to counseling programs, an agreement between Campus and the Respondent regarding disciplinary action, conducting targeted preventive educational and training programs or providing Remedies to persons harmed by violations of this policy. The Title IX Coordinator shall meet with the Complainant, the Respondent, and any other persons or witnesses they may determine to be necessary.

If resolution is reached, a written record of the resolution shall be documented and maintained in accordance with applicable Campus recordkeeping policies. The matter shall be considered closed. Where the Respondent is another Student, the Title IX Coordinator shall inform the Student Conduct Administrator of the outcome of the Informal Resolution process, including any Supportive Measures afforded to the Complainant. Where the Respondent is an Employee, Human Resources or Academic Affairs shall be informed as appropriate.

If resolution is not reached, the Campus shall promptly notify the Complainant and, where applicable, the Respondent in writing that the Informal Resolution process is terminated, and the termination effective date. The Title IX Coordinator shall also determine whether the matter is appropriate for investigation, and so notify the parties in writing. The Complainant shall be provided written notification of the right to file a complaint.

The Complainant shall be notified that the Complainant or the Campus may at any time elect to terminate the Informal Resolution process. In that event, the Title IX Coordinator shall promptly notify the Complainant and the Respondent in writing that the Informal Resolution process has terminated, the effective date thereof, and inform the Complainant of the right to file a complaint.
Informal Resolution under Addendum A

If the Title IX Coordinator or either Party believes that it may be possible to resolve a complaint processed under Addendum A in a prompt, fair, and reasonable manner without a hearing, the Title IX Coordinator may suggest that the Parties consider an Informal Resolution subject to the following:

1. both Parties must agree to engage in the Informal Resolution process;
2. any agreed-upon remedies and disciplinary sanctions will have the force and effect of sanctions imposed following a Hearing;
3. the terms of any resolution must be memorialized in writing and signed by the Parties and the Title IX Coordinator; and
4. the resolution will be final and not appealable by either Party.

Informal Resolution under Addendum B

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

1. informal Resolution under this Addendum may only be offered where a Formal Complaint has been filed;
2. the University cannot offer or facilitate Informal Resolution under this Addendum to resolve allegations that an Employee sexually harassed a Student; and
3. the University must obtain the Parties' voluntary, written consent before starting the Informal Resolution process.

Once the Title IX Coordinator determines that Informal Resolution is appropriate, the Parties should simultaneously be provided written notice regarding Informal Resolution.

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

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

Written Preliminary Assessment – Addendum B Only

As part of an Informal Resolution under Addendum B, at the request of both Parties, Campuses will provide a written preliminary assessment of the evidence by the Title IX Coordinator. Neither the fact nor the substance of the assessment will be shared with the Hearing Officer or considered relevant at the Hearing.

Employee Discipline

Where a complaint is made against an employee, Human Resources or Academic/Faculty Affairs shall be notified and provided a copy of the investigation reports. Discipline is imposed in accordance with current collective bargaining agreement, when applicable, and may include:

- verbal reprimand
- written reprimand,
- reduction in salary
- temporary or permanent demotion
• paid or unpaid administrative leave
• suspension
• denial or curtailment of emeritus status
• mandated education or training
• change in work location
• restrictions from all or portions of campus
• restrictions to scope of work
• dismissal

Student Sanctions
The following sanctions as defined in Article V, California State University Executive Order 1098 may be imposed for violation of the Student Conduct Code:

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

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

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

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

5. Suspension
Temporary separation of the student from active student status or student status.
• A student who is suspended for less than one academic year shall be placed on inactive student (or equivalent) status (subject to individual campus policies) and remains eligible to re-enroll at the University (subject to individual campus enrollment policies) once the suspension has been served. Conditions for re-enrollment may be specified.
• A student who is suspended for one academic year or more shall be separated from student status but remains eligible to reapply to the University (subject to individual campus application polices) once the suspension has been served. Conditions for readmission may be specified.
• Suspension of one academic year or more, withdrawals in lieu of suspension, and withdrawals with pending misconduct investigations or disciplinary proceedings shall be entered on the student’s transcript permanently without exception; this requirement shall not be waived in connection with a resolution agreement.
6. **Expulsion**
Permanent separation of the student from student status from the California State University system. Expulsion, withdrawal in lieu of expulsion, and withdrawal with pending misconduct investigation or disciplinary proceeding shall be entered on the student’s transcript permanently, without exception; this requirement shall not be waived in connection with a resolution agreement.

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

**Other Considerations Related to Sanctions**

**Administrative Hold and Withholding a Degree**
The University may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent written notice of a pending investigation or disciplinary case concerning that student, and may withhold awarding a degree otherwise earned until the completion of the process, including the completion of all sanctions imposed\(^7\).

**Record of Discipline**
A record of disciplinary probation or suspension is entered on a student’s transcript, with beginning and end date, for the duration of the sanction. A record of expulsion or suspension for one academic year or more shall note the effective date of discipline and remains on the transcript permanently, without exception. A record of withdrawal in lieu of suspension or expulsion and withdrawal with pending misconduct investigation or disciplinary proceeding remains on the transcript permanently, without exception\(^8\). These requirements shall not be waived in connection with any resolution agreement.

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

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

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

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

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\(^7\) For matters involving processes other than those that fall under addendum B, this is not applicable.

\(^8\) For matters involving processes other than those that fall under addendum B, this is not applicable.
Appeals

CSU Executive Order 1096 or 1097

Any Complainant or Respondent who is not satisfied with a Campus investigation outcome may file an appeal with the CSU Chancellor's Office (CO) no later than 10 Working Days after the date of the Notice of Investigation Outcome.

1. The appeal shall be in writing and shall be based only on one or more of the appeal issues listed below:
   a. The investigation outcome is unsupported by the evidence, based on the Preponderance of the Evidence standard;
   b. Prejudicial procedural errors impacted the investigation outcome to such a degree that the investigation did not comply with this Executive Order; or
   c. New evidence not available at the time of the investigation.

Addendum A

Any Complainant or Respondent who is not satisfied with a Campus hearing outcome may file an appeal with the Chancellor's Office (CO) no later than **10 Working Days** after the date of the Decision Letter.

The appeal must be in writing and may be based only on one or more of the grounds for appeal listed below:

**Appeal Grounds**

1. The hearing outcome is not supported by substantial evidence (in other words, there was no reasonable basis for such findings or conclusions);
2. Prejudicial procedural errors impacted the hearing outcome to such a degree that the hearing did not comply with this Executive Order;
3. New evidence that was not reasonably available at the time of the hearing and would have affected the Hearing Officer’s decision about whether the Respondent violated CSU policy; or
4. The sanction(s) imposed constituted an abuse of discretion based on the substantiated conduct.

Addendum B

Any Complainant or Respondent who is not satisfied with a Campus hearing outcome may file an appeal with the Chancellor's Office (CO) no later than **10 Working Days** after the date of the Decision Letter.

The appeal must be in writing and may be based only on one or more of the grounds for appeal listed below:

**Appeal Grounds**

1. the hearing outcome is not supported by substantial evidence (in other words, there was no reasonable basis for such findings or conclusions);
2. a procedural irregularity occurred that affected the outcome of the matter; new evidence that was not reasonably available at the time of the hearing and would have affected the Hearing Officer's decision about whether the Respondent violated the Executive Order, including addendum B;
3. the Title IX Coordinator, Investigator, or Hearing Officer had a Conflict of Interest or Bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter;
4. and the sanction(s) imposed as part of the outcome of the Formal Complaint process constituted an abuse of discretion based on the substantiated conduct.
Issues and Evidence on Appeal: Executive Order 1096 and 1097

The issues and evidence raised on appeal shall be limited to those raised and identified during the investigation, unless new evidence becomes available after the Campus investigation process and is made part of the appeal by the appealing party. The CO may conduct an interview, at the CO’s discretion, with the appealing party to clarify the written appeal.

The CO shall provide prompt written acknowledgement of the receipt of the appeal to the appealing party, and will provide written notification of the appeal to the other party and the Campus Title IX Coordinator.

If an investigation is to be reopened, the CO will return the matter to the Campus and will specify in writing the timeline by which a reopened investigation must be completed. The CO will notify the Parties of the reopening of the investigation and the timeline for completion of the reopened investigation. The Campus will complete the reopened investigation and provide the CO with an amended investigation report. The Campus will also provide the Parties with amended Notices of Investigation Outcome, and such Notices will provide the Parties the opportunity to appeal any new or amended findings, in accordance with this Executive Order. Upon receipt of the amended investigation report, the CO will contact the appealing party to determine whether that party wishes to continue with the appeal.

A copy of the final CO Appeal Response shall be forwarded to the Complainant and Respondent, as well as the Campus Title IX Coordinator. The CO will respond to the appealing Party no later than 30 Working Days after receipt of the written appeal unless the timeline has been extended as specified in Article V, E. of EO 1096 and 1097.

Issues and Evidence on Appeal: Addendums A&B

The issues and evidence raised on appeal will be limited to those raised and identified during the Campus hearing, unless new evidence becomes available that was not reasonably available at the time of a Campus hearing that could affect the outcome of the matter and is submitted by the appealing party. The CO may communicate, at the CO’s discretion, with the appealing party, the responding party, and/or the Campus to clarify the written appeal.

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

In relation to an appeal under Addendum B, the appeal and appeal response shall be limited to 3,500 words, excluding exhibits.

If a matter is to be reopened, the CO will return the matter to the Campus and will specify in writing the timeline by which a reopened hearing must be completed. The CO will simultaneously notify the Parties of the reopening of the hearing and the timeline for completion of the reopened hearing. The Campus will complete the reopened hearing and provide the CO with an amended Hearing Officer’s Report. The Campus will also provide the Parties with amended Notices of Hearing Outcome, and such Notices will provide the Parties the opportunity to appeal any new or amended findings, in accordance with the Executive Order. Upon receipt of the amended hearing report, the CO will contact the appealing party to determine whether that Party wishes to continue with the appeal.

If the hearing outcome (determination regarding policy violation) is not supported by the facts as determined by the Hearing Officer, the CO may vacate and reverse the Hearing Officer’s decision, but
only with respect to whether University policy was violated. The CO may reverse the Hearing Officer’s
decision under extremely limited circumstances, and the factual findings will remain intact

A copy of the final CO Appeal Response will be sent simultaneously to the Complainant and Respondent,
as well as the Campus Title IX Coordinator. The CO Appeal Response is final and concludes the
Complaint and CO review process under the Executive Order. The CO will respond to the appealing
Party no later than 30 Working Days after receipt of the written appeal unless the timeline has been
extended as specified in Article V, E. of EO 1096 and 1097.

Additional detail about the processes described above can be found in the following university policies
governing complaints made by students; employees, former employees, third parties, and applicants for
employment; and student-employees, respectively.

**Registered Sex Offenders**
California’s sex offender registration laws require convicted sex offenders to register their status with
the Sacramento State Police Department if they are enrolled, residing, attending, carrying on a vocation
(i.e., contractor or vendor on campus for more than 30 days in the year), or working with or without
compensation for the institution. The Sacramento State Police Department does not maintain a public
database of registrants at Sacramento State.

All Public information available in California about registered sex offenders, to include the ability to look-up
offenders by name, residence address, and zip code, is on the California Department of Justice
Megan’s law web site at http://www.meganslaw.ca.gov.

**Emergency Notification**
The primary intent of this policy is to provide uniformity in the manner in which emergency notifications
required under the Clery Act are processed. The systemwide Emergency Notification Policy shall serve
as the authoritative statement of policy on Emergency Notifications for each campus. This policy
outlines the procedures campuses will use to immediately notify the campus community upon the
confirmation of a significant emergency or dangerous situation involving an immediate threat to the
health or safety of students and/or employees occurring on the campus.

Any member of the campus community with information believed to constitute a significant emergency
or dangerous situation that poses an imminent or immediate threat shall report the information to UPD
and/or by calling "911." Examples include, but are not limited to, the following types of incidents:

- Severe weather warning (e.g., flash flooding, tsunami, hurricane, etc.).
- Environmental emergency within an on-campus facility (e.g., hazardous chemical spill, fire,
  earthquake, building collapse).
- Criminal activity with an imminent threat to campus community (e.g., active shooter, murder,
  fleeing suspect with a weapon).
- Public Health Emergency(e.g., measles outbreak, swine flu outbreak, etc.).

Once UPD has received the report, the Chief of Police (or management designee) will, without delay and
taking into account the safety of the community, confer with the appropriate public official (e.g., fire
chief, health department) and any campus officials responsible for managing the on-campus emergency,
if available, to confirm both: 1) a legitimate emergency or dangerous situation exists impacting on-
campus geography; and 2) the emergency or dangerous situation poses an immediate or imminent
threat to members of the on-campus community. This confirmation process may include, but is not
limited to, visual observation, officer investigation, the assistance of key campus administrators, local or
campus first responders, and/or official government reporting through agencies such as the National
Weather Service.
If both of the above factors are not met, no emergency notification is required. If it is determined that both of the above factors are met, then an emergency notification as described below shall be issued. The Chief of Police (or management designee) will confer with the Clery Director, if available, to prepare the content of the notification and determine which members of the campus community are threatened and need to be notified. The content of the message will be developed based on a careful but swift analysis of the most critical facts.

Once the notification is prepared, the Chief of Police and/or the Clery Director (or their management designees) will, without delay and taking into account the safety of the community, transmit the emergency notification unless doing so would delay the ability to mitigate and/or contain the emergency, including the ability to provide immediate, life saving measures. If an emergency notification is issued, a timely warning shall not be issued for the same incident.

**Contents of the Emergency Notification**

The emergency notification shall contain the following information:

- A statement as to what the emergency or dangerous situation is, in specific terms (e.g., chemical spill, active shooter, building fire)
- A statement providing direction as to what actions the receiver of the message should do to take precautions for their own safety
- A statement as to where or when additional information may be obtained

The Clery Director (or management designee) will provide updates to the emergency notification with pertinent updates or direction to persons for their safety when new information becomes available. Updates will be provided in regular intervals until the emergency has been mitigated or no longer poses an imminent threat, e.g., fire is out and building has re-opened.

**Methods of Distribution**

Emergency Notifications will be distributed as quickly as possible in a manner that will likely reach the segment(s) of the on-campus community threatened by the emergency. Segmentation will be considered by the Chief of Police (or management designee) by evaluating which persons are likely to be at risk, and notifying those persons. Segmentation should not be considered if making this determination would delay issuing the emergency notification. The Chief will determine if notification to the larger community is appropriate. Distribution methods, including distribution to the larger community, vary from campus to campus and depending on the nature of the emergency, may include:

- A campus mass notification system, including but not limited to phone, campus email, or text messaging. Systems should provide currently enrolled students, faculty and staff the ability to adjust their subscription preferences to select multiple contact methods from text messages, emails and phone calls, or if desired, to 'opt out' of the service and not receive any notifications
- Audio/visual message boards
- Audible alarms/sirens
- Campus public address systems
- In person or door-to-door notifications in a building or residence halls
- Local media
- Social media
- Other means appropriate under the circumstances

**Testing and Evacuation System**

Testing of the Emergency Notification System and evacuation will be done at least once annually. The tests may be announced or unannounced. Tests must be scheduled, contain drills, exercises and appropriate follow-through activities, and be designed for assessment and evaluations of emergency
plans and capabilities. However, at least one test will be publicized in conjunction with the campus's emergency response and evacuation procedures. Each test will be documented to include a description of the exercise, the date of the test, the start and end times of the test, and whether the test was announced or unannounced. The California State University Emergency Management Policy describes these tests and defines responsibility for their completion. A copy of the documentation will be provided to the Clery Director.

Students and employees who need information on how to add contact information to be included for emergency notification or to remove information and “opt out” of notifications should visit https://www.csus.edu/campus-safety/police-department/news-alerts/emergency-notification-system-ens.html or call the IRT Service Desk Team at (916) 278-7337 for assistance. Sacramento State students are automatically signed up for the Emergency Notification System (ENS). Since the focus is presently on those who would be immediately affected by an emergency, only current students, faculty, and staff may participate in the ENS. However, notification of third parties, such as parents and spouses, can be obtained by signing up for the Sacramento State Police Department’s Facebook and/or Twitter feed.

Missing Student Notification

Federal law requires that the University report both to local law enforcement and, if applicable, to the student’s designated confidential contact person when a campus resident is determined to be missing for 24 hours (i.e., no one can identify where they are). Campus residents are notified of the missing student notification procedures when providing emergency contact information and are given the opportunity to provide a confidential contact person during initial building meetings with the Residential Life staff during move-in week. This information is maintained by the Office of Housing and Residential Life and is treated as strictly confidential and only utilized by law enforcement and University officials in the event an investigation determines the resident is missing. If the missing student is less than 18 years of age and not emancipated, the University is required to notify their parent or guardian in addition to the designated confidential contact. Typically, such notification is done within 24 hours of receiving the report. Law enforcement will always be notified if a student has been determined to be missing for over 24 hours, regardless of whether the student has provided a confidential contact.

When a campus resident is believed missing, the situation must be reported immediately to any member of the Residential Life or Housing Services staff, who then must report it to the Sacramento State Police Department. In addition, any member of the campus community who receives an initial report of a missing person should report the information directly to the Sacramento State Police Department. After investigation of the missing person report, and if the person is determined to be missing for 24 hours, the Office of Housing and Residential Life and/or the Vice President of Student Affairs will notify the student’s confidential contact person, if one was provided. The Sacramento State Police Department will notify Sacramento City and County law enforcement agencies via the California Law Enforcement Telecommunications System (CLETs) and make an entry into the Missing and Unidentified Persons System (MUPS) no later than 24 hours after the student is determined to be missing.


Fire Safety Act Report

The 2021 Fire Safety Act Report is available at the following link: https://www.csus.edu/student-life/housing/_internal/_documents/fire-safety-report.pdf
Appendix A: California Criminal Definitions

In adjudicating campus community reports of harassment or discrimination, including cases that may also be criminal in nature, such as sexual misconduct, stalking, and dating or domestic violence, Sacramento State applies the policies and procedures found in Executive Orders 1097, 1096, and 1095. The definitions found in these policies are based on both federal and state legal guidance. The procedures outlined in the Executive Orders are separate from any criminal proceedings. Any community member may choose to file a police report with either Sacramento State Police or local law enforcement in addition to or instead of pursuing a complaint with the campus Office for Equal Opportunity (OEO) under the Executive Orders. In the interest of informing the campus community, included on this page for reference are the California criminal definitions for a variety of offenses.

Anyone wishing to know more about the criminal process, is welcome to reach out to Sacramento State Police at (916) 278-6000.

Rape (CA Penal Code Chapter 1 Section 261)
(a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:
(1) Where a person 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.
(2) Where 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.
(3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.
(4) Where 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) Where 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 any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.
(6) Where 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) Where 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) As used in this section, “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 his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

(c) As used in this section, “menace” means any threat, declaration, or act which shows an intention to inflict an injury upon another.

Sodomy (CA Penal Code Chapter 1 Section 286)

Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.

(b) (1) Except as provided in Section 288, any person who participates in an act of sodomy with another person who is under 18 years of age shall be punished by imprisonment in the state prison, or in a county jail for not more than one year.

(2) Except as provided in Section 288, any person over 21 years of age who participates in an act of sodomy with another person who is under 16 years of age shall be guilty of a felony.

(c) (1) Any person who participates in an act of sodomy with another person who is under 14 years of age and more than 10 years younger than he or she shall be punished by imprisonment in the state prison for three, six, or eight years.

(2) (A) Any person who commits an act of sodomy when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years.

(B) Any person who commits an act of sodomy with another person who is under 14 years of age when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for 9, 11, or 13 years.

(C) Any person who commits an act of sodomy with another person who is a minor 14 years of age or older when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for 7, 9, or 11 years.

(3) Any person who commits an act of sodomy where 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, shall be punished by imprisonment in the state prison for three, six, or eight years.

(d) (1) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy when the act is accomplished against the victim’s will by means of force or fear of immediate and unlawful bodily injury on the victim or another person or where 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, shall be punished by imprisonment in the state prison for five, seven, or nine years.

(2) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy upon a victim who is under 14 years of age, when the act is accomplished against the victim’s will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 10, 12, or 14 years.

(3) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy upon a victim who is a minor 14 years of age or older, when the act is accomplished against the victim’s will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 7, 9, or 11 years.
(e) Any person who participates in an act of sodomy with any person of any age while confined in any state prison, as defined in Section 4504, or in any local detention facility, as defined in Section 6031.4, shall be punished by imprisonment in the state prison, or in a county jail for not more than one year.

(f) Any person who commits an act of sodomy, and the victim is at the time unconscious of the nature of the act and this is known to the person committing the act, shall be punished by imprisonment in the state prison for three, six, or eight years. As used in this subdivision, “unconscious of the nature of the act” means incapable of resisting because the victim meets one of the following conditions:

1. Was unconscious or asleep.
2. Was not aware, knowing, perceiving, or cognizant that the act occurred.
3. Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraud in fact.
4. 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.

(g) Except as provided in subdivision (h), a person who commits an act of sodomy, and the victim is at the time 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, shall be punished by imprisonment in the state prison for three, six, or eight years. Notwithstanding the existence of a conservatorship pursuant to 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.

(h) Any person who commits an act of sodomy, and the victim is at the time 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, and both the defendant and the victim are at the time confined in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered approved by a county mental health director, shall be punished by imprisonment in the state prison, or in a county jail for not more than one year. Notwithstanding the existence of a conservatorship pursuant to 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 legal consent.

(i) Any person who commits an act of sodomy, where the victim is prevented from resisting by an intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused, shall be punished by imprisonment in the state prison for three, six, or eight years.

(j) Any person who commits an act of sodomy, where the victim 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 any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, shall be punished by imprisonment in the state prison for three, six, or eight years.

(k) Any person who commits an act of sodomy, where 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, shall be punished by imprisonment in the state prison for three, six, or eight years. As used in this subdivision, “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.

(l) As used in subdivisions (c) and (d), “threatening to retaliate” means a threat to kidnap or falsely imprison, or inflict extreme pain, serious bodily injury, or death.
Oral Copulation (CA Penal Code Chapter 1 Section 287)
(a) Oral copulation is the act of copulating the mouth of one person with the sexual organ or anus of another person.

(b) (1) Except as provided in Section 288, any person who participates in an act of oral copulation with another person who is under 18 years of age shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year.

(2) Except as provided in Section 288, any person over 21 years of age who participates in an act of oral copulation with another person who is under 16 years of age is guilty of a felony.

(c) (1) Any person who participates in an act of oral copulation with another person who is under 14 years of age and more than 10 years younger than he or she shall be punished by imprisonment in the state prison for three, six, or eight years.

(2) (A) Any person who commits an act of oral copulation when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years.

(B) Any person who commits an act of oral copulation upon a person who is under 14 years of age, when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.

(C) Any person who commits an act of oral copulation upon a minor who is 14 years of age or older, when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.

(d) (1) Any person who, while voluntarily acting in concert with another person, either personally or by aiding and abetting that other person, commits an act of oral copulation (A) when the act is accomplished against the victim’s will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, or (B) where 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, shall be punished by imprisonment in the state prison for three, six, or eight years.

(2) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of oral copulation upon a victim who is under 14 years of age, when the act is accomplished against the victim’s will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 10, 12, or 14 years.

(3) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of oral copulation upon a victim who is a minor 14 years of age or older, when the act is accomplished against the victim’s will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.

(e) Any person who participates in an act of oral copulation while confined in any state prison, as
defined in Section 4504 or in any local detention facility as defined in Section 6031.4, shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year.

(f) Any person who commits an act of oral copulation, and the victim is at the time unconscious of the nature of the act and this is known to the person committing the act, shall be punished by imprisonment in the state prison for a period of three, six, or eight years. As used in this subdivision, “unconscious of the nature of the act” means incapable of resisting because the victim meets one of the following conditions:

1. Was unconscious or asleep.
2. Was not aware, knowing, perceiving, or cognizant that the act occurred.
3. Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraud in fact.
4. Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraudulent representation that the oral copulation served a professional purpose when it served no professional purpose.

(g) Except as provided in subdivision (h), any person who commits an act of oral copulation, and the victim is at the time 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, shall be punished by imprisonment in the state prison, for three, six, or eight years. 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.

(h) Any person who commits an act of oral copulation, and the victim is at the time 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, and both the defendant and the victim are at the time confined in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered approved by a county mental health director, shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year. 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 legal consent.

(i) Any person who commits an act of oral copulation, where the victim is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(j) Any person who commits an act of oral copulation, where the victim 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 any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(k) Any person who commits an act of oral copulation, where 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, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

As used in this subdivision, “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.

(l) As used in subdivisions (c) and (d), “threatening to retaliate” means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.
Bigamy, Incest, and the Crime against Nature (CA Penal Code Chapter 1 Section 289)

(a) (1) (A) Any person who commits an act of sexual penetration when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years.

(B) Any person who commits an act of sexual penetration upon a child who is under 14 years of age, when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.

(C) Any person who commits an act of sexual penetration upon a minor who is 14 years of age or older, when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 6, 8, or 10 years.

(D) This paragraph does not preclude prosecution under Section 269, Section 288.7, or any other provision of law.

(2) Any person who commits an act of sexual penetration when 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, shall be punished by imprisonment in the state prison for three, six, or eight years.

(b) Except as provided in subdivision (c), any person who commits an act of sexual penetration, and the victim is at the time 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 or causing the act to be committed, shall be punished by imprisonment in the state prison for three, six, or eight years. Notwithstanding the appointment of a conservator with respect to the victim 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 legal consent.

(c) Any person who commits an act of sexual penetration, and the victim is at the time 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 or causing the act to be committed and both the defendant and the victim are at the time confined in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered approved by a county mental health director, shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year.

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 legal consent.

(d) Any person who commits an act of sexual penetration, and the victim is at the time unconscious of the nature of the act and this is known to the person committing the act or causing the act to be committed, shall be punished by imprisonment in the state prison for three, six, or eight years. As used in this subdivision, “unconscious of the nature of the act” means incapable of resisting because the victim meets one of the following conditions:

(1) Was unconscious or asleep.

(2) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(3) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraud in fact.

(4) 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.

(e) Any person who commits an act of sexual penetration when the victim is prevented from resisting by
any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(f) Any person who commits an act of sexual penetration when the victim submits under the belief that the person committing the act or causing the act to be committed is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(g) Any person who commits an act of sexual penetration when 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, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

As used in this subdivision, “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.

(h) Except as provided in Section 288, any person who participates in an act of sexual penetration with another person who is under 18 years of age shall be punished by imprisonment in the state prison or in a county jail for a period of not more than one year.

(i) Except as provided in Section 288, any person over 21 years of age who participates in an act of sexual penetration with another person who is under 16 years of age shall be guilty of a felony.

(j) Any person who participates in an act of sexual penetration with another person who is under 14 years of age and who is more than 10 years younger than he or she shall be punished by imprisonment in the state prison for three, six, or eight years.

(k) As used in this section:

(1) “Sexual penetration” is the act of causing the penetration, however slight, of the genital or anal opening of any person or causing another person to so penetrate the defendant’s or another person’s genital or anal opening for the purpose of sexual arousal, gratification, or abuse by any foreign object, substance, instrument, or device, or by any unknown object.

(2) “Foreign object, substance, instrument, or device” shall include any part of the body, except a sexual organ.

(3) “Unknown object” shall include any foreign object, substance, instrument, or device, or any part of the body, including a penis, when it is not known whether penetration was by a penis or by a foreign object, substance, instrument, or device, or by any other part of the body.

(l) As used in subdivision (a), “threatening to retaliate” means a threat to kidnap or falsely imprison, or inflict extreme pain, serious bodily injury or death.

(m) As used in this section, “victim” includes any person who the defendant causes to penetrate the genital or anal opening of the defendant or another person or whose genital or anal opening is caused to be penetrated by the defendant or another person and who otherwise qualifies as a victim under the requirements of this section.

Fondling (CA Penal Code Chapter 9. Section 243.4, Assault and Battery)

(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).
(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 Department of Fair Employment and Housing 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 victim was an employee of the defendant shall be a factor in aggravation in sentencing.
(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).

Statutory Rape (CA Penal Code, Chapter 1, Section 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 a misdemeanor.
(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.

Incest (CA Penal Code, Chapter 1, Section 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.

Abuse: (CA Family Code, 6203 (definitions) and 6211)
(a) For purposes of this act, “abuse” means any of the following:
1. To intentionally or recklessly cause or attempt to cause bodily injury.
2. Sexual assault.
3. To place a person in reasonable apprehension of imminent serious bodily injury to that person or to another.
4. To engage in any behavior that has been or could be enjoined pursuant to Section 6320.
(b) Abuse is not limited to the actual infliction of physical injury or assault.
“Domestic violence” is abuse perpetrated against any of the following persons:
(a) A spouse or former spouse.
(b) A cohabitant or former cohabitant, as defined in Section 6209.
(c) A person with whom the respondent is having or has had a dating or engagement relationship.
(d) A person with whom the respondent has had a child, where the presumption applies that the male parent is the father of the child of the female parent under the Uniform Parentage Act (Part 3 commencing with Section 7600) of Division 12.
(e) A child of a party or a child who is the subject of an action under the Uniform Parentage Act, where the presumption applies that the male parent is the father of the child to be protected.
(f) Any other person related by consanguinity or affinity within the second degree.

Domestic Violence/Dating Violence (CA Penal Code, Chapter 2, Section 273.5 and Section 243)
(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.
(4) The mother or father of the offender’s child.
CA Penal Code 243
(e)
(1) When a battery (willful and unlawful use of force or violence upon the person of another) is
committed against a spouse, a person with whom the defendant is cohabiting, a person who is the
parent of the defendant’s child, former spouse, fiancé, or fiancée, or a person with whom the defendant
currently has, or has previously had, a dating or engagement relationship, the battery is punishable by a
fine not exceeding two thousand dollars ($2,000), or by imprisonment in a county jail for a period of not
more than one year, or by both that fine and imprisonment.

Stalking
CA Penal Code, Chapter 2, Section 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.

CA Penal Code, Chapter 2, Section 653m
(a) Every person who, with intent to annoy, telephones or makes contact by means of an electronic
communication device with another and addresses to or about the other person any obscene language
or addresses to the other person any threat to inflict injury to the person or property of the person
addressed or any member of his or her family, is guilty of a misdemeanor. Nothing in this subdivision
shall apply to telephone calls or electronic contacts made in good faith.
(b) Every person who, with intent to annoy or harass, makes repeated telephone calls or makes
repeated contact by means of an electronic communication device, or makes any combination of calls or
contact, to another person is, whether or not conversation ensues from making the telephone call or
contact by means of an electronic communication device, guilty of a misdemeanor. Nothing in this
subdivision shall apply to telephone calls or electronic contacts made in good faith or during the
ordinary course and scope of business.

Consent to Sexual Activity (CA Penal Code, Chapter 1, section 261.6)
In prosecutions under Section 261, 262, 286, 287, or 289, or former Section 288a, in which consent is at
issue, “consent” shall be defined to mean positive cooperation in act or attitude pursuant to an exercise
of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or
transaction involved.
A current or previous dating or marital relationship shall not be sufficient to constitute consent where
consent is at issue in a prosecution under Section 261, 262, 286, 287, or 289, or former Section 288a.