Seattle University
Safety and Security Information
FY 2012 - 2013
(Federal - Clery Act Information)

INTRODUCTION:

Welcome to Seattle University -

Seattle University is a Jesuit and independent, coeducational liberal arts institution located within a metropolitan setting. The campus abuts both residential and business districts of the city. The university is a community of over 8,700 people working and studying (approx. 1800 reside on campus) within the borders of a 50-acre campus. While the campus is a relatively safe place to be, it is subject to many of the same crime problems that occur in the surrounding metropolitan area. This information is provided to assist you in making decisions and developing habits that will significantly reduce the possibility of you being a victim of crime, whether here at SU or in the surrounding community.

THE CAMPUS PUBLIC SAFETY DEPARTMENT:

The Vice President of Student Development is responsible for the Public Safety Department. The University Public Safety office is located in Rm. #102 of the University Services Building, which is on the SW corner of 12th Ave. and E. Marion St. (the main entrance to campus). The office is staffed 24 hours a day, year round by professional Campus Public Safety Officers.

While the laws of the State of Washington grant private landowners broad authority in controlling their grounds, Campus Public Safety is not a commissioned law enforcement agency. As a private institution in the state of Washington, SU may not maintain a police force. Therefore, Public Safety at Seattle University is an in-house security organization oriented towards crime prevention and physical security. The department is staffed with a combination of unarmed, non-commissioned, full-time security professionals and part-time student personnel.

Campus Public Safety officers and administrators do not have arrest authority. Responsibility for law enforcement response, investigation, and police reporting on campus lies with the Seattle Police Department. Campus Public Safety maintains a very positive and close working relationship with the East Precinct of Seattle Police Department.

On occasion where large special events, dignitaries, or special needs arise, off-duty police officers work with Campus Public Safety as employees of the university. Even though these police officers work for the university, they maintain all their authority as commissioned law

enforcement officers. This arrangement allows the university nearly instant response from law enforcement official when circumstances may require.
The Campus Public Safety office tracks the university's crime data, assists in any law enforcement investigations, reports criminal incidents to the Police Department, and actively assists persons reporting crimes in making contact with the Seattle Police Department.

The Campus Public Safety Department staff includes:

- Acting - Executive Director
- Director,
- Associate Director,
- Assistant Director,
- Field Operations - Supervisor,
- Crime Prevention Specialist/ Investigator,
- Transportation Coordinator,
- Department administrative assistant,
- 3 Shift Supervisors - Campus Public Safety
- 16 Campus Public Safety Officers
- A student officer cadre of 40 - 45 part-time security staff.

Campus Public Safety Services:

- First Aid and CPR response
- Investigations and Crime Prevention Services
- Provide 24-hour campus facilities and grounds security patrols
- After hours building admits and security escorts
- Coordination of Police, Fire, and Emergency Medical Responses to campus
- Crisis and Disaster Planning & Response
- Emergency Alert Notification and Emergency messaging service
- University Special Event Security
- University Lost & Found
- Coordination vehicle services for lock-out & jump-starts for vehicles

The Campus Public Safety Department also provides parking & transportation services (including Van Rentals). The Campus Public Safety Department patrols campus 24 hours a day, protecting University students, faculty, and students, and property; detecting and reporting fire

and safety hazards; regulating and enforcing parking and traffic on campus; conducting monthly life support inspections of all facilities and quarterly inspections of campus security lights; conducting 'Night-Safety walks' with student leaders for crime prevention purposes; Conducting student surveys of the campus grounds and lighting; providing education and training on security and safety for the University community; assisting in the operation of the University Safety Board; conducting investigations; coordinating with city, state, and federal law enforcement officials; maintaining a 24-hour, 365 days/year, emergency/facilities radio-telecommunications and disaster preparedness notification system; coordinating an emergency medical/first aid transportation system to local hospitals; and implementing snow and other contingency alert plans when conditions warrant.

When first hired, all full-time officers are required to participate in 6 weeks of training with a department Shift Supervisor and Assistant Director of Field Operations, and successfully complete officer training within the departmental training criteria. All student officers are required to participate in at least 4 weeks of training under the direction of a Full Time Shift Supervisor and the Assistant Manager of Operations, and successfully complete all of the student officer training criteria. All officers annually attend specialized training sessions. Training and education qualifications for department officers may include associate and bachelor degrees or prior campus public safety officer service depending upon each officer's prior experience or background.

Public Safety operates on a 24-hour basis. There are campus emergency telephones located in each campus-building lobby and `blue-light' emergency phones strategically located throughout campus, which provide a direct line to the Public Safety dispatcher. There are also emergency telephones that provide a direct line to the Public Safety dispatcher outside the main entrances of all residence halls/houses. Regular security patrols of student residence facilities and all campus grounds are performed 24-hours/day, 365 days/year. The Campus Public Safety Department operates a 24-hour walking or vehicle escort service for students and other members of the University community.

Safety is a major consideration in landscaping and exterior lighting on campus. Maintenance personnel keep a daily Maintenance Log of needed repairs and replacements. Public Safety report unlighted or obscured areas and other safety hazards as part of their daily patrol. Every three months Public Safety officers will perform a complete survey of the entire campus to detect lighting and landscape deficiencies and each month perform a compete survey of other fire safety deficiencies.

Crimes on campus are reported to the Seattle Police Department, which is the local law enforcement agency for the university property and surrounding areas of campus. The Seattle University Campus Public Safety office seeks to foster a sense of community and belonging among all university students.

Safety and campus crime data is maintained and accessible 24 hours a day on the bulletin board located in front of the Department of Public Safety office. In addition, the weekly student newspaper (the Spectator) prints campus crime information provided by the Public Safety office. University's weekly newsletter is an additional hard copy source for campus crime related

information and alerts. The Department of Public Safety conducts annual safety training for Resident Assistants in the residences and fire drills in all buildings.

Campus Crime Prevention Information

OUR PARTNERSHIP- "Community Safety is everyone's responsibility"

SU Campus Public Safety department provides a campus What-To-Do Campus Safety Guidelines for all students, faculty, and staff. The campus safety guidelines are also mounted in each campus classroom and lab.

Anything that you think is suspicious should be reported to Campus Public Safety without delay. You may call Ext. 5911 from any on-campus phone to report emergencies or suspicious activities. Report all crimes immediately. In the case of theft or burglary, try not to disturb the scene. The Public Safety and Police may be able to gather evidence if nothing has been disturbed.

Always be alert for suspicious persons in and around buildings and on campus grounds and parking lots. Do not approach them. Call Public Safety!

CAMPUS EMERGENCY `BLUE LIGHT PHONE' PROGRAM

The University has installed 48 emergency blue-lighted phones located throughout campus. Most parking areas, campus pedestrian mall intersections, and all entrance areas to residence facilities are equipped with emergency blue light phones. Emergency blue light phones are also located at each sports field and all have an emergency button that automatically connects you to Campus Public Safety.

PERSONAL SAFETY

In-General

If you sense a potential threat, consider your options and take action immediately to get away from the danger.

Yell or scream. Attract Attention. Yell "Call the Police" and run toward a lighted public area. Go into an open business or building and call Campus Public Safety (X5911) or the Police (911). Describe what happened and where. Give a detailed description of the suspect, as well as description of any vehicle involved and its license number. Tell the operator which direction the person went, as well any other pertinent information.

The best time to plan your response to a crime is before it occurs. Consider your options and abilities. Consider how you will act in certain situations. What items do you normally carry that

have self-defense potential? Remember that nothing you own is worth getting hurt over. If you're in danger, do anything you can to escape and call for help. Remember, use the nearest Emergency Blue Light Phone, use a campus phone to dial x5911, and off campus call 911.

PROTECTING YOUR PERSONAL PROPERTY

Theft is the most common campus crime. It is a crime of opportunity that you are in the best position to prevent by reducing or removing the opportunity.

Keep the doors and windows of your residence locked. Never prop open otherwise locked doors.

Don't leave purses, backpacks, or books unattended anywhere on campus.

Keep a list of serial numbers and descriptions of your valuables. This is your only means of retrieving your property if it is recovered after a theft. Engrave valuable items (bicycles, stereos, VCR's, etc.) with your driver's license number. Campus Public Safety has engravers to loan out.

Don't keep large sum of cash, jewelry, or other valuables in your room. Any valuables you do bring to campus should leave with you when you go home for vacation.

Always remove your keys and lock your car.

Park your vehicle in well-lit areas and in front of open businesses.

Install an auto alarm system in your vehicle, particularly if you have a stereo system.

Never leave valuables visible in your car. Lock them in your trunk or take them with you.

Mopeds and scooters should be shackled to bike racks provided for your convenience. Always walk your moped or scooter to a bike rack; do not operate the combustion engine on a campus pedestrian mall or sidewalk.

Use a U-shaped lock to secure your bike, even if you only plan to leave it for a moment. A thief can steal an unsecured bike in seconds. Residence halls have approved indoor bike storage areas.

SAFETY AT HOME-On & Off Campus

Lock all door and windows, even when you are only going to be away for a short while. If at all possible, keep doors and windows closed when home alone, and certainly while asleep.

Keep emergency phone numbers close to your telephone. The City of Seattle & SU provides an enhanced 911 system, dial Ext. 5911 for an emergency on campus. Those living off campus should call their local 911 emergency dispatch center for fire, medical aide, and police services.

Do not open your door for someone you do not know or cannot see. Don't worry about being polite.

Never allow strangers in to use the phone, even if they say it's an emergency. Call for them, but don't let them in.

Don't hide keys outside. If you can think of a place to hide a key, a burglar can find it.

If you have to leave your car keys with a mechanic or parking lot attendant, remove all keys from the ring except the car keys. Never put your home address on your key ring or attach an ID card to your key ring.

Get to know your neighbors and get involved in your local "Safe Street" or "Block Watch" group.

SAFETY IN YOUR RESIDENCE HALL

Never let anyone into the hall unless you positively know him or her as a resident. If they claim to be visiting a friend, instruct them to call them on the phones provided at the entrance to each dormitory.

Never prop open outside doors. You'll be placing everyone else at risk.

Keep your door locked when you are inside your room, and make sure it is locked whenever you leave, even if is only for a few moments. Leaving a door open can be a dangerous mistake, one that has personal safety impacts on other college campuses.

Do not leave messages announcing your absence. This invites theft.

If you are in immediate danger call 5911 if possible, or scream, or even pull a fire alarm if one is accessible. Remember a false alarm is no joke (it's a crime), but pulling a fire alarm is an acceptable and appropriate action in an emergency situation.

FIRE SAFETY – On Campus Residences

The following residence halls have fire alarm systems consisting of pull stations and bells. Activation of the pull station will ring the bells in the hall. Activation of the smoke detectors within the room will sound in the individual unit only. Please call (206) 296-5911 to report the fire and summon the fire department to:

- Archbishop Murphy Apartments
- Bellarmine Residence Hall
- Campion Residence Hall
- Chardin Residence Hall
- Xavier Residence Hall

All student rooms have single station smoke detectors, heat detection, and sprinkler suppression. Local room smoke activation sounds a local alarm in the room only. Students are not permitted to tamper with, disable, or destroy smoke detectors or other fire safety devices. Students found in violation of the fire regulation procedures may be cited by the Seattle Fire department and receive a $500 fine, which will be followed up by University disciplinary action. It is essential that fire lanes be clear of vehicles and obstructions at all times. Vehicles in violation will be cited and are subject to towing at the owner's expense.
Electrical appliances with exposed heating elements, including but not limited to space heaters, sun-lamps, touchier halogen lamps, ceiling fans, air conditioners, and hot plates, afford undue safety risks and are prohibited in rooms and independent living units. Woks, rice cookers, toaster ovens, coffee makers, and similar cooking appliances may not be used in any room other than a university residence facility kitchen or kitchenette. Due to power and facilities risks other large electrical items are not permitted in rooms or independent living units, including but not limited to exercise machines and portable washers, dryers, or dishwashers. Candles (including unburned, decorative candles), incense, and other objects with open flames are not permitted in residence halls and are considered extremely dangerous.
Department of Public Safety link to: Campus Fire Statistics

PROCEDURES FOR STUDENT HOUSING EVACUATIONS

Evacuation procedures are posted on the SU Public Safety website Residents may also refer to the: *Campus Safety Handbook* WHAT - TO - DO Public Safety staff and Residence Life Staff train quarterly together in evacuation procedure. Fire/evacuation drills are conducted in every residence hall and every university building once a quarter.

General Fire Evacuation Procedures:

All students should be familiar with the fire evacuation route in their building. The University asks all students to read the evacuation procedures for people with disabilities (below) in case they need to assist a person with a disability in an emergency.
1). When the building alarm sounds, residents should roll out of bed to the floor, get down on hands and knees, and crawl to the door and touch it. No one should stop for clothes, papers, or jewelry.
2). If heat is detected after a few seconds, residents should not open the door. They should immediately call (206) 296-5911to report their location and hang a sheet or towel out the window to attract attention. If residents feel no heat from the door, they should open it just a crack to check for smoke. If no smoke is detected, they should exit and proceed out of the building. Residents should keep low to the floor if smoke is present.
3). Residents should exit the building quickly and calmly, using the designated stairwells.
4). Once outside, residents should move away from the building to allow the fire and police personnel to respond to the alarm.

SAFETY WHEN WALKING & AT TRANSIT STOPS

Avoid walking alone at night. On Campus and within a specified radius around campus you can call Campus Public Safety at x5990 for an escort (may be by vehicle or on foot). Off campus dial 296-5990. On or off campus it is advisable to walk with a friend whenever possible. Keep in mind that on a small campus like SU, odds are that someone else is also leaving within a few

minutes and is headed in your direction. Just walk with in 10 to 15 steps of community members traveling the same direction as you, or ask to walk with them!

Choose routes that avoid dark and vacant areas.

Know where the emergency phones are located along your route.

Wear clothes and shoes that allow you to move quickly.

Walk with a purpose, keep your eyes up, and scan your surroundings (including behind you). Make eye contact with others.

Anticipate potentially dangerous situations.

Have your keys in hand. You'll avoid standing outside fumbling for them, and they make a good weapon if the need arises.

SAFETY WHEN DRIVING

Look into your car before getting in, noticing if anything is disturbed or out of place. Once inside lock all doors and keep windows rolled up.

Drive in well-traveled, brightly lit roads and never pick up a hitchhiker.

Keep your cell phone handy.

If you suspect you are being followed, drive to an open business to seek help. If you fear leaving your car, sound the horn repeatedly. If someone stops to help, stay in your car and ask them to call for help for you.

SEXUAL ASSAULT PREVENTION

Following the above procedures will help reduce your potential to become a victim of sexual assault. However, most sexual assaults are committed by an acquaintance or friend of the victim. Most sexual assaults also involve drug or alcohol use. Remember that no one has the right to force anyone to have sex. It's always important to communicate your expectations clearly, No always means NO!

If you find yourself in an uncomfortable situation, leave! Don't worry about being polite or conspicuous. There is no harm in crossing the street or turning around to avoid a suspicious person, or leaving a room or party when something doesn't feel right or you are not being respected. Have the phone number of someone you can call for a ride, or bring money for a bus or taxi. Remember that alcohol reduces your awareness and your ability to take action.

To report an assault, call x5911 on campus, or dial 911 off campus. Rape relief from the Sexual Assault Center or King County is available to help at (206) 474-7273. Reporting an assault to the police does not mean that you have decided to prosecute, but you may.

Remember: Showering, bathing, or changing clothes will most likely destroy evidence.

Call a friend or relative for support.

Go to the hospital to be treated, whether you choose to report the incident or not. Trained medical personnel at any hospital can collect any evidence on your person when you are examined.

Self-defense classes are available to all SU students through the Leisure Education Program located at Connolly Center. Attending these classes can help you to help yourself in the event of a physical/sexual assault.

CRIME PREVENTION EDUCATION

Throughout the academic year Campus Public Safety administrators give presentations to various university organizations who sponsor and promote programs designed to educate the campus community in issues related to crime prevention and personal safety. Campus Public Safety, Residential Life & Housing, Student Health Services, Counseling Services, and various Student Associations have co-sponsored these programs at various campus locations and student open house events. These presentations also include information on preventing sexual assaults. Similar programs are offered to staff and faculty.

Past programs have included:

Campus Community Crime Prevention: Block Watch, Operation ID of personal property & bikes, tips in protection regarding Identity Theft and Credit Card Fraud.

Personal Safety: Crime prevention and safety tips relating to personal safety for both men and women.

Self-Defense Against Sexual Assault for Women Only: Communication in relationships, crime prevention and safety tips relating to sexual assaults, demonstration of personal safety tips, (2.0 Hours).

Sexual Assault Prevention for Men Only: Communication in relationships, consent, responsibility, attitudes. The University's Sexual Offense Policy; Criminal Codes & Laws pertaining to sex offenses.

Date Rape for Men and Women: Communication in relationships, myths, consent, the University Sexual Offense Policy, Criminal Codes & Laws pertaining to sex offenses.

Theft Prevention: Theft prevention tips, role-playing, and tips pertaining to having been victimized.

Alcohol Awareness: University Alcohol Policy and Criminal Codes and Laws pertaining to alcohol.

SECURITY POLICIES, SERVICES AND PROCEDURES:

Seattle University is committed to providing an environment that provides security for persons and property without unduly burdensome policies and practices. No absolute guarantee of individual safety or security of property is possible, but with the cooperation of students, faculty, staff, and visitors, it is possible to provide a level of security that is reasonable, effective, and relatively unobtrusive. All members of the university community are expected to familiarize themselves with campus security policies and procedures, adhere to those policies and procedures, and immediately report violations.

The continuing emphasis of safety and security on campus is the responsibility of everyone to help ensure his or her own safety and that of others by taking reasonable precautions and using a common sense approach to personal security. Students, faculty and employees of Seattle University have access to academic, recreational, and administrative facilities on campus. Access to the residence halls, however, is limited to students and their escorted guests, according to University procedure (described in this brochure in the section Residence Life & Housing). Access to the residence halls by University employees is on an `as needed' basis and incorporates strict key control procedures. The general public may attend local community meetings, cultural and recreational events, and sporting events on campus with their access limited only to the facilities in which these events are held.

Reporting Emergencies & Crime on Campus:

The Seattle University Department of Public Safety is the designated office to report any criminal incidents and or safety concerns on university owned or controlled property. The Department of Public Safety advises and encourages all students, employees and visitors to report all emergencies and/or incidents occurring on campus to the Department of Public Safety. The University Public Safety Department asks that all university deans, department chairs/heads and/or cost center managers report any crimes they become aware of to the Public Safety office immediately. The local police is asked to inform the university of any crimes on campus property or involving university members be reported to the campus public safety office. All crimes reported to the Department of Public Safety are recorded and posted on the public information board located outside the campus public safety office, and thus available 24 hours a day.

Anyone observing a safety or criminal activity of a suspicious nature or concern of any kind is asked to report the issue to Campus Public Safety. In person reporting is available 24-hours a

day at the Public Safety office, which is located in the University Services Building. Telephone reporting is available at ext. 5990 (296-5990 off-campus). In the case of an emergency, calls should be made to ext. 5911 (off-campus call 911). The Campus Public Safety office is always open and Safety Officers are always available to help you when needing to report incidents to Seattle Police or other law enforcement agencies. During the school year a weekly summary of incidents occurring on campus is printed in the campus newspaper "The Spectator."

Timely Warnings:

Seattle University places a high priority on the safety and security of all members of the campus community. Anyone with information warranting a potential timely warning should report the circumstances to the Department of Public Safety, by phone at ext. 5911 or off campus call 296-5911, or in person at the dispatch center within Public Safety in the University Services Building.

As such, it is university policy to notify members of the campus community of any reported crime(s) that are determined to pose an imminent threat to the safety of students or employees. The Public Safety Director is responsible for determining the need for and implementing timely campus notification. Notification will be made as soon as pertinent information is gathered and confirmed. Means of notification may include campus-wide email, voice-mail, and postings, especially in all campus residence facilities.

Reported criminal incidents of a lesser nature (i.e. personal property thefts, vehicle prowling, or bike thefts) may be posted as a Crime Awareness & Prevention notice within the campus facility(s) that the incidents are occurring.

Missing Student:

If a member of the University Community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine his or her state of health and well being through the collaboration of the Department of Public Safety and V.P. of Student Life Office. If the student is an on-campus resident, Public Safety will secure authorization from Residence Life & Housing officials to conduct a welfare check in to the student's room. If the resident student is not located, then Public Safety staff will follow the Missing Student procedure (below). If an off-campus student resident, Public Safety will informally enlist the aid of the neighboring police agency having jurisdiction.

Missing Student Notification Policy and Procedures -
This policy is established by Seattle University in compliance with the *Higher Education Opportunity Act of 2008* and applies to residential students at the college. For the purposes of this policy, a student may be considered to be a *"missing person"* if the person's absence from campus is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the

absence. Such circumstances could include, but not be limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard of after giving a specific return time to friends or family.

Designation of emergency contact information -
a. Students age 18 and above and emancipated minors Students will be given an opportunity during the annual registration process to designate an individual to be contacted by the college no more than 24 hours after the time that the student is determined to be missing. This information is part of the University registration and is protected under FERPA. This information is accessible by Housing and Public Safety. This information will not be disclosed outside of a missing person investigation. The designation will remain in effect until changed or revoked by the student.
b. Students under the age of 18. If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.
c. All residential students (both a and b above) If a student is determined to be missing, the university will notify the appropriate law enforcement agency not later than 24 hours after the determination has been made.

Missing Student Procedure -
a. Any individual on campus who has information that a residential student may be a missing person must notify the Seattle University Department of Public Safety immediately.
b. The Department of Public Safety (DPS) will gather all essential information about the missing resident student from the reporting person, from the student's acquaintances and from university personnel and official university information sources. Such information will include a physical description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and emotional well being of the student, an up to date photograph, a class schedule, when last attended class, last use of their Campus Card, etc.
c. Appropriate campus staff including the On-call DPS Administrator; DPS Supervisor on Duty; and Residence Life Staff will be notified to aid in the search and location of the student. Contact with the student should be attempted using physical searching; text messaging; cellular phone calls; and e-mail.
d. If search efforts are unsuccessful in locating the student in a reasonable amount of time OR it is apparent immediately that the student is a missing person (e.g. witnessed abduction), OR it has been determined that the student has been missing for more than 24 hours, the Department of Public Safety will contact the Seattle Police Department (appropriate local law enforcement agency) to report the student as a missing person. The Seattle Police Department will take charge of the investigation with assistance from university officials.
e. No later than 24 hours after determining that a residential student is missing, the Associate Dean of Students or Assistant V.P. of Student Development will notify the emergency contact previously identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) and advise that the student is believed to be missing.

FACILITIES ACCESS

General:

Seattle University is a private institution, and as such reserves the right to limit the use of its grounds and facilities, as it deems appropriate. The University in it's entirely is restricted for use by SU students, faculty, staff, authorized visitors, and guests. The general public may be granted a limited invitation to campus facilities for specific purposes such as athletic events, forums, concerts, conferences, etc. However, access to any university facility by any person or persons is strictly limited to those having legitimate legal business in that area or facility. The university reserves the right to limit access to any facility at any time without prior notice. All such access shall be contingent on adherence to all university policies and regulations regarding use of its grounds and facilities.

Maintenance of campus facilities is coordinated through the university's Facilities Management Department. Great emphasis is placed on security considerations in the maintenance of campus facilities. The Facilities Management office and Campus Construction & Planning office posts notices far in Advance of all major construction projects when those projects are likely to affect members of the university community. Employees of the university perform most maintenance operations. In those cases where outside contractors are required, the university selects only reputable firms with a long history of solid performance. Facilities Management personnel who require keys to access their designated work areas carry only the specific keys required to perform their duties. All keys are carefully monitored to ensure that unauthorized personnel do not have access to any secure areas of the campus, such as residence halls, academic buildings, and administrative offices.

Residential Access:

Only residents, authorized guests, and those authorized university and contract personnel having specific business are allowed in residential areas. Residence hall rooms are to be occupied only by the students(s) for whom that room is reserved, except as follows:

1. Visitors are allowed with a resident escort between the hours of 8.00 AM and 11.00 PM contingent upon mutual agreement by roommates.
2. Between 11.00 PM and 8:00 AM visitation is restricted to persons of the same gender, again contingent upon mutual agreement by roommates, and the guest must be pre-approved and registered with the Resident Director.
3. Temporary guests of the same gender may be permitted to stay with residents up to three days without charge; again contingent upon mutual agreement by roommates and overnight guests must be registered with the Resident Director. Specific guest housing is typically available year around.

Keys are issued to residents for their own use. All keys must be promptly returned upon termination of contract or room change. Lost keys must be reported immediately for the safety of all residents. Duplication of any university keys by other than authorized university personnel

is strictly prohibited. Room, mail, or other keys may not be duplicated or given to persons other than those to whom they were issued. Anyone who illegally possesses, uses, or duplicates a university key is subject to disciplinary action.

At any time a residence hall main entrance is unlocked, trained desk worker and/or campus public safety monitor the entrance doors. When no desk workers are on duty, the hall doors are locked. Residents may enter the main doors using their room key. They are discouraged from letting any other persons into the hall unless they know them to be a resident of that hall. Campus Public Safety regularly patrols the residence halls and ensures that all entrances are properly secured, and that no unauthorized persons are present.

Annual Disclosure of Crime Statistics:

The Department of Public Safety is responsible for the compilation of the annual crime statistics. The crime statistics found on the last page of this guide represent crimes, of the current calendar year and two years previous, reported to the Public Safety office and include those crimes reported to other departments on campus. Each year the Public Safety Department will contact all departments on campus to whom reports of crimes may have been made and requests their statistics. These statistics are carefully compared with Public Safety reports in order to ensure no single incidents are counted twice.

All crimes on campus are to be reported to Public Safety. Means of reporting to campus public safety include:
a). In person at the Public Safety office, which is open 24 hour a day and located in the University Services Building, room #102.
b). You may also telephone ext. x5990 for non-emergency calls (296-5911 off campus), and ext. 5911 for emergencies (296-5911 off campus).
Reporting crimes to Public Safety will result in the inclusion of those crimes in the annual disclosure of crime statistics. Such reporting may also facilitate the timely warning of others on campus should the situation call for notifying others. Any individual who wishes to report a crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics may do so by contacting Public Safety.

Pastoral and professional counselors are encouraged, if and when the counselor deems appropriate, to inform the person they are counseling of the procedures necessary to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The Public Safety administration is available to assist pastoral and professional counselors, and victims of a crime, with information regarding second and third person reporting of criminal incidents.

Sexual Assault Policy

Sexual assault is a violation of individual rights and dignity that will not be tolerated at Seattle University. The university closely follows the federal mandated Dear Colleague Letter: Sexual Violence (issued April 2011 – see attachment on page 24). Sexual assault is not only an act of violence, aggression, or coercion against a single individual, but is also an attack on human dignity, a value essential to our university community. For these reasons, Seattle University encourages individuals who believe they have been sexually assaulted to report sexual assault incidents to appropriate university and governmental authorities as outlined in this policy. This policy applies to all members of the campus community-students, staff, and faculty-as to any incidents which occur on campus or in connection with any university sponsored activity or event. Members of the university community who are sexually assaulted in an off-campus, non-university setting may seek assistance from any of the university services set forth in the following:

Victim Rights and Services: Sexual assault victims have the right to:

Respectful treatment from all campus authorities;

On-campus or off-campus medical assistance, including testing for sexually transmitted diseases, HIV and pregnancy as well as referral to outside medical resources;

Confidential counseling;

Assistance in changing housing in academic situations if such changes are reasonably available;

Pursue disciplinary action through the Seattle University Student Conduct System as outlined below;

Pursue action via the University Faculty & Staff Grievance System;

Assistance in the pursuit of criminal and /or civil charges within the City of Seattle;

A victim's support person and/or advocate.

On-Campus Student Services: A variety of services on and off campus are available to students who have been victims of sexual assault. The following campus offices offer assistance to individuals who believe they have been sexually assaulted, or to individuals who have been accused of committing a sexual assault against another member of the university community.

Public Safety

Campus Ministry

Counseling Center

Human Resources

Residential Living & Housing

Student Health Center

V.P. Student Development Office

Women's Center

On-Campus Faculty and Staff Services: A faculty or staff member who has been the victim of a sexual assault committed on campus or in connection with a university-sponsored activity or event, by a member of the university community, are encouraged to contact Public Safety, Human Resources, and/or pursue counseling through the university's employee assistance program.

Off Campus Assistance: The Sexual Assault Center of King County offers a 24-hour crisis, information and referral line at. The Center serves victims of sexual assault and abuse, their families and friends. Legal and medical advocacy is available, as well as support groups for victims, their friends and families.

Alleged Perpetrator Services: Members of the SU community who are alleged to have committed a sexual assault against another member of the SU community retain all appropriate rights given within the SU Student Code of Conduct and Faculty & Staff grievance Procedures. Such individuals are also entitled to University services which may offer them physical and emotional support, consultation and/or referral. The alleged perpetrator has the same right as victim to have a support person present during the disciplinary proceeding.

Sexual Assault Terminology: Sexual assault can occur against both males and females and may be perpetrated by an assailant not known to the victim, or may occur when the victim knows his or her assailant, such as in the case of acquaintance or date rape. At Seattle University, sexual assault includes, but is not limited to: (1) non-consensual sexual contact, including forced sexual contact, and (2) non-consensual sexual penetration including forced sexual penetration.

<u>Non-consensual sexual contact</u>, including forced sexual contact, includes any harmful, insulting or non-consensual physical contact of a sexual nature (including touching, fondling, exposure, disrobing, etc.) that is committed against another person without his/her consent, including any such act accomplished by means of actual or implied force, threat, coercion or helplessness. Forcing or intimidating a person to touch another person's intimate parts shall also constitute non-consensual or forced sexual contact.

<u>Non-consensual sexual penetration</u> including forced sexual penetration includes intercourse (vaginal penetration), sodomy, oral copulation, or penetration, or penetration with any object by the use of force, threats, coercion, or by taking advantage of a victim's helplessness. Non-

consensual sexual penetration includes intercourse (vaginal penetration), sodomy, oral copulation, or penetration with any object without a victim's consent.

Sexual assault occurs when there is non-consensual sexual contact including forced sexual contact or when there is non-consensual sexual penetration including forced sexual penetration by a person individually or in concert with others. Because the university hopes to educate the community in order to prevent violations of this policy, it should be understood that:

(a) Alcohol and/or other drug impairment, intoxication or any other impairment of the accused does not absolve one of the responsibilities for sexual assault.
(b) In situations where the victim is incapable of giving consent, or is unable to resist sexual advances due to alcohol/other drug impairment(s), the accused will be held responsible for sexual assault. Silence will not be considered as evidence of consent under any circumstances.

(c) Force or coercion is defined as:
- the use of physical force or physical violence;
- the use of threats, including but not limited to, threats of physical harm, abduction, extortion, or retaliation directed against the victim or another when the victim believes there is an ability to execute such threats; or
- the use of verbal comments or nonverbal behaviors/gestures to intimidate the victim or another when the victim believes that there is a present ability to execute such threats.

(d) Threat is defined as an expression of intention to hurt, destroy or punish the victim or another person.

(e) Consent means at the time of the act of sexual intercourse there are actual words or conduct indicating freely given agreement to have sexual intercourse.

Reporting Sexual Assault:

Seattle University very strongly encourages individuals who believe they have been sexually assaulted to report such incidents. Filing a report with the university Department of Public Safety, the Seattle Police Department or the Sexual Assault Crisis Center of King County is not a decision to press charges. Criminal, civil and/or university action occur independently; an individual who believes he/she has been sexually assaulted may pursue action in one or all systems concurrently. The university is not required to delay on-campus proceedings pending decisions in the criminal or civil systems. Because the definitions of sexual assault and the burden of proof required for responsibility may be different on campus from those in the criminal and civil justice systems, an alleged perpetrator may be found responsible on campus, while in the criminal or civil justice systems, a different result may occur. Victims will be given any assistance necessary in notifying law enforcement authorities if a report is to be filed.

On-Campus Reporting: Alleged victims of sexual assault, which occurs on campus or in connection with a university-sponsored activity or event, are encouraged to report the incident, as soon as possible, to campus officials including administrators, staff, and faculty. Places to contact to make the report include the following:

Public Safety

Campus Ministry

Counseling Center

Student Health Center

Residential Living & Housing

V.P. of Student Life Office

Women's Center

Human Resources

Seattle University is committed to respecting personal dignity and will maintain confidentiality as appropriate and in keeping with the law. Faculty or staff members outside of the above referenced departments must inform Public Safety and inform Student Life (as to students) or Human Resources (as to all others) of any sexual assault matters brought to their attention. Such reporting may be done without identification of the individual(s) involved, if requested by the alleged victim.

Student Conduct Procedures: A student may pursue an action through the Student Conduct System if the alleged assault was committed by another SU student on campus or in connection with a university-sponsored activity or event, which took place off campus. Should an alleged victim choose to pursue a disciplinary hearing through the Student Conduct System, he/she should contact the Student Conduct Coordinator at ext. 6066. The hearing procedures and rights afforded alleged victims and alleged perpetrators in the Student Conduct System are outlined in the student handbook.

Penalties for Sexual Assault: Members of the university community who violate the university's ban on sexual assault will be subject to strict disciplinary action by the university, up to and including suspension, expulsion, or termination of employment. Both the accuser and the accused will be informed of the outcome of any disciplinary hearing involving an alleged sexual assault.

OFF-CAMPUS BEHAVIOR POLICY:

The University reserves the right to review student misconduct, which occurs off campus when such behavior reflects upon the integrity of the University. Off-campus misconduct cases of this nature are investigated by the office the Vice President for Student Life and/or the University Public Safety Department and subsequently reviewed within the University judicial system and/or local criminal/civil courts.

ALCOHOL AND ILLEGAL DRUGS POLICY:

Seattle University requires the use of alcohol to comply with state and local municipal laws and comply with the university alcohol use codes printed in the university student handbook and the Conferences and Event Services facilities use policy.

The University prohibits the illegal use, possession or distribution of controlled substances.

Members of the University community are expected to be aware of and obey state and municipal laws or ordinances regulating the use, possession or sale of alcoholic beverages and federal and state laws regarding controlled substances. Those who are cited for violations of laws or ordinances by state, federal or municipal authorities may also face University disciplinary proceedings and may be required to pursue counseling, an educational program or treatment.

The University reserves the right to take disciplinary action against any member of the University community for off-campus behavior that violates this policy.

UNIVERSITY REGULATIONS GOVERNING THE USE OF ALCOHOL

Alcoholic beverages are allowed at Seattle University only ass specifically outlined here.

1. Resident students and their guests who are 21 or older may consume moderate amounts of alcohol in University residences in the privacy of their rooms and in a manner that recognizes the rights of others. No drinking or carrying of open containers of alcohol is allowed in the common areas, offices, hallways, kitchens or lounges of University residences. The Vice President may make exceptions for Student Affairs or a designate for approved special events.

2. Alcoholic beverages are prohibited at University-sponsored athletic events on and off campus.

3. Drivers or passengers in University vehicles and University-sponsored vehicles may not use alcohol.

4. “Grain” alcohols are prohibited on campus except for supervised laboratory use.

5. Intoxication or alcohol abuse is not a permissible excuse for unlawful behavior or misconduct. Public drunkenness (identified by slurred speech, erratic behavior or difficulty with physical coordination), disorderly conduct, property destruction, intimidation or other infringements of the rights of others as a result of alcohol use are prohibited.

ALCOHOL AT UNIVERSITY SOCIAL EVENTS

1. Alcoholic beverages may be served at events registered with the appropriate Vice President or his or her designate (student functions are always registered with the Vice President for Student Life) at least five days prior to the event. Registration includes agreement to assume responsibility for monitoring and controlling the event, which is to be approved and registered through the university's Conference and Event Services office.

2. Persons under 21 years of age may attend campus functions where alcohol is served only with the written approval of the Vice President for Student Life. The approval is based on the nature of the event and the ability of the organizing group, department or division to provide suitable and effective control. No one under the age of 21 will be allowed to consume alcohol at these functions.

3. Non-alcoholic beverages and food items must be provided and must be as accessible as the alcoholic beverages. Bon Appetite must cater all events where alcohol is served on campus.

4. Alcohol must be served by bartenders provided by Bon Appetite servers. Hiring and serving costs are the responsibility of the sponsoring division, department, club or organization, which must also provide individual from its own membership to serve as checkers of identification and control agents to monitor behavior.

5. A current & valid state identification card or a valid driver's license, or both, are proper identification to verify University status and age. Some events may require the use of a computer-generated list to verify age or University status.

6. The University Director of Public Safety will determine when Public Safety officers and Seattle Police Department are necessary.

7. Alcohol will not be served to visibly intoxicated persons.

8. Advertising or promoting alcohol as a primary attraction of an event and the marketing of alcohol by beverage manufacturers or distributors or by clubs, organizations, departments or divisions of the University are prohibited.

9. Alcohol beverages are not to be sold at any event held in a University facility not covered by a Washington State liquor license. Under state law, charging admission, selling mugs, glasses, chits, tickets, etc. constitutes furnishing alcohol without a license and is illegal.

10. A division, department, club or organization that fails to follow these guidelines and procedures will lose its privilege to conduct social events for a period determined by the appropriate Vice President or his or her designate.

UNIVERSITY REGULATIONS REGARDING ILLEGAL DRUG USE

1. Students involved in the use or possession of a controlled substance will be referred to the Vice President for Student Life or his or her designate. They will face suspension or expulsion from the University unless there are significant extenuating circumstances. Students can be required to enroll and actively participate in a drug or alcohol counseling program or a rehabilitation program as a condition of continued enrollment.

2. Students involved in any way in the distribution or sale of any amount of controlled substances may face suspension from the University as a minimum sanction, even on a first offense.

3. The University reserves the right to evict a resident student from its residence halls for use or possession of a controlled substance at any time during the academic year.

4. These regulations are in addition to, not substitutes for, criminal sanctions provided for in municipal, state and federal statutes. When required by law, violations of those statutes will be reported to the appropriate law enforcement agencies.

SANCTIONS

Students found in violation of the University Conduct System this policy face penalties including fines, participation in community service work, residential or disciplinary probation, residential eviction, required residence in University-approved housing as a condition of continued enrollment, suspension or expulsion. In conjunction with other penalties, students may be required to participate in an alcohol and other drugs education course or chemical abuse evaluation.

ALCOHOL AND OTHER DRUG ABUSE PREVENTION PROGRAM

Research on the abuse of alcohol and the use of illegal drugs by college students indicates they pose a serious threat to the educational environment, which includes not only the campus but the immediate neighborhood and surrounding community as well. The efforts of the Drug and Alcohol Prevention Program at the University, therefore, are directed primarily toward educating students about the effects of drugs and alcohol and helping them learn to make wise choices.

Free and confidential alcohol and other drug evaluations and counseling are available from the University Counseling Center for students who feel their lives are being affected by their own or another's use of alcohol or other drugs. The Counseling Center provides the same service to those whose illegal or problematic use of alcohol and other drugs results in a referral from the student disciplinary system. Referrals are made to a residential rehabilitation program or an intensive outpatient program if behavioral history, objective testing, and individual and family

interviews indicate that a student needs more help than the Counseling Center can provide. Counseling is available to students who have successfully completed a rehabilitation program and wish to return.

POSSESSION AND USE OF WEAPONS POLICY:

Possession of firearms, air guns, paintball guns, explosive devices, martial arts paraphernalia, or any other type of weapon is forbidden anywhere on campus. Any of these items found in the possession of students or in campus residence halls will be confiscated.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION:

Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released.

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000 goes into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In the state of Washington, convicted sex offenders must register in accordance with RCW 9A.44.130 registration of sex offenders and kidnapping offenders-Procedures-Definition-Penalties:

(1) Any adult or juvenile residing whether or not the person has a fixed residence, or who is a student, is reemployed, or carries on a vacation in this state who has been found to have committed or has been convicted of any sex offense or kidnapping offense, or who has been found not guilty by reason of insanity under chapter 10.77 RCW of committing any sex offense or kidnapping offense, shall register with the county sheriff for the county of the person's residence, or if the person is not a resident of Washington, the county of the person's school, or place of employment or vocation, or as otherwise specified in this section.
(2) Where a person required to register under this section is in custody of the state department of corrections, the state department of social and health services, a local division of youth services, or a local jail or juvenile detention facility as a result of a sex offense or kidnapping offense, the person shall also register at the time of release from custody with an official designated by the agency that has jurisdiction over the person. In addition, any such adult or juvenile who is admitted to a public or private institution of higher education shall, within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier, notify the sheriff for the county of the person's residence of the person's intent to attend the institution. Persons requiring registering under this section; that are enrolled in a public or private institution or higher education, on June 11, 1998 forward, must notify the county sheriff immediately. The

sheriff shall notify the institution's department of public safety and shall provide that department with the same information provided to a county sheriff under subsection (3) of this section.

(2) This Section may not be constructed to confer any powers pursuant to RCW 4.24.500 upon the public safety department of any public or private institution of higher education.

(3) (a) The person shall provide the following information when registering:
(i) Name (ii) address (iii) date and place of birth
(iv) Place of employment (v) crime for which convicted
(vi) date and place of conviction (vii) aliases used
(viii) social security number (ix) photograph and (x) fingerprints.
(b) Any person who lacks a fixed residence shall provide the following information when registering:
(i) Name (ii) date and place of birth (iii) place of employment
(iv) crime for which convicted (v) date and place of conviction
(vi) aliases used (vii) social security number (viii) photography
(ix) fingerprints (x) where he or she plans to stay.

For information about sex offenders in any county in the state of Washington, please contact the appropriate sheriff's department. For information about registered sex offenders living in or attending college in King County, contact the King County Sheriff's Department, or log onto the Seattle University Department of Public Safety web page to access the King County Sheriff's Offenders data page.

Campus Crime Statistics:

The Universities crime statistics are filed with the Department of Education and then posted on the Department of Education's website. In accordance with the Campus Security Act of 1990, Seattle University publishes and distributes an annual campus security report that is also made available to prospective students and employees.

You will find Seattle University's most recent campus security reports posted on line at: Department of Education - Log In

Annual reports are completed each October and record crimes on and off campus committed during the prior three academic years.

To receive a hard copy of the Annual Campus Security Report you can email the DPS Crime Prevention officer at: Sletten@seattleu.edu or call (206) 296-5993. Please provide the following information with your request:

- Name of the Report you are requesting (Annual Campus Security Report);
- Your Name;
- Mailing Address, to which you would like the report sent.

Attachment below:

I). DOE Dear Colleague Letter: Sexual Violence - Background, Summary, and Fast Facts

U.S. Department of Education
Office for Civil Rights
Dear Colleague Letter: Sexual Violence
Background, Summary, and Fast Facts
April 4, 2011

Sexual Violence Statistics and Effects

- Acts of sexual violence are vastly under-reported.[1] Yet, data show that our nation's young students suffer from acts of sexual violence early and the likelihood that they will be assaulted by the time they graduate is significant. For example:
  - Recent data shows nearly 4,000 reported incidents of sexual battery and over 800 reported rapes and attempted rapes occurring *in our nation's public high schools.* [2] Indeed, by the time girls graduate from high school, more than one in ten will have been physically forced to have sexual intercourse in or out of school.[3]
  - When young women get to *college*, nearly 20% of them will be victims of attempted or actual sexual assault, as will about 6% of undergraduate men. [4]

- Victims of sexual assault are more likely to suffer academically and from depression, post-traumatic stress disorder, to abuse alcohol and drugs, and to contemplate suicide. [5]

[1] For example, see HEATHER M. KARJANE, ET AL., SEXUAL ASSAULT ON CAMPUS: WHAT COLLEGES AND UNIVERSITIES ARE DOING ABOUT IT 3 (Nat'l. Institute of Justice, Dec. 2005).
[2] SIMONE ROBERS, ET AL., INDICATORS OF SCHOOL CRIME AND SAFETY 104 (U.S. Dep't of Education & U.S. Dep't of Justice, Nov. 2010), *available at* http://nces.ed.gov/pubs2011/2011002.pdf.
[3] EATON, D. K., KANN, L., KINCHEN, S., SHANKLIN, S., ROSS, J., HAWKINS, J., ET AL., YOUTH RISK BEHAVIOR SURVEILLANCE-UNITED STATES 2009, *Morbidity and Mortality Weekly Report*.
[4] CHRISTOPHER P. KREBS ET AL., THE CAMPUS SEXUAL ASSAULT STUDY FINAL REPORT xiii, 5-5 (Nat'l. Criminal Justice Reference Service, Oct. 2007), *available at* http://www.ncjrs.gov/pdffiles1/nij/grants/221153.pdf.
[5] For example, see WORLD HEALTH ORGANIZATION, WORLD REPORT ON VIOLENCE AND HEALTH 162-164 (Etienne G. Krug, et al. eds., 2002), *available at* http://whqlibdoc.who.int/publications/2002/9241545615_eng.pdf; CENTERS FOR DISEASE CONTROL, UNDERSTANDING SEXUAL VIOLENCE: FACT SHEET 1 (2011), *available at* http://www.cdc.gov/violenceprevention/pdf/SV_factsheet_2011-a.pdf.
[6] "Schools" includes all recipients of federal funding and includes school districts, colleges, and universities.

Why is ED Issuing the Dear Colleague letter (DCL)?

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. Sec. 1681, *et seq.*, prohibits discrimination on the basis of sex in any federally funded education program or activity. ED is issuing the DCL to explain that the requirements of Title IX cover sexual violence and to remind

schools[6] of their responsibilities to take immediate and effective steps to respond to sexual violence in accordance with the requirements of Title IX. In the context of the letter, sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. 2

What does the DCL do?

- Provides guidance on the unique concerns that arise in sexual violence cases, such as the role of criminal investigations and a school's independent responsibility to investigate and address sexual violence.
- Provides guidance and examples about key Title IX requirements and how they relate to sexual violence, such as the requirements to publish a policy against sex discrimination, designate a Title IX coordinator, and adopt and publish grievance procedures.
- Discusses proactive efforts schools can take to prevent sexual violence.
- Discusses the interplay between Title IX, FERPA, and the Clery Act[7] as it relates to a complainant's right to know the outcome of his or her complaint, including relevant sanctions facing the perpetrator.
- Provides examples of remedies and enforcement strategies that schools and the Office for Civil Rights (OCR) may use to respond to sexual violence.

[7] The Family Educational Rights and Privacy Act is at 20 U.S.C. Sec. 1232g, and the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act is at 20 U.S.C. Sec. 1092(f).

What are a school's obligations under Title IX regarding sexual violence?

- Once a school knows or reasonably should know of possible sexual violence, it must take immediate and appropriate action to investigate or otherwise determine what occurred.
- If sexual violence has occurred, a school must take prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects, whether or not the sexual violence is the subject of a criminal investigation.
- A school must take steps to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation.
- A school must provide a grievance procedure for students to file complaints of sex discrimination, including complaints of sexual violence. These procedures must include an equal opportunity for both parties to present witnesses and other evidence and the same appeal rights.
- A school's grievance procedures must use the preponderance of the evidence standard to resolve complaints of sex discrimination.
- A school must notify both parties of the outcome of the complaint.

How can I get help from OCR?

OCR offers technical assistance to help schools achieve voluntary compliance with the civil rights laws it enforces and works with schools to develop approaches to preventing and addressing discrimination. A school should contact the OCR enforcement office serving its jurisdiction for technical assistance. For contact information, please visit ED's website at http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm.

A complaint of discrimination can be filed by anyone who believes that a school that receives Federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability, or age. The person or organization filing the complaint need not be a victim of the alleged discrimination, but may complain on behalf of another person or group. For information on how to file a complaint with OCR, visit http://www2.ed.gov/about/offices/list/ocr/complaintintro.html or contact OCR's Customer Service Team at 1-800-421-3481.