SAINT MARTIN'S UNIVERSITY

2025 ANNUAL SECURITY & FIRE SAFETY REPORT
COVERING CLERY STATISTICS FOR CALENDAR YEARS 2022 TO 2024



In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (34 CFR 668.46(b))

September 30, 2025

2025 ANNUAL SECURITY AND FIRE SAFETY REPORT

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INTRODUCTION

As required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* Saint Martin's University is providing the 2025 Annual Security and Fire Safety Report. The *Annual Security Report* contains the past three years Clery crime statistics (2022, 2023, and 2024) and Saint Martin's University campus safety policy statements. It also contains the *Annual Fire Safety Report,* which includes the university's residence hall fire safety policies, a list of the residence halls fire protection systems, and the residence halls fire incident statistics for calendar years 2022, 2023, and 2024.

Originally known as *The Campus Security Act of 1990* (20 U&SC § 1092(F)) the *Clery Act* is the landmark federal law requiring colleges and universities "to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions." In 1998 the federal law was named *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in honor of Jeanne Clery who was raped and murdered on April 5, 1986, while in her residence hall room at Lehigh University.

Each year Saint Martin's publishes its Annual Security and Fire Safety Report. The report is made available on-line or by hard copy to all current students and employees. Prospective students and employees are notified of its existence and afforded an opportunity to request a copy or view it on-line. Saint Martin's publishes the report on the Internet and the report can be found at https://www.stmartin.edu/clery-act. Paper copies are available upon request from the Office of Public Safety, Old Main Room 251. Annual statistics are also provided to the U.S. Department of Education and can be located on the U.S. Department of Education's web site at http://ope.ed.gov/security/.

ANNUAL SECURITY REPORT

I. OFFICE OF PUBLIC SAFETY MISSION AND GOAL

The mission of the Office Public Safety is to serve and protect the Saint Martin's Abbey and University community, and to provide an environment which allows an enhanced learning and working experience.

The Office of Public Safety has, as its primary function, the responsibility to create and maintain a safe educational and working environment for the community and to prepare for, respond to, and recover from any emergency or disaster befalling the campus community or physical setting. The Office of Public Safety complies with the disclosure requirements for a private institution of higher education, including crime statistics and required policies and procedures.

SAINT MARTIN'S UNIVERSITY OFFICE OF PUBLIC SAFETY ORGANIZATION

The Office of Public Safety at Saint Martin's University is comprised of a Director, an Assistant Director, five full-time Public Safety Officers. Day-to-day campus security operations are augmented by 20-25 Student Security Officers who, together with full-time staff, work shifts providing coverage 24-hours per day.

The Director of Public Safety reports to the Dean of Students. All Public Safety staff and Student Officers report to the Director of Public Safety.

Non-sworn Public Safety Officers and Student Officers patrol the campus on a 24-hour basis, including conducting Residence Hall community walks and staffing the RA desks with Residence Hall Advisors. The Office of Public Safety is located in Old Main, room 251, which also houses the Visitor's Information Center and University switchboard. Students working for the Visitor's Information Center also serve as Public Safety Communication Officers with increased training and responsibility in dispatch functions, answering Public Safety phones, and operation of office technology and systems.

The Office of Public Safety maintains, and makes available upon request, a Daily Log which includes the date and circumstances of incidents reported to Public Safety, general location and disposition. The Daily Log is reviewed by full-time staff to assure student personally identifiable information is not displayed on any entry. The Daily Log can be viewed at the Office of Public Safety and hard copies can also be obtained Monday through Friday, 8:00 am to 4:30 pm., excluding Holidays.

Office of Public Safety Hours

The Office of Public Safety is open 24-hours per day/7-days per week.

Services Provided – Include but are not limited to:

- Personal safety escorts
- Lost and Found
- University identification card issuance

- Vehicle parking permit registration
- Parking enforcement and traffic control
- Event security
- Key and card access control
- Sex Offender notification
- Timely Warning Notification
- Emergency Notifications
- Crime Prevention education
- CCTV monitoring
- Security Patrol
- Basic First Aid response
- Liaison with local law enforcement
- Response to criminal activities
- Clery Act Compliance and Reporting
- Emergency preparation, education and response
- Emergency Incident Management

II. AUTHORITY AND JURISDICTION

The Office of Public Safety full-time staff and student officers are non-commissioned, unarmed, Public Safety personnel functioning totally for the benefit of the University and Saint Martin's Abbey while working on the University campus. Public Safety personnel do not possess arrest powers beyond those of a private citizen and will contact the City of Lacey Police Department for law enforcement assistance.

Saint Martin's University maintains a strong working relationship with the Lacey Police Department and Thurston County Fire Protection District 3. The police department is located just minutes away from the campus in the 400 block of College Street SE. Fire District 3 is located immediately south of the University's Pacific Avenue entrance to campus. Public Safety has direct radio communications ability with the Lacey Police Department on a car-to-car radio frequency.

Saint Martin's University does not have a written agreement or Memorandum of Understanding with the Lacey Police Department for the investigation of reported criminal offenses on campus. The City of Lacey Police Department, as a General Law Enforcement Agency defined in Chapter 10.19 Revised Code of Washington, has full law enforcement jurisdiction for all criminal offenses committed on campus. SMU Public Safety Officers work with and support the Lacey Police in the investigation of crimes occurring on campus.

Saint Martin's University does not have any officially recognized off-campus student organizations such as fraternities or sororities. As such, SMU does not use the Lacey Police Department to monitor and document criminal activities by students at off-campus locations. On occasion, based on the severity or situation, Lacey Police may notify SMU of a contact with SMU students occurring off-campus. Since the Office of Public Safety is not a general law enforcement agency, the legal ability for the Lacey Police to share certain details of criminal activity occurring off-campus is limited by state law.

III. GENERAL PROCEDURES FOR ACCURATE AND PROMPT REPORTING

All members of the campus community who become crime victims, or who witness a crime, are strongly urged to immediately report any incident to local law enforcement by calling 911 and/or to contact the Saint Martin's University Office of Public Safety by calling 360-438-4555. Local law enforcement can also be contacted by activating any of the 12 emergency phone call boxes located on campus. Box locations were improved with "emergency" signage and information on building number and location was posted next to the boxes. Immediate reporting of incidents will enable a prompt response by First Responders and allow for Timely Warning Notices and Emergency Alerts to be issued to the campus community. Any person having information about crimes can contact South Sound Crime Stoppers by calling 1-800-222-TIPS or by using the P3 Tips application on a smart phone (www.p3tips/com.) and filing an anonymous tip.

Non-emergency incidents can and should be reported to the Office of Public Safety at any time by calling 360-438-4555 or by dialing extension 4555 from any university phone.

Timely Warning Notifications

Timely Warnings Notifications (TWN) will be distributed for any Clery Act crime, occurring within the SMU geographic boundaries, considered to represent a serious or continuing threat to the campus community. Timely Warnings will be issued by the Director of Public Safety or Assistant Director, in consultation with the Dean of Students, through the university campus-wide email system. These notices will be issued not only to inform the campus community of the crime committed but outline steps community members can take to prevent similar occurrences. The content of TWN will be written so as not to jeopardize the confidentiality of the victim(s), as required by the Reauthorization of the Violence Against Women Act of 2013 (VAWA).

Campus Security Authorities

The *Clery Act* requires a Campus Security Authority (CSA) to report to the Director of Public Safety or member of the Office of Public Safety any allegation of Clery Act crimes reported to them in their capacity as a CSA. A Campus Security Authority is identified because of their significant responsibility for student and campus activities. The Campus Security Authority does not investigate crimes. The Campus Security Authority has only the obligation to report crimes for statistical purposes.

At the beginning of each academic year, employees are designated by the Administration as a Campus Security Authority (CSA). CSA's will be trained in their role and advised of the reporting requirements and directions as to where they are to report incidents coming to their attention.

In addition to reporting to a Campus Security Authority, students and employees can report any Clery Act criminal incident to any of the following designated Campus Officials:

1. Dean of Student Affairs 360-438-4367
2. Athletic Director and all coaches 360-438-4368
3. Director of Housing and Residence Life, 360-688-2920

4. Associate/ Assistant Directors of Housing and Residence Life or any Residence Hall Advisor 360-412-6163
4. Director of Campus Life 360-438-4577
5. Associate VP - Human Resources 360-688-2290
6. Director of Disability Support Services 360-438-4580/4569
7. Director of Career Services 360-486-8842
8. Associate Dean – International Programs 360-438-4598
9. Office of Public Safety 360-438-4555

Voluntary Confidential Reporting

There are no additional policies regarding confidential reporting beyond what is listed in the Confidential Reporting section. Community members are welcome to report Clery Act crimes to Public Safety and request to remain anonymous. Contact information may be collected if deemed necessary, and anonymity will be maintained whenever possible. Should the reporting person choose to file a report with local law enforcement those reports, under state law, are public records and law enforcement cannot withhold the release of a report when requested through a Public Records Request; however certain information can be redacted by the agency.

IV. CONIFDENTIAL REPORTING - PASTORAL COUNSELORS AND PROFESSIONAL COUNSELOR POLICY ON REPORTING OF CRIMES

Title 20 USC Section 1092(f) has excluded "Pastoral Counselors and Professional Counselors" from the definition of a Campus Security Authority. As a matter of policy these counselors, when they deem appropriate, will discuss with and provide to the persons being counseled the procedures they can follow to voluntarily report crimes for inclusion into the annual crime statistics.

Any incident reported to the Counseling and Wellness Center remains confidential unless there is a reason to believe there is a continued threat to safety. Minors who are victims of assault, abuse, neglect, or sexual assault cannot be granted confidentiality and a report must be made to local law enforcement or state child protective services.

In an effort to increase options for reporting and resources, the University designated two employees to serve as Confidential Support Person(s). The designation is only applicable to on-campus services and does not hold the same professional or pastoral counselor confidentiality provided under the law.

V. EMERGENCY NOTIFICATION AND RESPONSE

Emergency Notifications will be issued immediately upon verification of a legitimate emergency or dangerous situation existing on campus involving an immediate or impending threat to the health or safety of students, employees and visitors to the campus.

Examples of significant emergencies or dangerous situations include, but are not limited to: extreme weather conditions; earthquake; natural gas leak; active shooter; outbreak of infectious disease or illness. Using all available information, and taking into account the safety of the campus community,

the Director of Public Safety or other University Administrators (such as the President and other members of the University Cabinet) will confirm there is a significant emergency or dangerous situation. Affected areas of campus will be determined and a decision regarding the content of a message will be developed. The initiation of the Emergency Notification process will then begin. A confirmed emergency or dangerous situation Emergency Notification may be delayed if the issuance of the Emergency Notification would compromise efforts to: 1) assist victims; 2) contain the emergency; 3) respond to the emergency; or 4) otherwise mitigate the emergency.

Saint Martin's has several methods for delivering an Emergency Notification. These include the use of SMU Emergency Alerts, which uses Omnilert™ web-based unified emergency notification system as a platform for emergency message delivery. Emergency Notification messages are then broadcast via campus wide email, text messaging, Twitter, SMU web page, Alertus® Beacons, Alertus® Desktop software, and digital emergency notification clocks in classrooms and labs. Public Safety personnel have the authority to activate the university's emergency notification system for Emergency Notifications upon confirmation of an emergency and after consulting with the University Cabinet. After the initial Emergency Notification message is issued by the Office of Public Safety, updates and subsequent information, including an "all clear" final message to the broader Saint Martin's community will be coordinated through the Office of Marketing and Communications.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The unified emergency alert notification system is checked at least once per semester to ensure they are working properly. The Saint Martin's Omnilert Emergency Alerts emergency notification system is an "opt-out" system. All incoming students are automatically registered in the system with their SMU email address and cell phone of record. Residence Hall fire drills, with full evacuations, are conducted each semester; other buildings on campus have fire drills annually on a rotating basis. Campus-wide emergency drills are performed annually and can include: earthquake drop/cover/hold on; evacuation drills for natural or human caused incidents; or Run/Hide/Fight drills for active shooter incidents.

Students residing in Residence Halls are not notified of evacuation/fire drills. Table top exercises, or modified table top exercises, and other incident response tests are conducted at least once per year. The university incident management team and other key personnel are included in table top exercises.

VI. PREPARATION AND DISCLOSURE OF CRIME STATISTICS

Saint Martin's publishes and distributes an Annual Security Report (ASR) which includes campus crime statistics and University's policies as required by the *Clery Act.* The crime statistics posted are for the past three years of compiled *Clery Act* offenses occurring within the Saint Martin's geographic reporting areas. The statistics are broken down and listed by physical location, such as On Campus, In Residence Halls, On Public Property and On Non-Campus Properties used by Saint Martin's. Personally identifiable information may be collected to aid in an investigation but is omitted when reporting statistics to the U.S. Department of Education and is omitted from the statistics published in the Annual Security Report.

The Annual Security Report includes statistical information on the number of *Clery Act* crimes and reportable incidents occurring on campus and/or on public property immediately adjacent to campus as reported to the University and the Lacey Police Department.

The Counseling and Wellness Center staff, should they feel it is in the best interest of their client, will discuss with their client the option and procedures available to the client for voluntarily reporting crimes to Public Safety or the Lacey Police.

Each year an email notification is made to all enrolled students, faculty and staff providing the direct URL address to access the Annual Security Report and *Clery Act* crime statistics. The ASR includes policy statements and program descriptions pertaining to campus security and, specifically, to sex offenses.

A paper copy of the report is available upon request through:
Office of Public Safety
Old Main, Room 251
Saint Martin's University
5000 Abbey Way SE
Lacey, WA 98503
Phone: (360) 438-4555
Fax: (360) 412-6151
Email: publicsafety@stmartin.edu
The annual security report is also available on line at:
https://www.stmartin.edu/clery-act

DAILY CRIME LOG/FIRE LOG

The University has available, upon request, a Daily Crime Log which lists all criminal incidents and all alleged criminal incidents reported to the Office of Public Safety. The Daily Crime Log does not contain incidents reported to the Lacey Police Department.

Included in the Daily Crime Log is the record of any fire reported in any residence hall or occurring on campus. The Daily Crime/Fire Log is available for on-site inspection during normal business hours (8:00 am to 4:30 pm) Monday through Friday.

No personally identifiable information is contained in any Daily Log entry.

VII. ACCESS TO AND SECURITY OF FACILITIES

Residence Halls

Residence hall entrances, except for Burton apartments, are secured by electronic locks 24 hours a day. Doors can only be unlocked by persons issued a Saint Martin's University proximity identification card with those specific door credentials. Over extended breaks (mid-semester, holiday, etc.) the residence halls are restricted to those students authorized to remain in residence housing during breaks; students not authorized to be in residence housing have their access to buildings disabled until school reopens.

According to the University Housing Policy, guests to the residence halls must have a host who is a resident student and must be escorted by the resident student at all times while in the residence halls. Guests may not be left alone in university facilities or provided with proximity cards or room keys.

Persons gaining unauthorized access to residence halls may be subject to a trespass notice.

Academic and Administrative Buildings

During business hours only administrative buildings (Old Main and Marcus Pavilion/Worthington Conference Center) are open to persons having a lawful purpose on campus, such as students, parents, employees, contractors, vendors, guests, and invitees. All academic buildings are locked 24-hours per day, 7-days per week, requiring proper credentials to enter. During non-business hours, student or public access to all University facilities is obtained only by prior permission from an authorized University official. Some buildings are equipped with electronic access systems for after-hour access by employees and students with proper credentials. As a private institution, Saint Martin's University reserves the right to deny access to the campus and its facilities. Normal business hours for the University are Monday through Friday 8:00 am to 5:00 pm.

Security of all facilities during normal business weeks and during extended breaks will be at the discretion of respective Building Manager or other University officials. Faculty conducting classes in the building are responsible to coordinate access to the building with the Building Manager and Public Safety.

Emergencies may necessitate changes to regular building access schedules. University officials such as the University President, VP- Academic Affairs, Dean of Student Affairs, Director of the Office of Public Safety, Director of Housing and Residence Life, and the Facilities Director, may review security concerns and adjust building access as needed.

All students and employees are responsible for the security of their proximity identification card and any university key issued to them. Loss of any key or ID card should be reported to the Office of Public Safety immediately. Access is granted to the individual and is non-transferrable. Public Safety monitors facility access and will, as needed, refer violators of access policies to the appropriate disciplinary/conduct system or local law enforcement.

Security and Maintenance

Concerns related to security can be reported to the Office of Public Safety, Facilities Management or the university Safety Committee.

Maintenance issues can be reported directly to Facilities or to the Office of Public Safety.
Security surveys are used to obtain information and input on such issues as landscaping, door and window locks, alarms, lighting, and communications. Cameras are located in some parking lots as well as a number of other locations across campus. CCTV video is retained for up to 30-days.

All buildings and rooms with electronic door access control systems are capable of being remotely locked in an emergency.

VIII. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

During Advanced Registration and Orientation students and parents are informed of the services offered by Office of Public Safety. Information provided during these events includes, but is not limited to: the current 3-year Clery Crime Statistics, property theft prevention information, renter's insurance, Washington State domestic violence laws and arrest requirements, sexual assault and dating violence information, and the alcohol and drug policies. Presentations are also made to prospective students and their parents during Spirit Day events. Information concerning prevention programs and emergency preparedness/response is provided by the Office of Public Safety and can be found on their web page.

Personal safety rests with the individual. Members of the campus community are urged to be responsible for their own safety. The Office of Public Safety shares and promotes campus safety procedures, services and safety reminders and tips in many forms throughout the year.

Programs on personal safety and property theft prevention are presented throughout the year. Information is presented on how students and employees can protect themselves in the event of a physical assault, sexual assault, burglary, theft, and other acts of crime and violence. Identify theft information is made available to students.

Additional prevention education programs conducted by the university include:

- Dating Violence, Domestic Violence, Sexual Assault, and Healthy Relationships awareness training during First Year Seminary in a program entitled "Think About It."
- On-line sexual assault awareness training program for all First Year Students conducted by Counseling and Wellness Center.
- Sex Signals.
- Title IX training to all student athletes.
- Clery Act Campus Security Authority and Title IX Responsible Employee training for all student leaders (including RAs, ASSMU, PROS, Student Security Officers).
- Washington State Mandatory Reporter training for all employees and students working with minor children and vulnerable adults. This includes all coaches and student counselors associated with summer athletic camps.
- Take Back the Night sexual assault awareness.
- Residence hall fire prevention, earth quake response, evacuations, and lockdown training.

IX. ALCOHOL AND OTHER DRUGS POLICIES

Saint Martin's University is committed to a safe and secure environment free of Alcohol and Other Drug (AOD) abuse and maintains this commitment in support of academic success, work performance, well-being, and quality of life for all members of its community. It is the conviction of Saint Martin's University that the education of the mind, body, and soul are of the utmost importance. Alcohol and other drugs have been shown to adversely affect this ideal. The University is committed to substance abuse prevention, education, and assistance.

RESIDENCE HOUSING ALCOHOL AND DRUG POLICY

Alcohol
Possession, consumption, possession by means of consumption (if under the age of 21), and the manufacture, sale, or distribution of alcoholic beverages, is prohibited in or around University-owned or University-controlled housing. Also prohibited is the possession, consumption, distribution or other use of alcohol, on or off University premises, in violation of federal, state or local laws.

Possession of empty alcohol containers, remaining in a location where alcohol is present, assisting someone else in concealing the product or its effect on an individual, or any other violation of Housing and/or University policies due to alcohol consumption also constitutes a violation of this policy.

Drugs
Possession, use, manufacture, sale, or distribution of marijuana (including medicinal marijuana or recreational use marijuana regulated by state law), illicit narcotics, or other controlled substances; improper possession, use, manufacture, sale, or distribution of prescription pharmaceuticals in violation of local, state, or federal law; and possession or use of drug paraphernalia is/are prohibited.

Possession or use of drug paraphernalia, remaining in a location where illicit drugs are present, assisting someone else in concealing the product or its effect on an individual, or any other violation of Housing and/or University policies due to drug use also constitutes a violation of this policy.

UNIVERSITY POLICY – ALCOHOL AND DRUGS

Policy Statement
Saint Martin's University prohibits the illegal or unauthorized possession, use or distribution of alcohol and the possession, use or distribution of illicit drugs by students, faculty, and staff on University premises or as part of any of its activities. This Alcohol and Drug Policy is intended to meet, at a minimum, the requirements of all applicable federal and state laws, including but not limited to the Drug-Free Schools and Communities Act of 1986, as amended, and the Drug-Free Workplace Act of 1988.

In accordance with federal law, this policy applies to: (1) any student enrolled at the University in one or more courses for academic credit, regardless of the length of the student's program of study; (2) any regular or temporary faculty, staff, or student employee of the University; and (3) any visitor or guest on University premises. The conduct prohibited by this policy includes, at a minimum, the unlawful possession, use, or distribution of alcohol and drugs, including "medical or recreational use marijuana," by students, employees, visitors or guest on University premises or as part of its activities.

University "premises" include but are not limited to its campus, facilities, housing and vehicles. A University "activity" means any activity sponsored by the University, whether or not it takes place on University premises.

The term "alcohol" as used here means hard liquor, wine, beer, and any other alcoholic beverage.

A "drug" is any "controlled substance" within the meaning of the Controlled Substance Act [Title 21 United States Code (USC) Controlled Substance Act], such as marijuana, cocaine and crack cocaine, amphetamines, ecstasy, psilocybin/mushrooms, heroin, barbiturates, and hallucinogens. The possession, use, or distribution of alcohol or a drug is "unlawful" if such use is prohibited by federal or state law. For further information on the summary of applicable laws go to Summary of Applicable Laws.

AVAILABLE DRUG AND ALCOHOL PROGRAMS AND REFERRAL SOURCES

Counseling, treatment, rehabilitation, and re-entry programs are available to employees or students and include:

ON CAMPUS:

During Normal Business Hours

* SMU Counseling & Wellness Center (CWC): 360-438-4371

After-Hours Student Support

*Timely Care Virtual Care: https://timely.md/schools/index.html?school=smusaints&

OFF CAMPUS:

Providence St Peter Chemical Dependency Center
4800 College St SE
Lacey, WA 98503
360-456-7575

ADDITIONAL RESOURCES

* Behavioral Health Resources (Thurston, Mason and Grays Harbor Counties) 360-704-7170.
* Safeplace: 360-754-6300: Provides a 24-hour sexual and domestic violence helpline.
* The Crisis Clinic of Thurston and Mason Counties: 360-586-2800: Provides a 24-hour crisis line and referrals to providers in the area.
* Alcohol/Drug Use 24-Hour Help Line: 800-562-1240
* Washington State Alcohol/Drug Clearing House: 800-662-9111

***SUPPORT GROUPS:**

* Alcoholics Anonymous (AA): 360-352-7344.
* Alanon: 360-352-7745 (support for those affected by the alcohol use of a friend or family member).
* Narcotics Anonymous (NA): 360-754-4433.

X. DISCLOSURE OF DISCIPLINARY PROCEEDINGS

Saint Martin's University will, in accordance with 34 CFR § 106.45, provide, simultaneous written notice to both the accused and accuser regarding the outcome of any disciplinary proceedings conducted against a student accused of: sexual harassment, dating violence, domestic violence, sexual assault, or stalking.

DISCIPLINARY APPEAL PROCESS

TITLE IX APPEALS

If either the complainant or respondent are not satisfied with the determination regarding responsibility or any allegation, or from the University's dismissal of a formal complaint either party may make a written appeal or request for review. The Title IX Coordinator will notify the other party in writing when an appeal is filed. The University allows both parties to appeal on the following bases:

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

STUDENT CONDUCT APPEALS

Responding students, and if applicable, complainants may appeal outcomes of student conduct cases, except in cases where the appeal right has been waived as a result of a voluntary agreement. Each party is allowed only one appeal. See the Student Handbook for specific details of the Student Conduct process.

XI. SEXUAL MISCONDUCT

Saint Martin's University policies prohibit sexually violent acts, termed "Sexual Misconduct" by the University, which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal/relationship violence, sex/gender-based stalking and sexual harassment. While the University utilizes different standards and definitions than the Revised Code of Washington, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX [Saint Martin's Title IX Information], and the Clery Act, which mandates the contents of this report.

Unless a victim wishes or there is an emergency threat to health or safety of the campus community it is the policy of Saint Martin's University not to notify local law enforcement when sexual misconduct occurs. Victims have the option to notify law enforcement directly or to be assisted in doing so by campus authorities.

It is the policy of the Saint Martin's University to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness but also primary

prevention (including normative messaging, environmental management and bystander intervention) and discuss institutional policies on sexual harassment as well as the Revised Code of Washington definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Programs also offer, without victim blaming approaches, information on: risk reduction; empowerment of victims; tools to recognize warning signals; and ways to avoid potential attacks. Examples of programs offered students include, but are not limited to:

- Sex Signals
- New Saints Online Training
- Take Back the Night
- The Clothesline Project
- Title IX

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

If a student is accused of sexual harassment, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, they are subject to action in accordance with the Student Code of Conduct & Policies. Anyone with knowledge about sexual harassment, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately.

WHERE AND HOW TO GET IMMEDIATE ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

If you are the victim of sexual misconduct, gender-based violence, a sexual assault, stalking, dating violence or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, whether you are on or off campus, call 911. If there is no immediate danger, contact the Office of Public Safety at 360-438-4555 if you are on campus. Victims have the option to notify law enforcement directly or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to local law enforcement but may also respect a victim's request not to do so.

2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis. Contact information for these resources is included below.

3. If you are on campus during regular business hours, you may go to the Saint Martin's Counseling and Wellness Center, located in Saint Raphael Hall. You may also contact SafePlace (521 Legion

Way SE, Olympia, WA 98501) at 360-754-6300 for guidance, support and information about sexual assault, domestic and sexual abuse 24 hours a day. These are both confidential resources. After regular business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance:

- The Crisis Clinic, 360-586-2800, (information/referral to community resources)
- St. Peter Hospital, 360-491-9480
- SafePlace (rape relief/women's shelter), 360-754-6300 www.safeplaceolympia.org
- The National Domestic Violence Hotline, 1-800- 799-7233

4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible is important in the case of rape or sexual assault. Providence Saint Peter Hospital's Sexual Assault Clinic offers specially trained staff to handle examinations, counseling referrals and follow-up medical care. Medical evidence may be collected up to 5 days (120 hours) after an assault, although the likelihood of capturing evidence decreases over time. Having medical evidence collected promptly does not commit you to reporting or prosecuting the assault. The evidence may be stored until you make a decision whether or not you want to report to law enforcement.
   - To preserve evidence, it is recommended you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care as evidence may still be recoverable.
   - Typically, if police are involved or will be involved, they will obtain evidence from the scene and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles for use as evidence. It is best to allow police to secure items in evidence containers but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean **paper** bag or clean sheet to avoid contamination.
   - If you have physical injuries take photographs or have them photographed with a date stamp on the photo.
   - Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation.
   - Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details if you have time and the ability to do so.
   - If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify the Office of Public Safety and provide them with a copy of the orders so they may be enforced on campus.

5. Even after the immediate crisis has passed consider seeking support from Counseling and Wellness Center. They can also refer you to additional resources outside of the University.

6. Contact the Director of Public Safety, or the Assistant Director of Public Safety, at 360-438-4555 if you need assistance with any protective measure concerns such as University no-contact orders or other protective measures. The Director and Assistant Director of Public Safety will also assist in any providing information on how to obtain protective or restraining orders from the Thurston County judicial system. The University is able to offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, escorts, no contact orders, counseling services and other supports and resources as needed by a victim. The University is also able to offer information about legal assistance (such information does not include legal advice), visa/immigration assistance and student financial aid considerations for victims.

LEGAL DEFINITIONS

Rape is generally defined by states as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend.

Under Washington State law, rape is defined several different ways depending on the actions of the perpetrator and the age of the victim. In addition, the crime of Domestic Violence includes, but is not limited to, rape in the first and second degree. Examples of the definition of rape include, but are not limited to:

- Sexual intercourse with another person by forcible compulsion where the perpetrator or an accessory:
  - Uses a weapon or the threat of a weapon, or
  - Kidnaps the victim, or
  - Inflicts serious physical injury to the victim, or
  - Feloniously enters into the building or vehicle where the victim is situated.
- Sexual intercourse with another person by forcible compulsion.
- Sexual intercourse with another person when the victim is incapable of consent by reason of physical helplessness (include being under the influence of alcohol and/or drugs) or mental incapacitation.
- Sexual intercourse with a person who is developmentally disabled and perpetrator has supervisory authority over the victim or was providing transportation in the course of their employment.

The complete Washington State rape and sexual assault offense definitions are found in the following Chapters of the Revised Code of Washington:
Chapter 26.50 RCW
Chapter 9A.44 RCW
Chapter 9A.64 RCW
Chapter 10.99 RCW

OTHER SEXUAL OFFENSES AND DEFINITIONS

Other sex offenses found in Washington state law include: Child molestation; Sexual misconduct with a minor; indecent liberties; and voyeurism. [Chapter 9A.44 RCW]

As defined in Washington state law, sexual intercourse has its ordinary meaning and occurs upon any penetration, however slight, and means any penetration of the vagina or anus however slight, by any object, when committed on one person by another, whether such persons are of the same or opposite sex. It also means any act of sexual contact between persons involving the sex organs of one person and the mouth or anus of another whether such persons are of the same or opposite sex. [RCW 9A.44.010(1)]

As defined in Washington state law, sexual contact means any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desires of either party or a third party. [RCW 9A.44.010(1) and (2)]

In Washington state law, sexual consent is defined as - At the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. [RCW 9A.44.010(7)]

SAINT MARTIN'S UNIVERSITY SEXUAL HARASSMENT POLICY OVERVIEW

This policy defines community expectations and outlines the procedures by which the University will determine whether those expectations have been violated. It also provides resources for individuals who encounter sexual harassment, and outlines some of the campaigns, strategies, and initiatives the University has implemented to promote awareness and educate its community about sexual harassment.

This policy applies to all students and employees (including but not limited to faculty, staff, adjuncts, student employees) of Saint Martin's University. Sexual harassment by or against third parties, such as vendors and campus visitors is also addressed in this policy. Sexual harassment in the workplace, on campus, or in the classroom, or in other aspects of the University's education programs or activities, can be between students, co-workers, individuals of differing genders, the same gender, or transgender individuals, a supervisor and an employee, or an employee and a vendor, student or third party.

The Title IX Sexual Harassment Grievance Process outlined in this policy follow the guidelines and thresholds of Title IX of the Educational Amendments of 1972 and attendant federal regulations regarding sexual harassment, 34 C.F.R. Part 106, effective August 2020. The Title IX Sexual Harassment Grievance Process will be used as the initial evaluation of complaints regarding sexual harassment. If at any time, a report of sexual harassment does not meet the Title IX definition of sexual harassment as outlined in federal law, the report will be handled in accordance with the University's Anti-Harassment & Non-Discrimination Policy and resolved under the Student Code of Conduct or corresponding employee grievance and discipline policies as applicable.

SAINT MARTIN'S UNIVERSITY TITLE IX COORDINATOR

Please direct questions about this policy and Title IX to the University's Title IX Coordinator:

Associate Vice President for Human Resources, Cynthia Johnson, 360-688-2290, Old Main Room 203, cjohnson@stmartin.edu.

APPLICABLE TITLE IX DEFINITIONS

Sexual Harassment – means conduct on the basis of sex satisfying one or more of the following:

(1) An employee of the university conditioning the provisions of an aid, benefit, or service of the university on an individual's participation in unwelcome sexual conduct;

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's education program or activity; or

(3) Sexual assault – defined as an offense classified as a forcible or nonforcible sex offense under the Uniform Crime Report System.

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
b. Dating violence does not include acts covered under the definition of domestic violence.

A dating relationship means a social relationship of a romantic nature. The existence of such a relationship shall be determined based on consideration of the following factors:

- The length of the relationship;
- The nature of the relationship;
- The frequency of interaction between the parties.

Domestic Violence – includes asserted violent misdemeanor and felony offenses committed: –

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

Stalking – means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

For the purpose of this definition –

- *Course of Conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means,

follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable Person* means reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial Emotional Distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent – is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. If coercion, intimidation, threats, or physical force are used there is no consent.

There is no consent if a person is mentally or physically helpless in a manner the person cannot understand the fact of, or make a reasonable judgment as to the nature or harmfulness of the conduct, or extent of the sexual situation. This includes incapacitation due to mental disability, alcohol or drug consumption, or being asleep or unconscious. A person who knows or reasonably should have known another person is incapacitated may not engage in sexual activity with the person.

There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim which overcomes resistance. Forcible compulsion also means the threat of force, expressed or implied placing a person in fear of death or physical injury to herself, himself, or another person, or in fear they or another person may be kidnapped unless they consent to sexual activity. In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that he/she has the consent from his/her partner(s).

Silence does not necessarily constitute consent. Past consent to sexual activity does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. Effective consent may not be given by minors less than 16 years old.

Retaliation – Any adverse treatment (beyond a slight or annoyance) that is taken because a person engaged in protected activity (e.g., opposing discriminatory practices, filing a discrimination or discriminatory harassment complaint, or participating in an investigation, conduct process, or an attempt at resolution, etc.) or for the purpose of interfering with right or privilege granted under anti-discrimination laws.

For a list of policies and procedures applicable to students please see The Student Handbook – Code of Student Conduct, Residence Hall Regulations and University Policies and Procedures related to student behavior and conduct.

XII. REGISTERED SEX OFFENDER INFORMATION

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the

Family Educational Rights and Privacy Act of 1974, the University is providing a link to the Thurston County and Washington State Sex Offender Registry. All sex offenders are required to register in the state of Washington and to provide notice of each institution of higher education in the state at which the person is employed, carries out a vocation, or is a student. Thurston County Sex Offender Watch – Washington Sex Offender Information

In addition to the above notice to the State of Washington, all sex offenders are required to deliver written notice of their status as a sex offender to the University's Director of Public Safety no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in the University. Such notification may be disseminated by the University to, and for the safety and well-being of, the campus community, and may be considered by the University for enrollment and discipline purposes.

Sex offenders have always lived in our communities. Unless court ordered restrictions exist, an offender is constitutionally free to live wherever he or she chooses. However, the Community Protection Act of 1990 requires those convicted of sex offenses must register, with the primary legislative intent intending "to assist law enforcement agencies' efforts to protect their communities" by providing relevant and necessary information.

The Thurston County Sheriff and Lacey Police Department release sex offender information pursuant to RCW 4.24.550, on their web pages. The Washington State Legislature has determined the relevant and necessary information disclosed to the public shall be related to: (a) the level of risk posed by the offender to the community; (b) the location where the offender resides, intends to reside, or is regularly found; and (c) the needs of the affected community members for information to enhance their individual and collective safety.

LEVELS OF SEX OFFENDERS - DEFINED

Level I

Low risk to re-offend within the community at large. Information shall be shared with other law enforcement agencies and, upon request, the Sheriff may disclose relevant, necessary and accurate information to any victim or witness to the offense and to any individual community member who lives near the residence where the offender resides, expects to reside, or is regularly found. Level I offenders MAY NOT be the subject of general public notification.

Level II

Moderate risk to re-offend within the community at large. Relevant, necessary and accurate information concerning risk Level II offenders may be disclosed to public and private schools, child day care centers, family day care providers, businesses and organizations that serve primarily children, women or vulnerable adults, and neighbors and community groups near the residence where the offender resides, expects to reside, or is regularly found. Level II offenders MAY NOT be the subject of general public notification.

Level III.

High risk to re-offend within the community at large. Relevant, accurate and necessary information concerning offenders classified as risk Level III may be disclosed to the public at large.

REGISTERED SEX OFFENDER INFORMATION LINK

The Thurston County Sheriff's Office provides access to the Registered Sex Offender Data Base for Thurston County. By clicking on Search of Offenders in Your Area, and entering Saint Martin's address all registered sex offenders within ½ mile of campus are displayed. Further searches can be conducted from this site for different distances from campus. The Sheriff's web page also contains information on how to register for email alerts, safety tips, links to other resources and how to contact the Thurston County Sheriff's Office.

The address for Saint Martin's University is:
5000 Abbey Way SE
Lacey WA 98503-7500

XIII. MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE

Per 34 CFR 668.46(h) and the Higher Education Opportunity Act (P.L. 110-315), Saint Martin's University is required to maintain a missing student notification policy and protocol for on-campus residents.

It is the policy of Saint Martin's University for on-campus residents to identify a confidential contact to be notified within 24-hours of the University's learning an on-campus resident student has gone missing. Further, anyone suspecting an on-campus resident student has been missing for twenty-four hours must immediately notify the Office of Public Safety or the Office of Housing and Residence Life.

Public Safety and Housing and Residence Life will respond to the report of a missing student and begin an immediate investigation. Public Safety's response will include notification to the Lacey Police Department if the investigation confirms the subject student is missing. If the missing student is under the age of 18 and not emancipated, Saint Martin's University will notify the custodial parent or guardian.

A resident student may identify a missing person contact, separate from the Emergency Contact Person if the student chooses. The University will notify this person if it is determined the student has gone missing. Missing Person Contact information will be communicated to Housing and Residence Life staff as part of the Housing Contract application process. All information provided will be kept confidential and will be accessible only to authorized University officials and law enforcement involved in the missing person investigation.

XIV. HAZING POLICY

Saint Martin's University is required by both Washington State law RCW 28B.10.900 and the Federal Stop Campus Hazing Act to provide information on incidents of hazing occurring in Saint Martin's University programs. For the purposes of this policy, a club, organization, society, association, athletic team, club sports team, fraternity, sorority, band, or student government will be subject to this policy regardless of whether the aforementioned is established or recognized by the University. Applicability of the policy is, however, subject to membership consisting of two or more of the members being

students enrolled at Saint Martin's University. Hazing includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student club or organization, athletic team, and/ or living group, that causes, or is likely to cause:

- Bodily danger or physical harm
- Serious psychological or emotional harm
- Personal degradation or disgrace
- Property damage
- Interference with an individual's academic or work performance

including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate.

The expressed or implied consent of the person being hazed and acquiescence of bystanders or group members are not neutral acts and are in violation of the Code.

Examples of prohibited activities include, but are not limited to:

- Excessive ingestion, consumption, or vomit-inducing activities using alcohol, drugs, food, water, or other substances.
- Paddling, striking, or branding of an individual.
- Causing an individual to be indecently exposed.
- Excessive physical activity.
- Deprivation of food or sleep.
- Actions exposing personal values to compromise or ridicule.
- Transportation and abandonment.
- Personal servitude.
- Confinement of an individual to unreasonably small, unventilated, unsanitary, or unlighted areas.
- Participation in any activity violating University policies or any local, state, or federal law.
- Participation in any activities interfering with academic pursuits or normal life functions.

Hazing does not include customary athletic events or other similar contests or competitions.

The hazing policy applies to all University community members, including all University sponsored clubs, organizations, teams and their individual members, coaches, and advisors; academic cohorts; and individual University faculty, staff, volunteers, and contractors.

No University student, student club or organization, academic cohort, staff member, faculty member, employee, volunteer, or contractor may engage in, conspire to engage in, or participate in the hazing of another. Hazing is prohibited whether it occurs on or off-campus.

If, as a result of observations or information received in the course of employment or volunteer service, any employee, including a student employee, or contractor or volunteer at the University has reasonable cause to believe that hazing has occurred or may occur, they shall report the incident, or cause a report to be made, to the Dean of Students. The person shall make the report at the first opportunity to do so.

REPORTING HAZING INCIDENTS

Concerns about potential hazing should be reported through the online Saints Care reporting resource at https://www.stmartin.edu/current-students/saints-care.

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

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

INVESTIGATION PROCESS

The Office of Public Safety will investigate all allegations of hazing. Once an investigation is completed, the information is forwarded to the Office of Student Conduct where the Chief Student Conduct Officer will determine whether a hearing is warranted following the process in the Code of Student Conduct.

SANCTIONS

Should an individual or group be found responsible for a hazing violation after adjudication through the conduct process, it is the policy of the university to impose sanctions. Sanctions are determined on a case-by-case basis with sanctions which could ultimately result in expulsion from the university.

PREVENTION AND EDUCATION

Students and employees are provided with education on identifying and reporting potential instances of hazing. Employees are required to take virtual training annually; new students are required to take hazing education as part of New Saints Online Training.

HAZING VIOLATION REPORT

The Hazing Violation Report is updated annually and provides information on hazing incidents beginning with August 2022.

There have not been any reported incidents of hazing for Clery reporting year 2024.

ANNUAL FIRE SAFETY REPORT

Residence Hall Fire Safety Reporting

In accordance with the Higher Education Opportunities Act of 2008, Saint Martin's University is providing mandatory fire safety information as part of this Annual Report. Detailed fire data for all on-campus student housing facilities can be found in Appendix 4 at the end of this report. All reports of fires and fire alarm activations are maintained in a database within the Department of Public Safety. Data collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and dollar values for property damaged by the fire (as assessed by the University).

Description of Student Housing Fire Systems

Every University residence hall has a monitored interior fire alarm system activated by smoke detectors or fire alarm pull stations.

Spangler Hall

Hallways and common areas have smoke detectors, horns and strobes and sprinklers. Student residences have smoke detectors, horns and sprinklers. All residence hall doors have automatic fire alarm closers.

Baran Hall

Hallways and common areas have smoke detectors, horns and strobes and sprinklers. Student residences have smoke detectors, strobes and sprinklers.

Burton Hall

Student residences have smoke detectors, horns and strobes.

Parsons Hall

Hallways and common areas have smoke detectors, horns and strobes and sprinklers. Student residences have smoke detectors, horns and strobes and sprinklers.

Please see Appendix 3 for a list of all student residence halls, their fire suppression and detection systems, and fire drills conducted.

Residence Housing Fire Safety Regulations

Tampering with the sprinkler system, fire alarms, fire extinguishers or other fire safety equipment is prohibited.

Fire drills are conducted each semester. Drills are intended to familiarize residents with the safe and proper exiting procedures and routes to promptly evacuate buildings. All occupants are required to evacuate the building in a timely manner when the fire alarm sounds. Anyone refusing to evacuate is liable for sanctioning and may be suspended from the residence hall. Occupants are not to re-enter buildings until directed to do so by a University official.

Extension cords may not be used as a substitute for permanent wiring. Extension cords should be plugged directly into an approved receptacle outlet and can serve only one appliance or fixture not rated with a capacity higher than the cord. Cords should be rated for a 15-amp service. Cords must be maintained in good condition without splices, deterioration or damage and must not be subject to environmental damage or physical defect. Make sure that all electrical appliances and cords are in good condition and UL approved. Do not overload electrical outlets. Use fuse-protected multi-outlet power strips and extension cords when necessary.

Do not tamper with or cover smoke detectors, or remove batteries from smoke detectors. Doing so will result in fines and possible judicial conduct proceedings.

Many electrical appliances can be fire hazards. Do not leave coffee pots, irons or other such appliances unattended, even for short periods of time.

The following are not permitted in Saint Martin's residence halls:

- Open-element appliances such as hot plates, space heaters or toasters;
- Candles, incense or other items with an open flame;
- Fireworks or other explosives. These items are prohibited on University property.

Propping open fire doors will result in disciplinary action, which may include a $50 fine.

Extinguish all smoking materials properly and thoroughly. Never store flammable substances in your room or apartment. Unauthorized use of candles and live holiday decorations is not permitted in University buildings. Be aware that transmitting a false alarm is a criminal offense that endangers the lives of both building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, electromagnetic locks, or other life safety devices or to block or obstruct paths of egress.

What to Do in Case of Fire

If you discover a fire in a campus building:

- Immediately pull the nearest fire alarm as you exit the building.
- When evacuating the building, remember to feel doors before opening them to be sure there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near the floor.
- Once you are safely away from danger, call the emergency number for your campus to report the fire. If you are off campus, dial 911.
- Leave the building at once but stand by to direct emergency teams to the location of the fire.

Fire Response Dos and Don'ts

- DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately.

- DON’T assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance.
- DO remain in your room if you cannot get out of the building because of heat or smoke.
- Call Public Safety right away. Keep the door closed and await assistance from the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window—the Fire Department will be looking for this sign.
- DO close the door behind you if it is safe to leave your room.
- DON’T waste time collecting personal valuables. Take your keys so that you can reenter your room if exit from the building is not possible.
- DON’T use an elevator during a fire emergency: always use the fire stairs.
- DO make your presence known to other occupants and to Public Safety by telephone if you are injured or disabled. Emergency staff members will assist you in leaving the building.

APPENDIX 1 - DEFINITIONS

Definitions of Reportable Crimes

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

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

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

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

Domestic Violence: A felony or misdemeanor crime of violence committed: (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction on which the crime of violence occurred.

Drug/Narcotic Law Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrest for violations of state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics-manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

Hate Crime (Also known as bias crime): A criminal offense committed against a person or property motivated, in whole or in part, by the offender's bias against a race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

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

Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

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

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

Stalking: Without lawful authority, a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct is described as two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional suffering or anguish is that which may, but does not necessarily, require medical or other professional treatment or counseling.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

Clery Act Hate Crime Definitions:

Definitions

In addition to any of the crimes above, the following acts are now reportable as Hate Crimes under the Clery Act, when motivated by prejudice on account of race, gender, religion, sexual orientation, ethnicity, or disability.

***Larceny-Theft*:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
Destruction/Damage/Vandalism of Property (Except "Arson"): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control.

Clery Definitions:

Awareness programs: Trainings provided by the university to increase knowledge about the existence of certain crimes and the resources available on campus and in the community as well as the university's position on these crimes.
Business day: Monday through Friday, excluding any day when the institution is closed.
Bystander Prevention: Safe and positive ways that witnesses can intervention to deter crimes.
Campus: (i) Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institutions educational purposes, including residence halls; and (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as food or other retail vendor).
Campus Security Authority: (i) A campus police department or a campus security department of an institution. (ii) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property. (iii) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. (iv) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor the official is not considered a campus security authority when acting as a pastoral or professional counselor.
Clery Geography: (i) For the purposes of counting annual Clery crime statistics Clery geography includes – (A) Buildings and property that are part of the institution's campus; (B) The institution's non-campus buildings and property; and (C) Public property within or immediately adjacent to and accessible from the campus. (ii) for the purpose of maintaining the crime log requirements, Clery Geography includes, in addition to the locations in paragraph (i), areas within the patrol jurisdiction of the campus police or the campus security department.
Dating Violence**:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
Domestic Violence: A felony or misdemeanor crime of violence committed: (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or

intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction on which the crime of violence occurred

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

Hierarchy Rule: When counting multiple offenses, the FBI's UCR Hierarchy Rule is used. Under this rule, when more than one Criminal Offense was committed during a single incident only the most serious offense is counted. A single incident means the offenses were committed at the same time and place.

Ongoing Prevention and Awareness Campaigns: Trainings and marketing provided by the university to increase knowledge about the existence of certain crimes and the resources available on campus and in the community as well as the university's position on these crimes.

Primary Prevention Programs: Trainings and marketing efforts focused on influencing knowledge, attitudes, and behaviors of those most at risk to perpetrate.

Proceeding: The rules by which a hearing occurs and administrators determine the outcome in a disciplinary proceeding.

Result: The outcome of a hearing.

Risk Reduction: Strategies that decrease the likelihood of becoming a victim are targeted towards potential victims or bystanders who learn strategies to use in-the-moment.

On Campus: Is what most people traditionally think of as the main part or core of an institution. It means: 1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including Residence Halls; and 2) Any building or property within or reasonably contiguous to the main or core property, owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).

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

Public Property: Public property means all public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus, or immediately adjacent to and accessible from the campus.

***Residential Facilities*:** Parsons Hall, Spangler Hall, Baran Hall, and Burton Hall.

APPENDIX 2 – 2022-2024 CLERY CRIME STATISTICS

The *Clery Act* requires institutions to disclose three general categories of crime statistics:

1. **Types of Offenses -** Criminal Homicide, *including a) murder/ non-negligent manslaughter, and b) negligent manslaughter*;
   Sex Offenses *including a) Rape, b) Fondling, c) Incest, and d) Statutory Rape*; Robbery;
   Aggravated Assault; Burglary;
   Motor Vehicle Theft; Arson; Domestic Violence; Dating Violence; and Stalking.

2. **Arrests and Referrals for Disciplinary Action** – Involving illegal weapons possession, violation of state drug and liquor laws.

3. **Hate Crimes** - Included in any of the above listed types of offenses or any other crime involving bodily injury
   with evidence the victim was intentionally selected because of the perpetrator's bias.

	TOTAL CRIMINAL OFFENSES ***ON CAMPUS***			TOTAL CRIMINAL OFFENSES ***IN RESIDENCE HALLS***			TOTAL CRIMINAL OFFENSES ***NON CAMPUS***			TOTAL CRIMINAL OFFENSES ***ON PUBLIC PROPERTY***		
CRIMINAL OFFENSES	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Criminal Homicide												
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault												
Rape	1	0	0	1	0	0	1	3	0	0	0	3
Fondling	1	0	0	1	0	0	2	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	1	0	0	0	0	0	6	10
Motor Vehicle Theft	5	3	0	0	0	0	0	0	0	0	8	4
Arson	0	0	0	0	0	0	0	0	0	0	1	0
Domestic Violence	0	0	1	0	0	1	0	0	0	0	6	19
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	0	0	1	0	0	0	0	0	0	0	0
HATE CRIMES	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Criminal Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0

Negligent manslaughter		0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses													
Rape		0	0	0	0	0	0	0	0	0	0	0	0
Fondling		0	0	0	0	0	0	0	0	0	0	0	0
incest		0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape		0	0	0	0	0	0	0	0	0	0	0	0
Robbery		0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault		0	0	0	0	0	0	0	0	0	0	0	0
Burglary		0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft		0	0	0	0	0	0	0	0	0	0	0	0
Arson		0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft		0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault		0	0	0	0	0	0	0	0	0	0	0	0
Intimidation		0	1	1	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property		0	0	0	0	0	0	0	0	0	0	0	0

		TOTAL ARRESTS **ON CAMPUS**			TOTAL ARRESTS **IN RESIDENCE HALLS**			TOTAL ARRESTS **NON-CAMPUS PROPERTY**			TOTAL ARRESTS **ON PUBLIC PROPERTY**		
ARRESTS		2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Illegal Weapons Possession		0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation		0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation		0	0	0	0	0	0	0	0	0	0	0	0

		TOTAL DISCIPLINARY ACTIONS **ON CAMPUS**			TOTAL DISCIPLINARY ACTIONS **IN RESIDENCE HALLS**			TOTAL DISCIPLINARY ACTIONS **NON-CAMPUS PROPERTY**			TOTAL DISCIPLINARY ACTIONS **ON PUBLIC PROPERTY**		
DISCIPLINARY ACTIONS		2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Illegal Weapons Possession		0	2	2	0	0	0	0	0	0	0	0	0
Drug Law Violation		7	5	5	7	5	2	0	0	0	0	0	0
Liquor Law Violation		24	13	3	24	13	3	0	0	0	0	0	0

APPENDIX 3 - 2024 DESCRIPTION OF STUDENT HOUSING FIRE DETECTION AND SUPPRESSION SYSTEMS

BUILDING	BUILDING FIRE ALARM & MONITORED	ROOM DETECTION	FULL SPRINKLER SYSTEM	FIRE EXTINGUISHER DEVICES	FIRE DRILLS CONDUCTED
Parsons Hall	Yes	Yes	Yes	Yes	2
Spangler Hall	Yes	Yes	Yes	Yes	2
Burton Hall	Yes	Yes	No	Yes	2
Baran Hall	Yes	Yes	Yes	Yes	2

APPENDIX 4 - 2024 TOTAL NUMBER OF FIRES BY RESIDENCE HALL

Building	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries Required Treatment at a Medical Facility	Number of Deaths Related To Fire	Value of Property Damage Caused By Fire	Case Number
Parsons Hall	**0**	**0**				**0**	**0**	**0**	
Spangler Hall	**0**	**0**				**0**	**0**	**0**	
Burton Hall	**0**	**0**				**0**	**0**	**0**	
Baran Hall	**0**	**0**				**0**	**0**	**0**	

APPENDIX 5 – SUMMARY OF FIRES

SUMMARY OF FIRES									
	2022			2023			2024		
NAME OF FACILITY	fires	injuries	deaths	fires	injuries	deaths	fires	injuries	deaths
Parsons Hall	0	0	0	0	0	0	0	0	0
Spangler Hall	0	0	0	0	0	0	0	0	0
Burton Hall	0	0	0	0	0	0	0	0	0
Baran Hall	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

APPENDIX 6 – DISCIPLINARY STURCTURE

Student Handbook Article VII: Disciplinary Structure

The student conduct process relies on multiple university stakeholders to ensure that the process is timely and equitable. The below conduct bodies and persons support the operationalization of the student conduct process by fulfilling the below roles:

A. Dean of Student Affairs: The Dean of Student Affairs is responsible for appointing a Coordinator of Student Conduct who will have primary responsibility for administering the Code. The Dean of Student Affairs, however, is responsible for the official interpretation of the Code, and will serve as an appellate officer in cases further defined in section X.

B. Coordinator of Student Conduct: Appointed by the Dean of Student Affairs, the Coordinator of Student Conduct annually reviews and revises the Code in conjunction with the Dean, administers the student conduct process, trains and supervises all Student Conduct Administrators, and determines how and by whom each disciplinary case is heard. The Coordinator also serves as an administrative hearing officer. The Coordinator will convene and train the Student Accountability and Integrity Committee, and will have primary responsibility for managing Student Accountability and Integrity Committee hearings and maintaining student conduct records. The Coordinator will also develop policies and procedures consistent with the provisions of the Code. Lastly, the Coordinator of Student Conduct will serve as an appellate officer in cases further defined in section X.

C. Administrative Hearing Officer: Administrative Hearing Officers are university employees who are trained and empowered to hear formal cases involving allegations of student misconduct. The Dean of Student Affairs or designee shall be responsible for approving the selection of hearing officers, and shall be responsible for providing appropriate training.

D. Student Accountability and Integrity Committee: Student Accountability and Integrity Committee meets at the discretion of the Coordinator and conducts hearings to review allegations of student misconduct. The Student Accountability and Integrity Committee is appointed by the University President and shall consist of a pool of faculty or staff members and a pool of student members. If possible, returning student, faculty, and staff members will be retained each year for continuity; however, all reappointments will be recommended by the Coordinator and approved by the President. Nominations for new student, staff, and faculty appointments shall be solicited annually from the Dean of Student Affairs, Housing and Residence Life, current Committee members, and other University constituents. Nominations should contain specific justification and will be reviewed by the Coordinator. The Coordinator will forward the names to the President for approval. If nominations are not submitted to the Coordinator by the start of the fall semester, the Coordinator shall, with the approval of the Dean of Student Affairs, make the nominations to the President.

Each Student Accountability and Integrity Committee hearing will be advised by a Student Conduct Administrator. A chairperson will be selected for each Committee hearing and will be responsible for managing the proceedings, facilitating deliberations, and submitting the findings and sanction recommendations to the Coordinator. The quorum of Student Accountability and Integrity Committee hearings must consist of at least 5 committee members; one member must be a student and one member must be a faculty or staff member. Quorum requirements may be waived with the approval of the Coordinator and by the participating parties in writing prior to or on the date of the hearing; if applicable, the complainant would also need to submit a waiver of quorum.

E. Student Conduct Administrators: Student Conduct Administrators may be appointed by the Coordinator of Student Conduct or the Dean of Student Affairs to investigate and/or review student conduct cases. Student Conduct Administrators are thoroughly trained and experienced in student conduct administration, supervised by the Coordinator of Student Conduct, and authorized to conduct administrative hearings, advise the Student Accountability and Integrity Committee, and impose sanctions upon students found to have violated the Code.

APPENDIX 7 – SUBSTANCE ABUSE – DRUGS AND ALCOHOL – FEDERAL AND STATE LAWS

Legal and Health Risks of Substance Abuse

Summary of Applicable Laws

The following are penalties provided for possession, use or distribution of illicit drugs prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of possible federal penalties for first and second convictions.

Denial of Federal Benefits (21 USC §862 and 20 USC 1091 (r) (1))

A state or federal drug conviction while enrolled and receiving Title IV aid may result in the loss of federal benefits, including school loans, grants, contracts and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction, and up to 10 years for a second conviction. Drug traffickers become permanently ineligible for federal benefits upon a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for a second or subsequent conviction.

Forfeiture of Personal Property and Real Estate (21 USC §853)

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars and other personal belongings. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 USC §841)

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list above is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are often twice as severe. If death or serious bodily injury results from the use of a controlled substance that has been illegally distributed, the person convicted on federal charges of distributing the substance can face a prison term up to life imprisonment, and fines ranging up to $20 million. Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 USC §860) face penalties of prison terms and fines which are twice as high as the regular penalties for the first offense, with a mandatory prison sentence of at least 1 year. Mandatory minimum sentencing does not apply to offenses involving five grams or less of marijuana.

Federal Drug Penalties for Simple Possession (21 USC §844)

Persons convicted on federal charges of unlawfully possessing any controlled substances face penalties of up to 1 year in prison and a minimum fine of $1,000, or both. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine

of $2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of $5,000. Special sentencing provisions for possession of a mixture or substance which contains cocaine base impose a mandatory prison term of not less than 5 years but not more than 20 years and a minimum fine of $1,000, or both, if:

1. it is a first conviction and the amount of cocaine base substance possessed exceeds 5 grams;
2. it is a second conviction and the amount of cocaine base substance possessed exceeds 3 grams;
3. it is a third or subsequent cocaine base substance conviction and the amount exceeds 1 gram.

Special sentencing provisions for simple possession of Flunitrazepam (Rohypnol, "roofies" or "roaches") impose a prison term of not more than 3 years, a fine as outlined above, or both.

Washington State Drug and Alcohol Laws (Chapter 69.50 Revised Code of Washington)

Following is a summary of certain Washington State laws relating to the unlawful use of alcohol and drugs [RCW 66.44 & 69.50]. This summary is intended to apprise students, faculty, and staff of the conduct generally prohibited by state law. The unlawful possession, use, or distribution of alcohol and/or illicit drugs may subject the offender to federal as well as state penalties, and include imprisonment, fines, or both. Members of the campus community are expected to observe all applicable federal and state laws while on University premises or in connection with any University activity.

1. Persons under age 21 may not acquire, possess, or consume alcohol. No person may furnish alcohol to anyone under 21 or permit underage consumption on premises within their control. [RCW 66.44.270(2)(a)]
   Penalty: Gross Misdemeanor - Maximum $5000 fine, up to 364 days imprisonment, or both. [RCW 9A.20.021(2)]
2. Persons under 21 may not be in a public place or in a vehicle in public while exhibiting the effects of having consumed alcohol. A public place includes city streets and any buildings and grounds used for University purposes. [RCW 66.44.270(2)(b)]
   Penalty: Gross Misdemeanor - Maximum $5000 fine, up to 364 days imprisonment, or both. [RCW 9A.20.021(2)]
3. Persons under 21 may not purchase or attempt to purchase alcohol. [RCW 66.44.290]
   Penalty: maximum $1,000 fine, 90 days imprisonment or both; except a minimum fine of two hundred fifty dollars shall be imposed and any sentence requiring community restitution shall require not fewer than twenty-five hours of community restitution. [RCW 66.44.290(4)]
4. Alcohol may not be opened or consumed in a public place. [RCW 66.44.100]
   Penalty: Class 3 civil infraction; the maximum penalty and the default amount shall be fifty dollars, not including statutory assessments. [RCW 7.80.120(c) & 9A.20.021(3)]
5. It is unlawful to manufacture, deliver, or possess an illicit drug. [RCW 69.50.401]
   Penalty:
   1. Schedule I and II narcotic drugs or flunitrazepam, including its salts, isomers, and salts of isomers, classified in Schedule IV and amphetamine, including its salts, isomers, and salts of isomers, or methamphetamine, including its salts, isomers, and

salts of isomers - Class B felony – imprisonment for ten years, or (i) fined up to twenty-five thousand dollars if less than two kilograms of the drug, or both such imprisonment and fine; or (ii) if two or more kilograms of the drug, fined up to one hundred thousand dollars for the first two kilograms and up to fifty dollars for each gram in excess of two kilograms, or both such imprisonment.

2. Any other controlled substance classified in Schedule I, II, III, IV & V - Class C felony – imprisonment for five years, or a fine in an amount fixed by the court of ten thousand dollars, or by both such confinement and fine.
3. The production, manufacture, processing, packaging, delivery, distribution, sale, or possession of marijuana in compliance with the terms of RCW 69.50.360, 69.50.363, or 69.50.366 shall not constitute a violation of Chapter 69.50 RCW or any other provision of Washington state law. **See Special Note Regarding Marijuana below.**

6. It is unlawful to use, possess, possess with the intent to deliver, or manufacture with the intent to deliver drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance other than marijuana. It is unlawful for any person to deliver, possess with intent to deliver, or manufacture with intent to deliver drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance other than marijuana. [RCW 69.50.412]

   Penalty: Misdemeanor –

   a. First conviction - imprisonment for not less than twenty-four consecutive hours and up to 90-days, and a fine of not less than two hundred fifty dollars;
   b. Second or subsequent conviction, the fine shall not be less than five hundred dollars and not less than twenty-four consecutive hours and up to 90-days imprisonment.

Special Note Regarding Marijuana: Marijuana remains illegal for minors (persons under 21 years of age) to possess, sell or use. No person under 21 years of age may possess, manufacture, sell, or distribute marijuana, marijuana-infused products, or marijuana concentrates, regardless of THC concentration.

It is illegal to possess marijuana by a person of any age in amounts over 28.3 grams. **Marijuana remains illegal under federal law and policies concerning marijuana at the university remain unchanged. It is illegal to produce, distribute or use marijuana on university property or during university-sponsored activities.**

Substance Abuse Health Risks

Substance	Cardiac	Nervous	Digestive	Reproductive	Dependency	Other
Alcohol	High blood pressure.	Brain damage, poor judgment and coordination. Depression and mood swings.	Liver damage.	Increased miscarriages, low birth weight with small amounts. Fetal Alcohol Syndrome. Sexual dysfunction.	Drinking large amounts of over a period of time can produce physical and psychological dependency.	Increased accidents with injuries and death. Rapid intake can lead to alcohol poisoning and death.
Barbiturate (Quaaludes, Nembutal, Seconal)	Decreased blood pressure; weak and rapid pulse.	Slurred speech, disorientation, decreased respirations and coma.	Increased appetite.	Babies may be born physically dependent. Birth defects can occur	High potential of physical and psychological dependence.	Abrupt withdrawal can be life threatening.
Cannabis (Marijuana, Hashish)	Chest pain due to increased heart rate.	Reduced short term memory, impaired coordination, and decreased vision. Decreased motivation, concentration and attention.	Increased appetite.	Decreased sperm count with possible infertility Increased miscarriages, low birth weight	Psychological dependence may occur; physical dependence may develop with daily use.	Increased accidents with injuries and death. Lung damage.
Central Nervous Stimulants (Amphetamines, Ecstasy, Cocaine)	Increased heart rate and blood pressure. Increased heart attack rate, arrhythmias, and death.	Headache, convulsions, hallucinations, insomnia, and short attention span. Increased alertness. Euphoria.	Loss of appetite. Severe weight loss. Liver damage.	Increased miscarriages and premature births. Babies may be born physically dependent Repeated use can cause impotence	Physical dependence may occur among chronic users Psychological dependence can occur very rapidly.	Damage to nasal tissue if snorted. HIV/AIDS and hepatitis if injected with contaminated needles.
Hallucin-ogengens (LSD, PCP, Ecstasy, Mescaline)	Increased heart rate and blood pressure.	Impairment of coordination. "Flashbacks", convulsions and coma.	Nausea, vomiting, and abdominal pain.	Increased miscarriages and birth defects.		Respiratory depression. Dilated pupils.
Narcotics (Heroin, opium, Morphine, Oxycontin)	Decreased blood pressure and shock.	Stupor and coma. Decreased respirations resulting in death.	Constipation	Increased risk of anemia, heart disease, diabetes, pneumonia, and hepatitis if used during pregnancy. Increased miscarriages, premature and still births.	Physical and psychological dependence.	HIV/AIDS and hepatitis if injected with contaminated needles.

Medical research has demonstrated the following health risks associated with the abuse of alcohol or drugs:

1. Liver disease, including hepatitis and cirrhosis of the liver;
2. Digestion and nutrition problems, including pancreatitis, peptic ulcer, and vitamin deficiencies;
3. Memory lapses, blackouts, loss of problem-solving abilities, and other serious neurological disorders;
4. Congestive heart failure, hypertension, and stroke;
5. Numerous forms of cancer; and
6. Birth defects.

Additional information about the health risks of alcohol and drug abuse may be obtained from Counseling and Wellness Services.

APPENDIX 8 – DRUG FREE SCHOOLS & COMMUNITIES ACT

In compliance with Section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, all students and employees of Saint Martin's University are expected to observe the following minimum standards of conduct relating to the use of alcohol and illicit drugs. Additionally, these regulations apply to any visitor or guest on University premises.

a. Alcohol
    1. Possession, consumption, possession by means of consumption (if under the age of 21), and the manufacture, sale or distribution of alcoholic beverages, EXCEPT AS EXPRESSLY ALLOWED by this policy, is prohibited in or around University premises or in connection with any University activity. Exceptions may be made if the following conditions are met for a specific event:
        a. Approval for the event is obtained in writing from the Director of Campus Life and the Dean of Student Affairs.
        b. The event is not held in or near the residence halls.
        c. Those consuming alcohol are 21 years of age or older. Community members participating in SMU-sponsored study abroad programs are expected to respect the drinking laws of their host country while upholding the university policy.
        d. An appropriate liquor license obtained from the Washington State Liquor Control Board and publically displayed at the event.
        e. A bartender licensed by the State of Washington serves the alcohol.
    2. Possession of open or empty alcohol containers, remaining in a location where alcohol is present, assisting someone else in concealing the product or the products effect on an individual, or any other violation of University policy due to alcohol consumption, also constitutes a violation of this policy.
    3. The use of alcohol on University premises or as part of its activities must otherwise conform to all applicable state laws and to University requirements and procedures.

b. Drugs
    1. Possession, use, manufacture, sale, or distribution of marijuana (including medicinal marijuana), illicit narcotics, or other controlled substances and the improper possession, use, manufacture, sale, or distribution of prescription pharmaceuticals is prohibited in or around University premises or in connection with any University activity.
    2. Remaining in a location where illicit drugs are present or being used, assisting someone else in concealing the product or its effect on an individual, or any other violation of University policy due to drug use also constitutes a violation of this policy
    3. Possession, manufacture, use, distribution or sale of drug paraphernalia is prohibited in or around University premises or in connection with any University activity.

Summary

- This policy strictly forbids the unlawful manufacture, possession, distribution, or use of drugs, including "medical marijuana," or "recreational use marijuana" on University premises or in connection with a University activity.

- Alcohol and/or marijuana may not be possessed by anyone on campus, except as provided by the "Campus Alcohol Use Procedure."
- Alcohol and/or marijuana may not be furnished to anyone under age 21, and under aged persons may not possess or consume alcohol on University premises or in connection with any University activity.
- Opened containers of alcohol may not be possessed, and alcohol may not be consumed in any place on University premises or in connection with a University activity except as expressly permitted by the policy. The use of alcohol on University premises or as part of its activities must otherwise conform to all applicable state laws and to University requirements and procedures.

Persons choosing to drink alcoholic beverages are expected to do so responsibly. Behavior evidencing irresponsible consumption of alcohol, including but not limited to obvious intoxication (e.g., staggering, passing out, being unable to care for oneself), excessive noise, vandalism, excessive messes (e.g., litter, spills on carpets or furniture, throwing garbage or liquids), sickness, verbal, written, or physical harassment, will be addressed through the procedures outlined in Section E. In addition to the sanctions outlined in Section E, nothing in this policy prevents any person from being subject to arrest for violation of state or local law.

APPENDIX 9 – DRUG-FREE WORKPLACE ACT REQUIREMENTS

Saint Martin's University is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program balancing our respect for individuals with the need to maintain an alcohol and drug-free environment.

- Saint Martin's University encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business for Saint Martin's University, is applying for a position or is conducting business on the University's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to full-time employees, part-time employees, off-site employees, contractors, volunteers, **interns**, applicants, **and student employees**.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for Saint Martin's University. Therefore, this policy applies during all working hours and while on call or on standby.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants; this includes the possession and use of "medical marijuana" or recreational use marijuana." Medical marijuana and recreational use marijuana are not recognized as being legal under federal law. Nothing in Washington State law requires an accommodation for the medical use of cannabis if an employer has a drug-free work place. Prescription drugs (Schedule II through V Controlled Substances), excluding prescribed medical marijuana, and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's written prescription. Any employee taking prescribed or over-the-counter medications, excluding prescribed marijuana, will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify company doctor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the Saint Martin's University Office of Human Resources in writing within five calendar days of the conviction. The Office of Human Resources will take appropriate action within 30 days of notification. Federal contracting agencies (those providing federal funding) will be notified when appropriate.

Searches

Entering property owned by Saint Martin's University constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of lockers, desks and work stations, and University owned property.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in reasonable suspicion testing upon selection or request of management.

The substances to be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates and Phencyclidine (PCP).
Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive may be: 1) referred to a substance abuse professional for assessment and recommendations; 2) required to successfully complete recommended rehabilitation including continuing care; 3) required to pass a Return-to-Duty test and sign a Return-to-Work Agreement; and 4) terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement. An employee who tests positive may be immediately terminated, depending on the specific work situation.
An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious and can result in corrective action, up to and including termination of employment.

In the case of job applicants (full-time, part-time or student employment), if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation and fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Return-to-Work Agreements

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Assistance

Saint Martin's University recognizes alcohol and drug abuse and addiction are treatable illnesses. We also realize early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers all employees assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by Saint Martin's University through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.
All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.
In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Refer employees to the Employee Assistance Program.
- Clearly state consequences of policy violations.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.

Information, Education, and Counseling

This Alcohol and Drug Policy emphasizes the importance of information and education in helping to prevent alcohol and drug abuse. In furtherance of this purpose, a copy of this policy will be distributed annually to students, faculty, and staff, together with the appended summaries of the legal and health risks associated with the abuse of alcohol and drugs (**See Substance Abuse Health Risks**).

Saint Martin's University is committed to helping students and employees to resolve alcohol and drug abuse problems. Confidential counseling and referral services are available to students through the Counseling and Wellness Services Center. Also available to students are chemical dependency education programs, chemical dependency assessments, and a sobriety support group.
For faculty and staff, the University provides education and assessment through the University's employee assistance program. In addition, the University's health insurance plans provide coverage for the medical treatment of chemical dependencies.

For additional information about counseling, assessment and referral services contact the Counseling and Wellness Center (360-688-2016) or the Office of Human Resources (360-688-2280).

Sanctions

The University will impose corrective action on students, faculty, and staff for violations of this Alcohol and Drug Policy. Sanctions will be imposed in accordance with the procedures of the Student Handbook, Code of Conduct, or Faculty/Staff Handbook as appropriate.

The following list of student sanctions does not imply degree, severity, or appropriateness of any sanction to any specific violation. Nothing in this section precludes assigning multiple sanctions or imposing any other sanction that may be in the best interest of the student or community. In cases involving drugs and/or alcohol, the sanctions that may be assigned include, but are not limited to:

i. **Electronic Check-Up (formerly E-Chug):** The minimum sanction for alcohol related offenses, E-Check-Up is an online self-assessment tool designed to provide information related to student risk patterns, tolerance levels, family risk factors, harm reduction strategies, and resources at Saint Martin's University and in the outside community.

ii. **Alcohol Education Program:** The next-level sanction for alcohol offenses is the alcohol education program offered through the Counseling and Wellness Center in coordination with the Office of Housing and Residence Life. The three-hour class is developed and taught by the University's Substance Abuse Prevention Coordinator. Students referred to this program are required to complete it at their own expense ($25), and those who fail to do so may be assessed a $75 disciplinary fine, will be required to attend a rescheduled class, and may face further judicial action. The alcohol education program is typically required for modest first time alcohol offenses, but the University reserves the discretion to impose alternate or additional sanctions for first time offenses if circumstances warrant such sanctions.

iii. **Parental Notification**: Violations of the University drug policy or alcohol policy may also result in the University notifying the parent(s) or legal guardian(s) of students under the age of 21 by phone, mail, or any other means as permitted by the 1998 revision of the Family Educational Rights and Privacy Act. Parental notification is typically reserved for drug-related offenses and serious or repeated violations of the University's alcohol policy; however, the University reserves the right to advise guardians of any drug and/or alcohol use that requires medical attention or presents a foreseeable risk of harm to oneself or others.

iv. **Discretionary Sanctions**: A hearing body may impose creative or educational sanctions appropriate to the violation and designed to be informative rather than punitive. Examples of discretionary sanctions include, but are not limited to, research and reflection papers, program or class attendance, passive programming, staff and faculty interviews, and required reading.

v. **Substance Abuse or Mental Health Assessment**: The student may be required to complete a substance abuse or mental health assessment through a qualified agency at his/her own expense. The student is responsible for providing documentation of completion and must submit any recommendations from the provider to the Coordinator of Student Conduct. Adherence to these recommendations may be mandated by the Coordinator of Student Conduct, and failure to comply with this requirement may result in further judicial action.

vi. **Conduct Hold:** A student's account may be put on hold at the discretion of the Coordinator of Student Conduct should that student fail to comply with sanctions imposed by any hearing body. A conduct hold may preclude a student from accessing his/her student records, registering for classes, acquiring transcripts, or gaining readmission to the University. Students may appeal in writing to the Coordinator of Student Conduct or Dean of Student Affairs for the hold to be temporarily or permanently lifted, and the request must include convincing justification for why the student remains out of compliance.

vii. **Disciplinary Probation**: In most substance abuse cases, the student is placed on probation with or without loss designated privileges for a minimum of one semester. Specific activities may be required or additional sanctions completed prior to removal from probation. Probation is imposed for a specific period of time during which a student may be restricted from some activities or programs.

viii. **Persona Non Grata, Suspension, and Expulsion:** When other sanctions are deemed insufficient or ineffective, a student may be made persona non grata from University

facilities and/or activities or face separation from the institution through suspension or expulsion. In such cases, students may be required to complete additional sanctions and/or demonstrate significant behavioral and/or attitudinal changes before being considered for readmission to the University.

As required by federal law, the University will also cooperate with law enforcement authorities in referring for prosecution the unlawful possession, use, or distribution of alcohol and illicit drugs by students, employees, visitors or guests on University premises or as part of any of its activities.