# Table of Contents

2 Introduction
3 Northwestern University Police and Local Law Enforcement
6 Crime Prevention and Safety
8 Crime Reporting
9 Clery Crime Statistical Reporting
12 Sexual Misconduct
26 Timely Warnings, Emergency Notifications and Emergency Preparedness
   Page 32 Step 1: Critical Incident Assessment
   Page 33 Step 2: Incident/Protective Action Communications
   Page 34 Step 3: Evaluate Incident Response
37 Campus Facilities and Building Security
38 Miscellaneous

# Appendices

42 Appendix A Campus Trainings (Specifically Focused on Sexual Assault, Domestic Violence, Dating Violence and Stalking)
44 Appendix B Clery Act Crimes (Definitions)
50 Appendix C Supplemental San Francisco Campus Sexual Misconduct Policy Content
57 Appendix D Local and University Resources
59 Appendix E Crime Data: San Francisco Campus
62 Appendix F Orders of Protection
64 Appendix G Sexual Misconduct Policy (Including Appendices A-C)
Introduction

Northwestern University is committed to promoting the safety and security of the University community—students, faculty, and staff, as well as University vendors, contractors, visitors, guests, and third parties. Colleges and universities are required by various federal laws and regulations to disseminate information related to campus safety and security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Act (VAWA) (collectively referred to as the “Clery Act”), requires colleges and universities to disclose certain timely and annual information about campus crime, and security and safety policies. In addition, the Higher Education Opportunity Act (HEOA) requires colleges and universities with student residence facilities to publish a Fire Safety Report, which contains information about fire prevention practices and systems, as well as fire-related statistics. The HEOA also requires colleges and universities with student residence facilities to provide information related to missing students.

The material in this Annual Security Report (ASR) provides important information related to safety and security at the Northwestern University, San Francisco campus located in San Francisco, California. In addition, select information from the ASR for the University’s Evanston and Chicago campuses has been included, as community members may visit these campuses as well. For additional Chicago and Evanston campus information, review the related Annual Security and Fire Safety Report which can be accessed at www.northwestern.edu/up/safety/annual-report/index.html.

All members of the University community are encouraged to read the ASR. We hope that you will use the information to help foster a safe environment for yourself and others. But it is important to stress that safety is a shared responsibility. The University relies on every community member to contribute to safety and security on campus by reporting crime and suspicious activities in a timely manner, and by using common sense when going about daily activities.
About the San Francisco campus

Northwestern University San Francisco’s administrative and classroom areas are located on the 12th (Suite 1250) and 18th floors of an office building located at 44 Montgomery St., San Francisco, California. The school is a commuter campus. Northwestern University does not own or lease any student residences at this campus, and there are no buildings or property owned or controlled by officially recognized non-campus student organizations.

Information about this Report

This Report contains information about campus safety and security. Northwestern University Compliance, Audit and Advisory Services (“University Compliance”) is responsible for preparing and distributing this report. We work with the San Francisco Campus Administration, the San Francisco Police Department and a number of other University departments such as the Northwestern University Police Department, Student Affairs, and the Office of General Counsel to compile this information. University community members are annually notified via a campus-wide email of the availability of the Report and its posted web address www.northwestern.edu/up/safety/annual-report/index.html.

Paper copies of this Report are available upon request from the University Police Department or University Compliance. To request a paper copy, please contact University Police at universitypolice@northwestern.edu or 847-491-3456, or University Compliance at clerycoordinator@northwestern.edu or 847-467-6170.

I. Northwestern University Police and Local Law Enforcement

The San Francisco campus does not have Northwestern University police or security personnel on site.

However, on the Evanston and Chicago campuses, the Northwestern University Police Department (“University Police”) has primary responsibility for developing and deploying services, programs and strategies for maintaining a safe Evanston and Chicago campus. Specifically, University Police is responsible for Evanston and Chicago campus crime prevention, law enforcement, parking control, emergency response, residence hall security, policing of special events, and for various other community services. University Police personnel patrol the campuses on foot, bicycle, and vehicle.

University Police provides a full range of law enforcement services, 24 hours a day/365 days a year. Some of these services include investigating criminal incidents or referring matters (as appropriate) to another University office (e.g., Human Resources, the Office of Student Conduct). University Police operations are supported by
a Communications Center which is staffed by trained and certified dispatchers who answer calls for service, dispatch officers and other emergency services to incidents, and monitor CCTV systems and intrusion, fire and environmental alarms.

University campus safety and security are dependent upon the teamwork of all members of the Northwestern community. Members of the University community are encouraged to immediately report campus crimes, suspicious activity, accidents and other emergencies to local law enforcement and University Police. In an emergency dial 911. For non-emergencies, call 847-491-3456 or email universitypolice@northwestern.edu.

A. University Police Authority

University Police personnel derive their law enforcement authority from State of Illinois statutes (110 ILCS 1005/0.01-3.0)/Private College Act) and the trustees of Northwestern University. University Police personnel have the same full law enforcement responsibilities and powers (including the power to arrest) under state law as municipal police officers and county sheriffs. Sworn police personnel must complete a state-approved police academy and firearms training.

B. Jurisdiction

The Northwestern University Police Department has no law enforcement authority or jurisdiction on the San Francisco campus. The 44 Montgomery St. Building management provides on-site security and is responsible for safety, security, and maintenance issues. Should you need to contact the Northwestern University Police Department, call 847-491-3456 or email universitypolice@northwestern.edu. The University Police Department is available 24 hours a day/7 days a week.

C. Mutual Aid

University Police does not have formal written memoranda of understanding with the San Francisco Police Department, other local or law enforcement agencies, or the Federal Bureau of Investigation regarding the formal investigation of criminal incidents. University Police annually requests the San Francisco Police Department provide timely notification of situations on or off campus that could pose a serious or continuing threat and/or any incidents that are considered an immediate threat to the health and/or safety of the San Francisco Campus community. University Police, as notified, will maintain communication with local law enforcement and request status reports on these types of incidents. In addition, University Police will collaborate with the San Francisco Police Department and/or other local or state law enforcement agencies as formally requested by the investigating agency.
D. Emergency Contact Information

In an emergency, community members should dial 911. When calling 911 from campus, or within the city limits of San Francisco, this connects the caller to a San Francisco Government Unified Communication Command Center call taker who receives the call and contacts dispatch who then dispatches both police and fire-rescue calls for service around the clock, year round.

E. Non-Emergency Contact Information

San Francisco Police Department
766 Vallejo Street
San Francisco, CA 94133
Phone: 415-553-0123 (SFPD Main Number)
       415-315-2400 (Direct line for Central Station)

Building Manager and Lobby Security
Lobby Security: 415-433-4163
Building Manager: 415-392-8844

Northwestern University Police Department
Evanston Campus: 1201 Davis Street, Evanston
Phone: 847-491-3456 (24 hours)

Chicago Campus: 211 East Superior Street, Chicago
Phone: 312-503-3456 (24 hours)
Website: www.northwestern.edu/up

F. Dissemination of Police Contact Information

Emergency and non-emergency Northwestern University Police Evanston and Chicago campus phone numbers are also listed in the online campus phone directory, at www.northwestern.edu/up/about/contact/department-directory.html and in various University and University Police websites and electronic communications distributed throughout the school year. A telephone sticker or magnet that provides University Police Evanston and Chicago campus phone numbers is available upon request by calling the non-emergency telephone number.

G. Police Availability, 24/7

University Police Evanston campus Communication Center dispatchers are available 24 hours a day to answer your calls, including calls from the Northwestern San Francisco campus. In response to a call regarding a reported crime at the Evanston and Chicago campus, University Police personnel are dispatched to make contact with the reporting party and take a police report. University Police personnel can also assist community members in notifying the appropriate local
law enforcement agency when the victim of a crime elects to or is unable (physically/mentally) to make such a report.

**H. Liaising with University Officials**

Crime incident reports involving University students are forwarded to the Dean of Students Office for review and referral to the Office of Student Conduct for potential action. The University Police Criminal Investigations Division is assigned to investigate and follow up on reported incidents when deemed appropriate. Information obtained via the University Police investigative process, as applicable, is also forwarded to the Office of Student Conduct. If assistance is required from other University departments and/or law enforcement agencies with jurisdictional authority, University Police will contact and work with the appropriate department(s)/agencies.

**II. Crime Prevention and Safety**

Northwestern University is committed to promoting the safety and security of the University community. Although Northwestern University works hard to ensure the safety of all individuals within our University community, everyone must take responsibility for their own personal safety and property security.

The San Francisco campus is not a sanctuary from crime. Conditions that encourage criminal activities prevail in highly populated metropolitan locations.Realizing you could be a victim is the first step in self-protection.

University Police does not offer in-person crime prevention or safety/security education programs on the San Francisco campus. Students and employees are encouraged to participate in safety, security, and crime prevention programs that are offered during orientations and which may be offered locally. Students and employees are made aware of safety, security, and crime prevention publications and related web-based resources. Online crime prevention/safety information is available at [http://www.northwestern.edu/up/](http://www.northwestern.edu/up/). Printed materials on various topics (including copies of this Report) are available on-site or upon request.

**A. Prevention**

Simple, common-sense proactive precautions are the most effective means of maintaining personal safety and property security. Individuals who practice crime prevention can make this special community a safer place to learn and work.

The common tenets of crime prevention are straightforward: remain alert and attentive to potential dangers; don’t put yourself or your property at risk; and immediately report suspicious activity.
to the police. A safe and secure campus is everyone’s responsibility. Community members are encouraged to visit the University Police website to access a variety of information on safety, security and crime prevention at www.northwestern.edu/up/.

B. Theft

Typically, theft is the most reported crime on campus. Theft prevention is the anticipation, recognition, and appraisal of a risk of theft and taking steps to reduce or remove that risk. The techniques outlined here are designed to reduce the opportunity for theft and increase risk for a would-be thief.

- Secure your office, dorm room, lab, etc., when you are absent.
- Secure all valuables out of sight during your absence.
- Don’t leave valuables lying around in open areas that are unattended.
- Never leave valuables and property in plain view in a parked vehicle.
- Practice vigilance. Watch for and immediately report suspicious activity and behavior.
- When contacting University Police, provide detailed information.
- Ask unescorted visitors entering your office to identify themselves and whom they are meeting.
- Request identification from persons who wish to repair or remove property.
- Report criminal incidents on a timely basis to University Police and local law enforcement.

C. Safety Programs

The University and University Police (primarily available to Northwestern San Francisco students and staff when on the Evanston and Chicago campuses) engage in comprehensive, intentional, and integrated educational programming, initiatives, strategies, and campaigns intended to promote campus safety and security and prevent crime.

Students and employees are made aware of safety, security, and crime prevention publications and related web-based resources. Online crime prevention/safety information is available at http://www.northwestern.edu/up/.

Information about preventing and responding to sexual violence is available through the Center for Awareness, Response and Education at www.northwestern.edu/care and University Police at http://www.northwestern.edu/up/. For a listing of San Francisco campus trainings specifically focused on sexual assault, domestic violence, dating violence, and stalking, see Appendix A.
III. Crime Reporting

University community members have options in reporting crimes.

A. Reporting to University Police/San Francisco Police Department

Northwestern University encourages victims and witnesses of crimes to report all crime to University Police and the San Francisco Police Department. However, due to the potential need to contact the crime reporting party for follow-up investigative inquiries, University Police does not typically allow anonymous reporting of crimes, except to Campus Security Authorities (see below) where anonymity is permitted.

Police reports will often include information such as the names and identifying information related to the reporting party and the suspect or alleged offender, an incident description, as well as names and identifying information of witnesses. Anonymous reports received by University Police may be investigated under certain circumstances.

B. Reporting to University Campus Security Authorities

As described in Section IV on Clery Crime Statistical Reporting, Campus Security Authorities (CSAs) include University Police, as well as certain University officials and staff. CSAs are obligated to report Clery Crimes that they witness or they become aware of which occurred on or within Northwestern University’s Clery Geography (generally including on campus, in public areas bordering campus, and in certain non-campus buildings owned or controlled by the University) on a timely basis. CSA submitted crime reports may assist University Police in identifying and apprehending criminals and could identify patterns that will help prevent future crimes. Reports by CSAs also assist the University in meeting its Clery Act obligations and enable University Police to review incident information and determine if a reported crime poses a serious or continuing threat to the campus community which could necessitate the issuance of a timely warning, as discussed in Section VI.

Members of the University community who are victims or witness crime may report those crimes to CSAs who will, in turn, report the incident to University Compliance and University Police. It is important that crime-reporting parties provide, and CSAs obtain, as much information about the crime as possible, including: an incident description, approximate time, date and location of the incident, and as available, identifying information of the alleged offender(s) and any witnesses.
C. Anonymous Reporting

Victims and witnesses may report crimes anonymously to Campus Security Authorities (CSAs). Clery reportable crimes, occurring within the Clery reportable geography, that are reported to University Police by CSAs are included in the Annual Security Report crime data. With such data, the University can maintain accurate records of the number of incidents to determine if there is a pattern of crime with regard to a particular location, method, or offender, and as appropriate, alert the community to potential danger.

In reporting crime to a CSA when the reporter wishes to be anonymous, CSAs will provide a detailed description and occurrence date (time frame) and location of the crime, without identifying the alleged victim, witnesses or perpetrator, to University Police. The purpose of this type of report is to comply with the reporting party’s wish to keep the matter anonymous, while taking steps to contribute to future campus safety.

D. Reporting Sexual Misconduct

As discussed in Section V on Sexual Misconduct below, Northwestern prohibits all forms of sexual misconduct, including but not limited to, sexual assault, stalking, dating or domestic violence, and sexual harassment. Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For this reason, Northwestern encourages individuals to report incidents of sexual misconduct to University Police or local law enforcement officials. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence crimes, and may lead to the arrest of an offender or aid in the investigation of other incidents.

More information related to sexual misconduct, including options and resources available, and options for reporting, is covered in Section V.

IV. Clery Crime Statistical Reporting

Among other things, the Clery Act requires colleges and universities to maintain and disclose statistics about the number of incidents of specific crimes that are reported to local police agencies, University Police or Campus Security Authorities (CSAs). These specific crimes are referred to as “Clery Crimes” and are listed below. The crime statistics must include the three most recent calendar years.
A. Clery Crimes:

1. Criminal homicide
   a. Murder and non-negligent manslaughter
   b. Manslaughter by negligence
2. Sexual assault
   a. Rape
   b. Fondling
   c. Incest
   d. Statutory rape
3. Dating violence or domestic violence
4. Stalking
5. Robbery
6. Aggravated assault
7. Burglary
8. Motor vehicle theft
9. Arson
10. Arrests for liquor law violations, drug law violations and illegal weapons possession
11. Referrals for disciplinary actions for liquor law violations, drug law violations and illegal weapons possession
12. Hate crimes associated with any of the crimes listed in points 1-9, any crime involving bodily injury or associated with a larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property.

These crimes are defined in Appendix B. Appendix E includes crime statistics for the San Francisco campus.

B. Clery Geography

Under the Clery Act, reported crimes must have occurred on, or within, what is referred to as the institution’s “Clery Geography.” This includes property located in the following areas:

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographical area and used by Northwestern in direct support of, or in a manner related to, institutional educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the geographical area mentioned above in this definition, that is owned by Northwestern but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

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

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

C. The Role of Campus Security Authorities

Campus Security Authorities (CSAs) include University Police, as well as certain University officials and staff. CSAs are obligated to report Clery Crimes that they witness or they become aware of which occurred on or within Northwestern University’s Clery Geography (generally including on campus, in public areas bordering campus, and in certain non-campus buildings owned or controlled by the University) on a timely basis. However, CSAs are encouraged to report all crimes reported to them to University Police and local law enforcement. Note, if the reported crime or incident involves an emergency, the CSA should immediately call 911.

The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members, and students in particular, may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

D. Who is a Campus Security Authority at Northwestern?

The Clery Act identifies four categories of University employees who may qualify as CSAs:

1. University Police;
2. Non-police security staff responsible for monitoring University property;
3. People/offices designated under Northwestern University policy as those to whom/which crimes should be reported; and
4. Officials with significant responsibility for student and campus activities.

However, a pastoral or professional counselor who is functioning within that scope at the time a crime is reported is not considered a CSA and is not required to report crime to which they become aware, but is encouraged to review crime reporting options with the reporting party.
The University offers an online CSA training program that covers, among other things, the duties and responsibilities of CSAs; how to report crime to which they become aware; and resources and services to refer victims of crimes. For additional information on the role of CSAs and the CSA training program, visit the University Campus Security Authority web page at www.northwestern.edu/up/safety/campus-security-authorities.html.

**E. Crime Statistics Compilation/Crime and Fire Log**

The University collects information and data related to Clery Crimes through a number of sources that are used to compile the crime statistical data in Northwestern’s ASR. Crimes (Evanston and Chicago campuses) and residential fires (Evanston campus only), and other incidents reported to University Police are reported on the University Police Blotter. The Blotter is updated Monday through Friday, excluding University holidays, and is available at [www.northwestern.edu/up/facts-and-figures/campus-crime/daily-blotter/](http://www.northwestern.edu/up/facts-and-figures/campus-crime/daily-blotter/). The Blotter is also available for review at kiosks located in the lobbies of the Chicago and Evanston University Police offices. The information in the Blotter typically includes the nature, date, time, general location, and disposition of each incident. Blotter records associated with reported on campus fires, occurring in on-campus student housing, includes the nature, date, time and general location of each reported fire.

The San Francisco Police Department and San Francisco campus administrators are contacted and asked to provide crime, arrest, and student disciplinary referral data as required by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act. If reports in these categories are made to the Northwestern University Police Department or University Compliance, those incidents are also included in the Clery Crime totals presented in Appendix E.

Statistical data available from these sources is compiled and included in this ASR and in reports available on the U.S. Department of Education website. Incident information that appears in the Blotter and in this Report, as well as data that is sent to the U.S. Department of Education, does not contain personally identifiable information.

**V. Sexual Misconduct**

Northwestern prohibits all forms of sexual misconduct, including but not limited to, sexual assault, sexual exploitation, stalking, dating or domestic violence, and sexual harassment. Such conduct violates our community values and the principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. The University developed
a Policy on Sexual Misconduct, which applies to all members of our community – students, faculty, and staff, as well as University vendors, contractors, visitors, guests, volunteers, interns, and third parties. This Policy applies equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved. The following is a summary of the University's Policy on Sexual Misconduct. The full text of the Policy is found in Exhibit G or can be viewed online at http://www.northwestern.edu/sexual-misconduct/title-IX/university-policies/policy-on-sexual-misconduct.html.

It is Northwestern’s policy to comply with the Federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, and the accompanying regulations (collectively referred to as “VAWA”), Title IX of the Education Amendments of 1972 (“Title IX”), and the Illinois Preventing Sexual Violence in Higher Education Act. Northwestern designated the Title IX Coordinator, with the assistance of the Deputy Title IX Coordinators, to coordinate Northwestern’s compliance with the law and to respond to reports of sexual misconduct. The University designated its Clery Coordinator to coordinate Northwestern’s compliance with the Clery reporting related VAWA requirements. For more information about sexual misconduct, including VAWA and Title IX, please visit: http://www.northwestern.edu/sexual-misconduct/.

**Definitions**

**Sexual Assault**

- **Sexual penetration without consent (e.g., rape):** Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.

- **Sexual contact without consent (e.g., fondling):** Knowingly touching or fondling a person’s genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one’s own genitals, breasts, or buttocks, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

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1 The following is a list of definitions from the University’s Policy on Sexual Misconduct, which were drafted in accordance with Illinois law. For the definitions of VAWA crimes (sexual assault, dating violence, domestic violence, and stalking) see Appendix B; and for the definitions of those crimes in California, Florida, and Washington, D.C., please visit: http://www.northwestern.edu/sexual-misconduct/title-IX/laws-definitions-facts.html. For a summary of related California Statutes, see Appendix C.
• **Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the state in which the incident occurred.

• **Statutory rape**: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred.

**Stalking**: Knowingly engaging in a course of conduct directed at a specific person that one knows or should know would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer substantial emotional distress.

Conduct that can amount to stalking may include two or more actions directed at another person, whether done directly, indirectly, through others, via devices, or via any other methods or means (specifically including electronic means such as social media), including but not limited to:

• Following a person;
• Being or remaining in close proximity to a person;
• Entering or remaining on or near a person’s property, residence, or place of employment;
• Monitoring, observing, or conducting surveillance of a person;
• Threatening (directly or indirectly) a person;
• Communicating to or about a person;
• Giving gifts or objects to, or leaving items for, a person;
• Interfering with or damaging a person’s property (including pets); or
• Engaging in other unwelcome contact.

**Dating/Domestic Violence**: Physical abuse, psychological/emotional abuse, or sexual abuse between persons in an intimate relationship where the conduct is so severe, pervasive, or persistent as to significantly interfere with an individual’s ability to learn and/or work or cause substantial emotional distress, when judged both objectively (meaning that a reasonable person would find the behavior to be abusive) and subjectively (meaning the impacted individual felt the behavior was abusive).

These actions may include, but are not limited to:

• **Physical abuse**: hitting, slapping, shoving, grabbing, pinching, biting, or hair pulling;
• **Psychological/emotional abuse**: a pattern of behavior undermining an individual’s sense of self-worth or self-esteem, constant criticism, diminishing one’s abilities, name-calling, or damaging one’s relationship with one’s children;
• **Sexual abuse**: attacks on sexual parts of the body, treating one in a sexually demeaning manner, coercing, or attempting to coerce any sexual contact or behavior without consent.
Individuals encompassed in the definition of Dating Violence include, but are not limited to:

- Persons who have or have had a dating relationship; and
- Persons who have or have had a social relationship of a romantic or intimate nature.

Individuals encompassed in the definition of Domestic Violence include, but are not limited to:

- Current and former spouses;
- Current and former domestic partners;
- Intimate partners or dating partners who share or formerly shared a common dwelling; and
- Persons who otherwise have a child in common or share a relationship through a child.

Consent

Consent represents the cornerstone of respectful and healthy intimate relationships. Northwestern strongly encourages its community members to communicate – openly, honestly, and clearly – about their actions, wishes, and intentions when it comes to sexual behavior, and to do so before engaging in intimate conduct. It is always the requirement of the individual initiating sexual contact (or undertaking a new type of sexual activity) to ensure that consent is present before acting and is present during sexual activity. When determining whether consent was present, the University will consider whether a sober, reasonable person in the same position knew or should have known whether the other party could or could not consent to the sexual activity. Consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate contact. For additional information about consent, please see the University’s Policy on Sexual Misconduct, which can be found in Appendix G and is available online at: http://www.northwestern.edu/sexual-misconduct/docs/sexual_misconduct_policy.pdf.

Reporting to the University

The University strongly encourages reporting of sexual misconduct. Members of the University community who believe they have experienced sexual misconduct have the right to choose whether to report the incident to the University or law enforcement, and, in most circumstances, have the right to choose whether to pursue a sexual misconduct complaint with the University once the University receives a report. The information below is for individuals who wish to report incidents of sexual misconduct.
Northwestern provides options for making reports in person, by email, by regular mail, by phone, or electronically. While anonymous reports will be reviewed by the Title IX Coordinator, the University’s ability to address alleged misconduct reported by anonymous sources is significantly limited.

The staff identified below are specially trained to work with individuals who report sexual misconduct and have knowledge about on- and off-campus resources, services, and options—including the availability of interim measures and accommodations. The University has generally designated the Title IX Coordinator or designee to oversee complaints of sexual misconduct involving staff, faculty, and third parties, and the Deputy Title IX Coordinator for Students to oversee complaints of sexual misconduct involving students.

**Title IX Coordinator**
Contact: Colleen Johnston, Title IX Coordinator; Office of Equity
Location: 1800 Sherman, Suite 4-500, Evanston
Phone: 847-491-3881
Email: colleen.johnston@northwestern.edu or TitleIXCoordinator@northwestern.edu
Website: http://www.northwestern.edu/sexual-misconduct/

**Deputy Title IX Coordinator for Students**
Contact: Amanda DaSilva, Deputy Title IX Coordinator for Students; Office of Equity
Location: 1800 Sherman, Suite 4-500, Evanston
Phone: 847-467-6571
Email: amanda.dasilva@northwestern.edu or DeputyTitleIXCoordinator@northwestern.edu
Website: http://www.northwestern.edu/sexual-misconduct/

**To File a Report Electronically**
Individuals may use the form at the following link to electronically file a report of sexual misconduct with the Office of Equity: www.Bit.ly/NUReportSexualMisconduct.

Individuals may also file a report by email to: TitleIXReport@northwestern.edu. An immediate auto-response email with information about resources and options will be sent in response to reports filed electronically.

**Other University Reporting Options**

EthicsPoint: Third-party service for reporting complaints, including anonymous complaints, by phone or online
Phone: (866) 294-3545
Website: www.northwestern.edu/ethics/
The University shall provide written notifications of rights and options to those who wish to report sexual assault, dating/domestic violence, or stalking, including information regarding interim measures and accommodations.

**Interim Measures and Accommodations**

Interim measures and accommodations are reasonable measures the University can put in place for an individual who reports having experienced sexual misconduct. Interim measures and accommodations can provide immediate support and help protect the individual’s safety and ability to access their education and employment, at no cost to that individual. These measures can be temporary in duration pending the results of an investigation, but can become permanent. Interim measures and accommodations include, but are not limited to:

- A no-contact directive issued by the Title IX Coordinator, Deputy Title IX Coordinator for Students, or their designee;
- Housing or work space relocation;
- Changes to dining;
- Adjustment of course schedules or other changes to an individual’s academic situation;
- Changes to work schedules or other changes to an individual’s employment situation;
- Time off from class or work, or a leave of absence;
- Transportation arrangements;
- Safety planning;
- As feasible, honoring an order of protection entered by a court if the University has been notified of the order and its terms.

Accommodations are available regardless of whether an individual chooses to report an incident to University Police or local law enforcement or pursue a complaint with the University. The Title IX Coordinator, Deputy Title IX Coordinator for Students, or their designee will determine whether interim measures and accommodations are reasonable and should be implemented, and, if so, will work to ensure that these measures and accommodations are implemented as soon as possible.

**University Sexual Misconduct Resolution Process**

In order for the University to investigate a complaint and/or enable a respondent to fully respond to the allegations, most situations will require the complainant’s participation and that their identity be disclosed to the respondent. If a complainant decides not to
participate, but wants disciplinary action to be taken, the University will determine whether it is possible to move forward with a case without the participation of the complainant. In some cases, it will not be possible for disciplinary action to be taken without the participation of the complainant.

When individuals report allegations of sexual misconduct to the University and do not consent to the disclosure of their names and/or do not disclose the identity of the alleged offenders or identifiable information about the alleged offenders, the University’s ability to respond to the complaints may be limited. In cases where an individual reporting sexual misconduct requests anonymity or does not wish to proceed with an investigation, the University will attempt to honor that request but, in some cases, the Title IX Coordinator or Deputy Title IX Coordinator for Students, or designee may determine that the University needs to proceed with an investigation based on concern for the safety or well-being of the broader University community (e.g., risk of future acts of sexual violence or a pattern of sexual misconduct). Northwestern reserves the right to take appropriate action in such circumstances, including in cases when the individual reporting the misconduct is reluctant to proceed; however, the University will not compel an individual to participate.

All investigations into reports of sexual misconduct will be handled in a prompt, fair, and impartial manner.

In summary, under the Sexual Misconduct Complaint Resolution Process:

- The University will strive to resolve complaints of sexual misconduct, including sanctions and/or corrective actions, within 60 days of receiving the complaint;
- The University will investigate claims through a formal resolution process, involving one or more trained investigators;
- The resolution process will operate under a standard of fairness, including providing the complainant with the opportunity to describe their allegations and providing the respondent with notification of the alleged misconduct, the policy violations under consideration, and an opportunity to be heard;
- Both parties will have equal opportunities to share information and have their information considered;
- Both parties will have the opportunity to present names of witnesses they suggest the investigator solicit information from and questions that they request that the investigator ask the other party;
- Administrative resolution will be used in all sexual misconduct cases involving faculty, staff, or third-party respondents, or in cases involving student respondents that do not have the potential to result in separation from the University.
• A panel hearing will be used where the alleged violation has the potential to result in separation of a student respondent from the University or where the respondent chooses to have a panel hearing instead of an administrative resolution.

• Both parties will be notified simultaneously of the outcome and rationale of administrative resolutions or panel hearing.

• Both parties may appeal the findings in an administrative resolution or a panel hearing and, if sanctions are imposed, a determination of sanctions.

The Sexual Misconduct Complaint Resolution Process may be found in its entirety at: http://www.northwestern.edu/sexual-misconduct/title-IX/complaint-resolution-process.html.

Advisors: Complainants and respondents may be accompanied by one advisor throughout the investigation and any hearing process, provided that the involvement of the advisor does not result in an undue delay of the process. It is the responsibility of each party to coordinate scheduling with their advisor for any meetings or hearings. An advisor is a support person who is present to provide support to a complainant or respondent throughout an investigation and/or hearing. An advisor may not speak, write, or otherwise communicate with an investigator, hearing officer, or panel on behalf of the complainant or respondent. Advisors may not engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or individuals involved in resolving the complaint. Advisors who do not abide by these guidelines may be excluded from the process.

In any matter involving a complaint of sexual assault, stalking, or dating or domestic violence, the advisor may be any person of the party’s choosing, including an attorney. However, an advisor may not also serve as a witness in the same matter. Further, the advisor is still limited to the supportive and not participatory role described above. A representative from the University’s Office of General Counsel may attend any proceeding where an attorney serving as an advisor is present. In all other matters, advisors cannot be a witness or party in the matter or a related matter, a family member of the complainant or respondent, or an attorney. A union representative may serve as an advisor, where applicable.

Standard of Proof: The University uses the preponderance of the evidence standard to determine responsibility of violations of the Policy on Sexual Misconduct.

Sanctions

Violations of Northwestern’s Policy on Sexual Misconduct may result in sanctions and corrective actions, which can include, but are not limited to:
• Verbal warning
• Written warning
• Advisory letter
• Conduct review
• Disciplinary hold on academic and/or financial records
• Performance improvement/management process
• Required counseling
• Required training or education
• Campus access restrictions
• No trespass order issued by NUPD (with respect to campus locations)
• No contact directive (with respect to an individual)
• Loss of privileges
• Loss of oversight, teaching or supervisory responsibility
• Probation
• Demotion
• Loss of pay increase
• Transfer (employment)
• Revocation of offer (employment or admissions)
• Disciplinary suspension
• Suspension with pay
• Suspension without pay
• Exclusion
• Expulsion
• Degree revocation
• Termination of employment
• Revocation of tenure
• Termination of contract (for contractors)

The University may assign other sanctions as appropriate in each particular situation. Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Staff Handbook, Faculty Handbook, Student Handbook, other policies or handbooks that may be developed over time, or contracts. In addition, the University may take steps to remediate the effects of a violation on victims and others.

**Privacy and Sharing of Information**

The University considers complaints and investigations conducted under this policy to be private matters for the parties involved. For that reason, the University will protect the identity of persons involved in reports of sexual misconduct to the best of its ability. The University will only share personally identifiable information with persons with a need to know, in order for the University to investigate and respond or to deliver resources or support services. The University does not publish the names nor post identifiable information about persons involved in a report of sexual misconduct in the University Police Daily Crime Log (Blotter) or elsewhere online. The University does not confirm to outside parties the identity of an individual who may be involved in a report of sexual misconduct without that individual’s consent. However, the University cannot promise
complete confidentiality or privacy in the handling of sexual misconduct reports or complaints.

Confidential Resources

Confidential resources will not disclose information about incidents of sexual misconduct to anyone, including law enforcement or the University, except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or where federal or state law requires a report be made. Confidential resources can provide survivors with information about support services and their options. A person consulting with a confidential resource may later decide to make a report to the University or law enforcement.

The following is a list of confidential resources available at the University:

CARE: Center for Awareness, Response & Education
   Evanston Campus:
   633 Emerson Street, 3rd Floor
   847-491-2054
care@northwestern.edu
www.northwestern.edu/care

CAPS: Counseling and Psychological Services
   Evanston Campus:
   633 Emerson Street, 2nd Floor
   847-491-2151 (24-hours: both Evanston and Chicago campuses)

   Chicago Campus:
   Abbott Hall, 5th Floor
   710 N. Lake Shore Drive
   847-491-2151 (24-hours: both Evanston and Chicago campuses)
   www.northwestern.edu/counseling/

Religious & Spiritual Life
   Evanston Campus:
   1870 Sheridan Road
   847-491-7256
   847-864-7865 (after hours)
spiritual.life@northwestern.edu
http://www.northwestern.edu/religious-life/

Faculty Wellness Program
   Director Richard A. Carroll, PhD
   312-695-2323
rcarroll@nm.org
http://www.northwestern.edu/provost/faculty-resources/work-life/
faculty-wellness.html
Employee Assistance Program  
855-547-1851 (24 hours)  
http://www.northwestern.edu/hr/work-life/employee-assistance-program.html

For additional information regarding confidential resources available in the community, please see: http://www.northwestern.edu/sexual-misconduct/get-help/confidential-support.html

Reporting to Law Enforcement

Northwestern University encourages individuals to report incidents of sexual misconduct to University Police or local law enforcement officials. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence, and may lead to the arrest of an offender or aid in the investigation of other incidents.

An individual who has experienced sexual misconduct has the right to choose whether to file a police report. Filing a police report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of those crimes against a perpetrator. It is important to know that reporting the incident to police or University Police does not mean an individual is obligated to testify in court.

The Northwestern University Police Department has officers who are specially trained to work with individuals reporting sexual violence. Further, University Police has a written guarantee for sexual violence survivors that reflects its primary concern for survivors and emphasizes sensitivity and privacy. This guarantee may be found at http://www.northwestern.edu/up/your-safety/sexual-violence/university-police-guarantee.html. University Police can also assist in reviewing options with survivors and identifying and facilitating support resources related to:

- Seeking medical attention;
- Seeking support, advocacy, and counseling services;
- Discussing legal options, including seeking protective orders from a court;
- Pursuing options under the University’s sexual misconduct investigation process.

Northwestern University Police Department

Evanston Campus:
1201 Davis Street, Evanston  
Phone: 847-491-3456 (24 hours)

Chicago Campus:
211 East Superior Street, Chicago  
Phone: 312-503-3456 (24 hours)  
Website: http://www.northwestern.edu/up/
Preserving Evidence & Legal Remedies
(Including Orders of Protection)

Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For that reason, survivors of sexual misconduct often have legal options that they can pursue. For example, a survivor may seek a protective order from a court against the perpetrator(s); pursue a civil action against the perpetrator(s); and/or participate in a law enforcement investigation and criminal prosecution of the perpetrator(s). Regardless of whether an incident of sexual misconduct is reported to the police or the University, Northwestern strongly encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible, as this will best preserve all legal options for them in the future.

Additionally, such evidence may be helpful in pursuing a complaint with the University. While the University does not conduct forensic tests for parties involved in a complaint of sexual misconduct, results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be submitted as evidence that may be considered in a University investigation or proceeding, provided they are available at the time of the investigation or proceeding. For additional suggestions regarding preserving evidence in an incident of sexual misconduct, please see: http://www.northwestern.edu/sexual-misconduct/file-a-report/preserving-evidence.html

Through the VOICES (Violence on Illinois Campuses Elimination Strategies) Campus Initiative, student victim-survivors can access free legal and victim advocate services through the Cook County State’s Attorney’s Office (for criminal matters) or Life Span (for civil matters), including attorney representation for orders of protection.
For additional information regarding orders of protection, including information regarding obtaining an order of protection (or similar court-ordered protective measure) in Illinois, California, Florida, and Washington, D.C., and how the University can assist with this process, please see Appendix F.

Training

The University offers a variety of training, awareness, and prevention programs to help prevent sexual misconduct within the Northwestern community. The University strives to ensure that such programming is developed to be culturally relevant; inclusive of diverse communities and identities; sustainable; responsive to community needs; informed by research or assessed for value, effectiveness, and outcome; and considerate of environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Northwestern’s Center for Awareness, Response and Education (CARE) provides training for staff, faculty, and student leaders about responding to incidents of sexual violence, bystander intervention, and other topics by request. CARE’s programs include:

• **Step Up**: This is a bystander intervention training program that aims to create a more engaged Northwestern community by providing students, faculty, and staff with the basic tools to safely and effectively intervene in situations where someone might be in danger.
• **Everything You Should Have Learned in High School Sex Ed:** Through this program, participants learn – or relearn – the basics of contraception, STIs, safer sex, and related resources.

• **Breaking Up is Hard to Do:** This program teaches skills for creating healthy relationships, hook-ups, or breakups.

• **Having Tough Conversations:** This program helps participants develop skills to talk to a friend about gender-based violence.

• **Consent: It Starts with a Question:** This is a program where students ask questions about consent, including Northwestern’s Sexual Misconduct policy, alcohol and drug use, and tips for communicating.

• **Relationship Violence: Deal Breakers:** This program demonstrates how to distinguish between healthy, unhealthy, and abusive behaviors.

• **Sexual Violence in our Communities:** This program discusses sexual violence prevalence, impacts, and dynamics as well as ways to challenge rape culture.

• **Connecting the Dots: Recognizing and Understanding Stalking:** This program teaches participants how to identify stalking behaviors and understand their impact.

• **What Makes a Man?:** This program discusses the connections between unhealthy masculinity, rape culture, and violence.

• **Self-Care and Vicarious Trauma:** This is a workshop for activists and supports of survivors, learn more about vicarious trauma, participate in some mindfulness activities, and leave with important coping skills.

• **Know Your IX:** This program provides a forum for participants to ask questions about the Title IX process at Northwestern from CARE advocates who know the process.

Additionally, the University provides annual training to investigators, and training to hearing panel members on issues related to sexual misconduct, investigation, and resolution. For information on educational training, awareness, and prevention programs offered each year, see the Appendix A of this ASR and Appendix B of the Evanston/Chicago ASR.

### Information and Options for Survivors of Sexual Misconduct Abroad

Northwestern’s Policy on Sexual Misconduct prohibits sexual assault, sexual exploitation, stalking, dating and domestic violence, and sexual harassment, whether on-campus or off-campus. Students studying abroad are covered under this policy and the procedures it provides. The University has resources and advocacy services available to students abroad. As the accessibility of resources and applicable local laws and policies vary abroad, Northwestern will work closely with the student to create a safe environment and prioritize healing. For
additional information visit http://www.northwestern.edu/study-abroad/guide/health-and-safety/index.html.

**Campus Sex Crimes Prevention Act**
(Sex Offender Registration)

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. The State of Qatar does not maintain a sex offender registry. Persons convicted of certain sex offenses are required by law to register with the State. A current listing of registered sex offenders is available at:

National:  www.nsopw.gov  
California:  www.meganslaw.ca.gov  
Florida:  http://offender.fdle.state.fl.us/offender/offender-SearchNav.do?link=advanced  
Illinois:  http://www.isp.state.il.us/sor/

For further assistance you can also contact the University Police at 847-491-3456.

**VI. Timely Warnings, Emergency Notifications and Emergency Preparedness**

**A. Timely Warnings**

Timely Warnings, in the form of a Crime Alert, are issued by the University in a timely manner to members of the affected campus community for all Clery Act reportable crimes occurring in the Clery defined geography and reported to University Police or a Campus Security Authority, when it is determined there is a serious or continued threat to the community. The purpose of issuing a Timely Warning is to give members of the University community information that will allow them to alter their behavior in order to protect their personal safety.

Clery Act reportable crimes include: aggravated assault, arson, burglary, dating violence, domestic violence, hate crimes, motor vehicle theft, murder and non-negligent manslaughter, negligent manslaughter, robbery, sex offenses (both forcible and non-forcible) and stalking.

Clery defined geography includes: campus (including residence halls), non-campus buildings or property, and public property, as defined by the Clery Act.
Decisions regarding whether to issue a Timely Warning are made on a case by case basis by the Associate Vice President, Safety and Security and Chief of Police (or designee) taking into account the following:

- Whether the incident has been reported to University Police or a Campus Security Authority in a timely manner;
- The nature of the crime reported;
- Location of the crime; and
- Whether there is a serious or continuing threat to the University community.

The Associate Vice President, Safety and Security and Chief of Police, (or designee) will consult with the Vice President for University Relations (or designee) about the alert, when time permits. Depending on the factors being considered, the Associate Vice President, Safety and Security and Chief of Police, may also consult with other members of senior leadership such as the Vice President for Student Affairs, the Vice President and General Counsel, the Associate Vice President of Equity, the Associate Vice President of Compliance and Chief Compliance Officer, or their designees.

When it is determined that a Timely Warning will be issued, the Associate Vice President, Safety and Security and Chief of Police, (or designee) and the Vice President for University Relations (or designee) will create a Crime Alert and disseminate it to the designated community members via bulk email. It will also be posted to the University Police webpage: [http://www.northwestern.edu/up/your-safety/crime-alerts.html](http://www.northwestern.edu/up/your-safety/crime-alerts.html). Crime Alerts made through the bulk email system are not the same as Emergency Notifications as described in Section VI (B). Emergency Notifications issued via phone calls, text message, outdoor sirens and other emergency notification mechanisms.

Timely Warnings will typically include the date, time, location of occurrence, and a description of the incident. They will also include additional information that could aid community members in altering their behavior to protect their personal safety and minimize additional incidents from occurring. Timely Warnings will not include the names and other personal identifying information of crime victims/survivors.

An alert may not be sent if there are factors that reduce the level of threat to the community. Examples of factors that might reduce the level of threat are an arrest of the suspect in the incident or a delay in the reporting of the incident.

The Clery Act does not require universities to issue Timely Warnings on Clery reportable crimes occurring outside of the Clery defined geographic area or for non-Clery reportable crimes. However, the
University may choose to initiate a Timely Warning for crimes outside the Clery guidelines when an event represents a serious or continuing threat to the community.

**B. Emergency Notifications**

An Emergency Notification is used to inform the University community about a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. Emergency Notifications are different than Timely Warnings, in that they are not restricted to Clery reportable crimes. Incidents such as fire, weather emergencies, criminal activity, or a hazardous materials spill could trigger an Emergency Notification, but may or may not also warrant a Timely Warning. For additional information on community emergency notifications, see Section VI (C).

The Northwestern University Police Department (University Police) will typically be made aware of emergency situations by receiving a call to the University Police communications center. Upon confirmation of an emergency or threat, either by emergency personnel or a firsthand witness, the Associate Vice President, Safety and Security and Chief of Police (or designee) will determine if an alert to the entire campus or a segment of the campus is appropriate. This is based on the size, scope, and complexity of the emergency and the potential affected area(s) or persons. These messages can be immediately sent by University Police Dispatchers in the communications center or other authorized users through a secure web-based platform. While a number of pre-scripted messages are available, the exact message content is determined by the Associate Vice President, Safety and Security and Chief of Police, (or designee) based upon the particular circumstances of the emergency.

As an emergency situation escalates, or is resolved, the University will send additional alert(s) to update the appropriate segment(s) of the campus community. This type of communication may describe the nature of the risk, include specific actions to be taken, or declare the emergency no longer exists (all clear). In situations where time allows, consultation with others, such as representatives of the Office for Global Marketing and Communications or Campus and Student Life, may take place regarding these communications. If emergency notification systems fail, the Crisis Management Team will initiate emergency actions and communicate life safety guidance in conjunction with activation of building emergency action plans.

**C. Emergency Preparedness and Notification**

The University’s Emergency Response Framework (http://northwestern.edu/emergency-management/about/campus-risks.html) identifies key decision makers and their roles during a campus emergency. The plan establishes planning cycles for emergency command
center incident management that will be utilized during identified emergencies and crisis events.

**Emergency Notification**
Northwestern has several different means of communications that may be used in the event of an emergency that affects one or all of the Northwestern University campuses. These systems include an Emergency Notification System that combines phone calls, text messaging and emails and social media; an outdoor alert system (Evanston campus); a bulk email system; posting messages on the University’s website; and other methods of disseminating information, including but not limited to, posting fliers in public places, faxes and notifying local media. On the NU-Q (Qatar) campus, social media messaging through Blackboard Connect, such as Twitter, is not utilized. All communication/notification methods identified herein are available on all Northwestern University campuses (Chicago, Evanston, Miami, Qatar and San Francisco) unless otherwise specifically identified as being limited to a particular campus.

**Emergency Communication Capabilities**

**Emergency Notification System:** Blackboard Connect is a notification service provided by an outside vendor that can call phones, send text messages, email information and send social media messages (via Twitter) rapidly when activated to alert community members. Because Northwestern might need to contact its community members before arrival on campus in an urgent emergency situation, Northwestern encourages its community to ensure that their contact information is current in the Blackboard Connect database. For instructions on how University community members can enter or update their Emergency Contact information, visit [http://www.northwestern.edu/ses/students/emergency-information/add-or-update-emergency-contacts.html](http://www.northwestern.edu/ses/students/emergency-information/add-or-update-emergency-contacts.html) (student) or [http://www.northwestern.edu/myhr/index.html](http://www.northwestern.edu/myhr/index.html) (employee).

**Bulk Email System:** Bulk Email is a service provided by Northwestern University Information Technology that can send messages to University email accounts. Northwestern uses this service to send information to the campus community as appropriate.

**Main Website “Breaking News:”** Breaking News at [www.northwestern.edu](http://www.northwestern.edu) is a web page on the Northwestern website that can be activated in the event of an emergency. This page will provide emergency notification information and recommend protective action to be taken if needed.

**Outdoor Alert System (Evanston campus):** The Outdoor Alert System provides the ability to broadcast live voice, emergency tones and pre-recorded voice messages to all siren locations simultaneously or to any select siren location(s). The outdoor system is designed to enable the University to communicate with those people who
may be outside on the Evanston campus. It is not expected that messages broadcast via this method will be audible inside buildings on campus. Broadcast of an outdoor alert system on the Chicago campus is not feasible at this time.

**University Police Role**

University Police is integral in providing critical information in an accurate and timely manner that can be used by senior University administrators to assess the need to authorize and issue emergency communications to the university community. On receiving notification of an impending incident, Northwestern University Police Department management will take actions consistent with this procedure to activate and alert emergency management officials to assess the need to notify the community to take protective actions.

**Authorization to Direct System Activation**

The following individuals or their designees are authorized to direct that the Emergency Notification System and/or Outdoor Alert System be activated: President; Provost; Executive Vice President; Vice President for University Relations; the Associate Vice President, Safety and Security and Chief of Police; Assistant Vice President/Deputy Chief; Deputy Chief of Police; University Police Commanders; or the senior on-duty University Police supervisor.

**Content Development and System Initiation**

The Associate Vice President, Safety and Security and Chief of Police (or designee, typically the Assistant Vice President/Deputy Chief or Deputy Chief) develops the content of emergency messages and timely warnings in consultation with the Vice President for University Relations (or designee, typically the Director or Associate Director of Media Relations). Together they agree to initiate any or all of the emergency notification systems. The Vice President for University Relations (or his designee, typically the Director or Associate Director of Media Relations) is responsible for completing processes necessary to disseminate messages on any and all emergency notification systems. Should designated administrators from the Office for Global Marketing and Communications be unable to initiate any or all of the emergency notification systems, then select University Police administrators or Communications Center staff (Police Commander, Director of Emergency Management, Director of Security Systems/Technical Services, and Communications Officers) have the ability to initiate any or all emergency notification systems.

The Blackboard Connect notification system is used to send message(s) to students, faculty and staff. Blackboard Connect allows designated Office for Global Marketing and Communications or University Police personnel to send message(s) very quickly to the targeted campus or to the entire campus community via phones, email, text messages and social media (i.e. Twitter). Initial emergency and timely warning community notification messages are posted on the University and University Police websites as an emergency alert.
or crime alert. For all issued community emergency notifications, the University will send at least one follow-up message to provide additional information to the affected community. Members of the larger community who are not affiliated with Northwestern University may visit the University website for updated emergency information. If emergency notification systems fail, the Crisis Management Team (“CMT”), will initiate emergency actions and communicate life safety guidance in conjunction with activation of building emergency action plans. The Crisis Management Team includes the following components:

The Threat Assessment Group assesses emergency situations that impact continuity of operations of the University. The group determines the credibility of the threat and which actions will be taken to mitigate the incident. Members include representatives from:

- Director of Threat Assessment
- University Police
- Facilities Management
- Risk Management
- Research Safety
- Emergency Management
- Information Technology
- Student Health Services
- Student Affairs
- Athletics
- Human Resources
- Global Marketing and Communications
- Pritzker School of Law
- Feinberg School of Medicine
- Office of the Provost
- Financial Operations
- Ad hoc members as needed

The Emergency Planning Group is the principal body responsible for addressing maintenance and management of the Emergency Response Framework (ERF). The group handles corrective actions and critical review of after-action reports, lessons learned and significant changes to the ERF. Members include representatives from:

- University Police
- Facilities Management
- Risk Management
- Research Safety
- Global Marketing and Communications
- Emergency Management
- Information Technology
- Student Health Services
- Student Affairs
- Center for Comparative Medicine
- Athletics
Emergency Notification and Warning Process

Emergency notification and warning is a capability that includes public information, alert/warning and notification. It involves developing, coordinating, and disseminating information to the public effectively under all hazard conditions. Northwestern University will, without delay and taking into account the safety of the community, assess and determine the content of the emergency notifications to be sent. The University will initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency. The three steps used to assess and develop emergency communications are listed below.

Step 1: Critical Incident Assessment

Gather facts: University Police Officers will provide situational awareness to shift supervisor who will inform the Associate Vice President, Safety and Security and Chief of Police, Assistant Vice President/Deputy Chief, Deputy Chief, and/or Police Commander. Following the initial brief a determination will be made by the Associate Vice President, Safety and Security and Chief of Police, Assistant Vice President/Deputy Chief, Deputy Chief, and/or Police Commander as to the threat level and impact to the University. If the Associate Vice President, Safety and Security and Chief of Police, Assistant Vice President/Deputy Chief, Deputy Chief and/or Police Commander confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the parties involved will move to the assessment phase.

Assess the Situation: Once the facts have been gathered, University Police will consult with appropriate Threat Assessment Group (TAG) members to assess the nature and severity of the critical incident and the appropriate response measures. The TAG is led by the Associate Vice President, Safety and Security and Chief of Police, and comprised of key officials from operational, research and academic units. The TAG may devise response objectives to address the critical incident without invoking the Emergency Response Framework and work with University personnel involved to resolve the situation. The Associate Vice President, Safety and Security and Chief of Police, is responsible for notifying the Vice President for University Relations of the need to issue emergency communications and will keep the Vice President for University Relations apprised of new information and developments.
Emergency Operation Center (EOC): The EOC serves as a centralized management center for emergency operations. Here, decisions are made by the Crisis Management Team (CMT) based upon information provided by University Police and other personnel.

Step 2: Incident/Protective Action Communications
The Associate Vice President, Safety and Security and Chief of Police and Vice President for University Relations, in consultation with the TAG, members of the EOC, and any other assigned University officials as needed, will determine the appropriate segment(s) of the campus community to receive notification, the content of any notification, and initiate the notification system. Guidelines for response, as needed, are as follows:

Identify key audiences and communications strategy: Determine which of the University’s key audiences need to be informed of the situation and in what order, how they should be informed and who is responsible for communicating to these audiences.

Designate a spokesperson: Assign one or two spokespersons to address key audiences to ensure a unified, consistent message is delivered at all times. Determine administrators or faculty members who are experts in the nature of the critical incident to provide commentary to the media.

Prepare initial statement: Tailor a standby statement to the critical incident or issue unfolding to initially provide to key audiences while the core team determines next steps.

Ensure necessary operations are taking place: Ensure that all applicable safety plans and measures are being implemented, if warranted, as well as necessary University functions (e.g. counseling, academic assistance, evacuation, etc.) by contacting and consulting with the EOC and/or the TAG.

Develop key messages and prepare Q&A: Develop key messages tailored to specific audiences to prepare for inquiries about the potential critical incident or issue. Messages should be based on confirmed and accurate facts and actions taken by the University. Make a list of anticipated questions from audiences and prepare appropriate responses.

Inform key audiences: Implement communications to key audiences through identified distribution channels, which could include: Northwestern website or posted alerts; direct contact via telephone or in-person; mass email; media coverage (open source communication); emergency notification system (Blackboard Connect); the Outdoor Alert System and/or signage.
**Determine response to media:** If media is identified as a key audience, decide on the appropriate level of communications with media. Determine if the issue could warrant either a statement release or media briefing. If the critical incident warrants the activation of the Emergency Operations Center (operated by University Police/Emergency Management), it will be operated under the National Incident Management System (NIMS) principles.

**Control flow of information:** Key audiences and media should be given periodic updates on the situation to control the message and assist in rumor control. Alerts issued via the Emergency Notification System will include information about the emergency or threat occurring on campus and directions on what steps, if any, members of the community should take in response to the emergency. The message should include the date and time that it is issued. Alerts issued via the Outdoor Alert System will include information about the emergency or threat occurring on campus and directions on what steps, if any, members of the community should take.

**Step 3: Evaluate Incident Response**

**Monitor Media Coverage:** The Associate Vice President, Safety and Security and Chief of Police and Vice President for University Relations, in consultation with the TAG, members of the EOC, and any other assigned University officials will monitor local media coverage to ensure accurate information is being communicated and determine if any further action is needed.

**Meet and Assess:** When the critical incident has passed, the TAG continues to meet to review media coverage and critical incident reports to determine the effectiveness of the response. The team notes not only the overall success or failure of the communications efforts, but also problems to be avoided in the future and any appropriate follow-up measures.

**Evanston/Chicago Evacuation**
For Northwestern San Francisco campus Emergency Response and Evacuation information, see section C below. Buildings on the Chicago and Evanston campuses have a notification system for emergency evacuation. In most buildings this is a fire alarm system. Some systems sound only an alarm while others give voice evacuation directions or announcements. Whenever the alarm system sounds and/or voice command for evacuation is sounded, everyone must leave the building or move to a safe location. It is required of all departments to have an evacuation plan, which explains the emergency systems and evacuation procedures. This document is to be readily available and provide information such as emergency telephone numbers; evacuation personnel duties; designated meeting points; and building information such as whether the building has an automatic sprinkler system, smoke detection, and/or manual alarm pull stations.
There is a designated building manager for all buildings on campus who serves as the key contact during an emergency. In high-hazard buildings where several departments co-exist, there are safety committees to ensure that all departments work together during an emergency evacuation. The Office of Risk Management provides Evacuation Warden Training to individual departments. Contact the Office of Risk Management at 847-491-5610 to set up training or for assistance in development of an evacuation plan. Student Affairs distributes the following documents to students residing in University and Greek housing: Residence Hall Safety Procedures and Rules or Greek House Safety Procedures and Rules. Information about safety procedures can be found at http://www.northwestern.edu/risk/environmental-health-and-safety/student-housing/index.html. These documents contain emergency evacuation and safety procedures for natural disasters.

**Emergency Response and Evacuation Testing**

The Blackboard Connect system is tested quarterly, through normal use and after action evaluation. The Outdoor Alert system is tested at 10:00 am on the first Tuesday of each month. Testing of the Outdoor Alert system will be coordinated with the Evanston Police Department and Evanston Office of Emergency Preparedness. Any other testing of the system may only be authorized by the Associate Vice President, Safety and Security and Chief of Police. Designated building managers are responsible for coordinating annual evacuation drills with the Office of Risk Management. Emergency response and evacuation testing may be announced or unannounced.

The University publicizes its emergency response and evacuation procedures in conjunction with at least one test per calendar year. For each test, the University documents a description of the exercise, the date, time, and whether it was announced or unannounced. Evacuation test documentation is maintained and available from the Office of Risk Management. Blackboard Connect and the Outdoor Alert system testing information is maintained and available from the University Police Emergency Services Division.

The Northwestern University Emergency Response Framework is tested, via completion of an annual tabletop exercise, and revised each year to increase operational efficiency and maintain the highest level of preparedness, response and recovery capabilities. Federal and state legislation (Clery Act/IL-TITLE 29) requires colleges and universities to annually update, exercise, and notify the campus community as well as state legislation requiring colleges and universities to annually update plans, provide training and conduct at least one exercise each calendar year.
C. Emergency Response and Evacuation—San Francisco Campus

The San Francisco campus property is not owned and controlled by Northwestern University. For this reason, Northwestern University does not conduct tests of evacuation procedures on the campus. Any such tests are coordinated by the 44 Montgomery St. Building property management office. Northwestern University has requested that 44 Montgomery St. Building property management test evacuation procedures on at least an annual basis (with tests being announced or unannounced); publicize its evacuation procedures in conjunction with at least one test per calendar year; and maintain documentation, for each test, describing the exercise, the date, time, and whether it was announced or unannounced.

For additional information, San Francisco campus community members should contact the 44 Montgomery St. Building property management office.

During an evacuation of the 44 Montgomery St. Building, building occupants will be directed to a predetermined assembly area. Northwestern San Francisco tenants have selected a “fire marshal,” usually the office manager and/or bureau chief, who is responsible for verifying that all Northwestern San Francisco students, faculty and staff members have safely evacuated the building. Northwestern San Francisco community members should remain at the assembly area until an authorized property manager informs them to move to a new location or return to the building. If Northwestern San Francisco occupants are instructed to remain in the building, a supply of bottled water and battery-powered flashlights are available from the Northwestern San Francisco suite storage room.

The 44 Montgomery St. Building management holds evacuation drills once per year. The drills are unannounced with the exception of courtesy notice to persons with disabilities. The 44 Montgomery St. Building does not publish emergency preparedness procedures in conjunction with drills. The 44 Montgomery St. Building management records the drill date, time and the length of time until all clear. Building security maintains incident reports of unplanned evacuations.

Northwestern community members are encouraged to review and become familiar with the 44 Montgomery St. Building tenant handbook for specific information on fire safety, bomb threats, natural disasters, medical emergencies and related emergency building response and evacuation procedures. Questions on emergency preparedness issues should be directed to the 44 Montgomery St. Building office manager. See the Local and University Resources section for contact information (Appendix D). A copy of the 44 Montgomery St. Building Tenant Handbook is available from the San Francisco manager’s office at 415-392-8844.
VII. Campus Facilities and Building Security

A. Access to and Security of San Francisco Facility

Access to the San Francisco campus program space is limited to students participating in the program, faculty, staff members, and those persons designated as guests. Northwestern San Francisco space security is dependent upon the teamwork of all members of the campus community. The building’s regular business hours are 7 a.m. to 6 p.m., Monday through Friday, during which time Northwestern San Francisco guests can sign in at the lobby security station.

The only way to access the building during non-business hours and on weekends is with a building access keycard. During those times, all entrances are closed to the public and elevators will not operate without a valid keycard. Students can obtain a keycard from the Northwestern San Francisco Office Manager. All faculty and staff have keycards.

B. Security Considerations — Campus Facility

The building security station is located in the 44 Montgomery St. Building lobby and is staffed 24 hours a day/7 days a week. There are several security points before being able to enter the suite:

1. The building entry where the access keycard must be scanned on weekends and after regular business hours;
2. Lobby security for those who do not have an access keycard;
3. The elevator requires keycard scanning in order to access the 18th floor on weekends and after regular business hours.
4. The doors to the suite are locked after regular business hours and an access keycard must be scanned to enter.
5. The only access to the 18th floor suite is through the front entrance. Two emergency exits in the suite can be used for exit only.

C. Reporting Maintenance and Safety Hazards

The 44 Montgomery St. Building management office is responsible for addressing building maintenance and safety issues. On a timely basis, community members should report building safety, maintenance, lighting and building physical security issues to the building management office (during business hours) or the lobby security station (after business hours). For contact information, see the Local and University Resources section (Appendix D).
VIII. MISCELLANEOUS

A. Student Conduct

The Student Code of Conduct applies to all students. The University reserves the right to investigate and resolve reports of alleged misconduct in the following circumstances:

- Events involving students, a group of students, or a student organization affiliated with any school or department or the University as a whole (undergraduate or graduate).
- Events occurring from the time of a student’s application for admission through the actual awarding of a degree (even if the conduct is not discovered until after a degree is awarded), including, but not limited to:
  - During the academic year;
  - Before classes begin or after classes end;
  - During time pursuing credit away from the campus (e.g., study abroad, internships, coops);
  - During periods between terms of actual enrollment;
  - While on leave from the University; and
  - Occurring either on or off campus.

The University reserves the right to investigate and resolve any report or incident in which a student is alleged to violate any of the principles or policies published by the University or local, state, or federal laws or policies, regardless of the location where the incident occurs. Students are also expected to follow the policies and procedures of institutions that they may visit, including during international travel.

University and residence hall guests are expected to follow all University policies. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests. This applies to individuals, groups and student organizations.

All alleged violations of non-academic University policy will be resolved through the University Hearing and Appeals System overseen by the Office of Student Conduct. More information can be found on the Office of Student Conduct website www.northwestern.edu/student-conduct/.
B. Alcohol and Other Drug Policies/Programs

Northwestern University fully supports federal laws that require that academic and working environments be free from illicit drug and alcohol use. For further information, consult the University’s policy statement complying with the Drug-Free Workplace Act of 1988 (copies are available from Human Resources). The University’s alcohol and drug policies are also available in the Human Resources Staff Handbook: [http://www.northwestern.edu/hr/policies-forms/policies-procedures/staffhandbook.html](http://www.northwestern.edu/hr/policies-forms/policies-procedures/staffhandbook.html); the Student Affairs Annual Policy Notification and Biennial Review web page: [http://www.northwestern.edu/alcohol-resources/about-us/biennial-review/index.html](http://www.northwestern.edu/alcohol-resources/about-us/biennial-review/index.html); and in the booklet University Policy on Drugs and Alcohol [http://www.northwestern.edu/alcohol-resources/about-us/biennial-review/index.html](http://www.northwestern.edu/alcohol-resources/about-us/biennial-review/index.html), which outlines legal sanctions for the unlawful possession, sale and use of drugs and alcohol and describes a variety of assistance programs for students and employees. The San Francisco Police Department and other surrounding law enforcement agencies enforce all local, state and federal drug and liquor laws, including underage drinking violations. The Northwestern University Police Department and other surrounding law enforcement agencies enforce all local, state and federal drug and liquor laws on the Evanston and Chicago campuses, including underage drinking violations. Individuals found in violation may be issued a citation, arrested and/or (if an employee or student), referred.

**Alcohol/Drug Education**

There are no University-based drug or alcohol abuse education programs available at the San Francisco campus.

Health Promotion and Wellness offers confidential and non-judgmental screenings (in-person (Evanston) or online) that allow students to explore their alcohol and/or drug use. For more information, call Health Promotion and Wellness at 847-491-2146 or visit [http://www.northwestern.edu/hpaw/](http://www.northwestern.edu/hpaw/).

**Counseling Assistance**

Students are encouraged to contact Northwestern University Counseling and Psychological Services (CAPS) to discuss any issues related to alcohol/drug usage or for other support services that CAPS offers. Students who would like more information should contact CAPS at 847-491-2151 or visit their website at [www.northwestern.edu/counseling](http://www.northwestern.edu/counseling). University employees can access professional counseling support and services through a faculty and staff assistance program. For additional information, visit [www.northwestern.edu/hr/work-life/faculty-staff-assistance-program.html](http://www.northwestern.edu/hr/work-life/faculty-staff-assistance-program.html).
Local and University Resources
For information on Local and University resources, see Appendix D.

C. Disciplinary Hearings

As applicable, University community members are held accountable for their actions through state law, city ordinance and the University’s student disciplinary processes, including the University Hearing and Appeals System (UHAS).

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

D. Employee Safety Handbook

The University Emergency Response Framework calls upon all employees to be familiar with the Employee Safety Handbook. For additional information on University emergency procedures and safety resources, consult the Handbook at http://www.northwestern.edu/risk/environmental-health-and-safety/campus-buildings-offices/employee-safety-handbook.html. For information on safety and emergency procedures for the following: exposure to radiation, chemical, and biological laboratory incidents, hazardous chemicals, and exposure to human blood or other potentially infectious human materials, visit the Office for Research Safety (ORS) website at www.research.northwestern.edu/ORS/.
E. EthicsPoint Reporting

Northwestern has selected EthicsPoint, Inc. to provide community members with a confidential means for reporting activities that may involve misconduct or violations of University policy. You may report your concerns by dialing 866-294-3545 and speaking with an EthicsPoint representative or by completing an online report at http://www.northwestern.edu/ethics/. With either method of reporting, you may choose to remain anonymous. You will receive a report key and password that will allow you to continue to communicate with Northwestern’s response team without revealing your identity.

EthicsPoint is not a substitute for, nor does it supersede, any existing reporting methods or protocols already in place at Northwestern for reporting suspected problems or complaints. Instead, EthicsPoint provides an additional means of reporting such issues. Any suspected problems or complaints reported via EthicsPoint will be reviewed in accordance with current University procedures, including those described in the Faculty, Staff, or Student Handbooks. Northwestern University prohibits retaliation against any individual who reports or inquires about potential breaches of University policy or local, state, or federal law.
APPENDIX A

CAMPUS TRAININGS
(Specifically Focused on Sexual Assault, Domestic Violence, Dating Violence and Stalking)
Northwestern is committed to providing a campus environment that is free from sexual misconduct and discrimination and where people understand their responsibilities to help prevent sexual misconduct, including sexual assault, sexual harassment, sexual exploitation, stalking, and dating and domestic violence.

As we are all responsible for the safety of our community, the University provides faculty, staff, graduate students, and professional students with valuable education and resources through an online course, Preventing Sexual Misconduct and Sex Discrimination. This interactive course educates participants about sexual misconduct, the associated laws and University policies, and available resources at Northwestern. Topics such as sex discrimination, sexual assault, sexual harassment, dating and domestic violence, and stalking are covered. Undergraduate students receive in-person training and complete a student-focused online training module when they enter the University.

The Northwestern University main campus (Evanston) is available to provide Northwestern’s remote campuses with information on training initiatives, programs and campaigns developed in accordance with the Violence Against Women Act. For additional information, contact the Office of Equity at 847-491-3741 or TitleIXCoordinator@northwestern.edu.

San Francisco graduate students attend classes both on the San Francisco campus (25 percent of the time) and on the main campus in Evanston (75 percent of the time). San Francisco undergraduate students, who attend only in Winter Quarters, spend three months of their four-year undergraduate time at San Francisco. Training opportunities will be available to these students at both locations. On average, the San Francisco campus supports 20 to 22 students and has 4 on-site faculty and 2 support staff. Establishing and evaluating VAWA training initiatives, programs and campaigns will be an ongoing process on the San Francisco campus.

### VAWA training San Francisco campus—2016 Calendar Year

<table>
<thead>
<tr>
<th>NAME OF PROGRAM/ CAMPAIGN</th>
<th>AUDIENCE (students, faculty, staff or any combination of above)</th>
<th>ATTENDANCE (Actual or Estimated)</th>
<th>WHEN OFFERED (date or time frame)</th>
<th>REQUIRED</th>
<th>BRIEF DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and staff meeting</td>
<td>Faculty and staff</td>
<td>5</td>
<td>At the start of each quarter</td>
<td>No</td>
<td>Review the Northwestern information on VAWA.</td>
</tr>
<tr>
<td>Preventing Sexual Misconduct &amp; Sex Discrimination Online Course</td>
<td>All faculty, staff, graduate, professional students</td>
<td>Approximately 18, including Medill Faculty, Administrative staff, and Alumni Relations Staff located in San Francisco</td>
<td>Ongoing</td>
<td>No</td>
<td>The online course provides information on sexual misconduct, sex discrimination, the associated laws, and available resources at Northwestern.</td>
</tr>
</tbody>
</table>
APPENDIX B

CLERY ACT CRIMES
(Definitions)
The crime data tables (Appendix E) reflect mandatory reporting offenses as specified in the Clery Act. The tables display crime data over the past three calendar years and are separated by Act defined geography. The data reported on liquor laws, drug laws and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

**CRIMES (Section 1)**

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of a human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, traffic fatalities, fetal deaths, and justifiable homicides are excluded.

**Manslaughter by Negligence:** The killing of another person through gross negligence. Note: Deaths caused by the person’s own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are excluded.

**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.

**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 means likely to produce death or great bodily harm.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**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.

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

a. Rape is 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. This offense includes the rape of both males and females.
b. Fondling is 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.

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

d. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent

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

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** Dating Violence is defined as a felony or misdemeanor crime of violence committed:

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. 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;
5. 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:** Stalking is defined as 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 purposes of this definition:

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

**CLERY ACT REPORTABLE ARRESTS AND REFERRALS (Section 2)**

**Drug/Narcotic 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. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drug.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Weapons Violation:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**CLERY ACT REPORTABLE HATE CRIMES (Section 3)**

**Hate Crimes:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
• **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

• **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

• **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

• **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

• **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

• **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

• **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias:

• Murder and Non-Negligent Manslaughter
• Sexual Assault
• Robbery
• Aggravated Assault
• Burglary
• Motor Vehicle Theft
• Arson
• Larceny-Theft
• Simple Assault
• Intimidation
• Destruction/Damage/Vandalism of Property
• **Larceny-Theft**: (Except Motor Vehicle Theft): The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. **Constructive possession** is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

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

SUPPLEMENTAL SAN FRANCISCO CAMPUS
SEXUAL MISCONDUCT POLICY CONTENT
Crime Definitions under California Law

Because some of the offenses in the Sexual Misconduct Policy are also crimes under State law, the University provides this summary of relevant California terms and definitions as a resource. Community members who are involved in legal action related to a sexual crime or offense under California should consider speaking with an attorney for specific information about relevant State law and legal advice. Because local laws are always changing, for the full definition of these terms, related definitions, and associated criminal penalties, please see the precise statutory provision listed or click on the link. Links to definitions can also be found at http://www.northwestern.edu/sexual-misconduct/title-IX/laws-definitions-facts.html.

Consent: PEN 261 (a) 1-7 PC, http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=261.&lawCode=PEN

Lack of consent is described rather than explicitly stated, except in the case of physical or development disability. The statute provides:

(a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

(1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.

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

(3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

(4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, “unconscious of the nature of the act” means incapable of resisting because the victim meets any one of the following conditions:

(A) Was unconscious or asleep.

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

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

(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.

(6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, “threatening to retaliate” means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

(7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, “public official” means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.
(b) As used in this section, “duress” means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

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

(Amended by Stats. 2013, Ch. 259, Sec. 1. Effective September 9, 2013.)

Domestic violence and Dating Violence:
PEN 273.5 (a) PC; https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=273.5.&lawCode=PEN
273.5.

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

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

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

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

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

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

(Amended by Stats. 2016, Ch. 50, Sec. 69. Effective January 1, 2017.)

Sexual assault (defined as “sexual battery”):
PEN 243.4 PC; PEN 220 PC; https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=243.4.&lawCode=PEN
243.4.

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

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

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

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

(e) (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery, punishable by a fine not exceeding two thousand dollars ($2,000), or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars ($10,000).

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

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

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

(1) “Intimate part” means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.

(2) “Sexual battery” does not include the crimes defined in Section 261 or 289.

(3) “Seriously disabled” means a person with severe physical or sensory disabilities.

(4) “Medically incapacitated” means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.
(5) “Institutionalized” means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.

(6) “Minor” means a person under 18 years of age.

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

(i) In the case of a felony conviction for a violation of this section, the fact that the defendant was an employer and the victim was an employee of the defendant shall be a factor in aggravation in sentencing.

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

(Amended by Stats. 2002, Ch. 302, Sec. 1. Effective January 1, 2003.)


(a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars ($1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

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

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

(2) Every person who, after having been convicted of a felony under subdivision (a), commits a violation of this section shall be punished by imprisonment in the state prison for two, three, or five years.
(d) In addition to the penalties provided in this section, the sentencing court may order a person convicted of a felony under this section to register as a sex offender pursuant to Section 290.006.

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

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

(g) For the purposes of this section, “credible threat” means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning of “credible threat.”

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

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

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

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

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

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

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

(Amended by Stats. 2007, Ch. 582, Sec. 2.5. Effective January 1, 2008)
Off-Campus San Francisco, Area Resources

<table>
<thead>
<tr>
<th>PROGRAM OR ORGANIZATION</th>
<th>CONTACT INFORMATION OR LOCATION</th>
<th>SERVICE OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotlines</td>
<td>Rape Treatment Center 2727 Mariposa St., Suite 100 415-437-3000</td>
<td>Rape Treatment Center Hotline only available during business hours</td>
</tr>
<tr>
<td></td>
<td>National Domestic Violence Hotline 800-799-7233</td>
<td></td>
</tr>
<tr>
<td>Sexual Offender Unit</td>
<td>Hall of Justice 850 Bryant Street, Room 436 San Francisco, CA 94103 Office: Hall</td>
<td></td>
</tr>
<tr>
<td>San Francisco General Hospital</td>
<td>11001 Potrero Avenue San Francisco, CA 94110 Phone: 415-821-3222 Hotline: (24 hour): 415-206-852610</td>
<td>Emergency care; 24-hour Rape Treatment Center 24-hour medical forensic examinations</td>
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<tr>
<td>Emergency</td>
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Law Enforcement Contact Information

San Francisco Police Department
Central Station (located 0.7 miles from SF Campus)
766 Vallejo St
San Francisco CA 94133
415-315-2400 (Direct Line)
415-553-0123 (Non-Emergency)

Federal Bureau of Investigation
450 Golden Gate Avenue, 13th Floor
San Francisco, CA 94102-9523
415-553-7400
APPENDIX D

LOCAL AND UNIVERSITY RESOURCES
Local
Police, Fire and All Emergencies: 911
San Francisco Police Department 415-553-0123
Non-emergency 415-315-2400
44 Montgomery St. Building Manager
Building Security 415-433-4163
Bureau of Alcohol, Tobacco, Firearms, and Explosives Hotline 888-283-8477
Hate Crimes Hotline 415-551-9595

University
San Francisco Campus 415-619-3141
Site Manager (J.P. Salvador) 415-244-6942
Health Promotion and Wellness 847-491-2146
(Sexual Assault Education and Violence Prevention)
Center for Awareness, Response and Education (CARE) 847-491-2054
Health Service 24 hour emergency line 847-491-8100
Counseling and Psychological Services (CAPS) 847-491-2151
24 hour emergency line (follow prompts) 847-491-2151
Northwestern University Police 847-491-3456
1201 Davis Street, Evanston, IL 60208 847-491-4931 (Fax)
universitypolice@northwestern.edu 847-467-7883 (TDD)
Northwestern University Women's Center 847-491-7360
University Dean of Students Office 847-491-8430
Office of Student Conduct 847-491-4582
Office of Equity 847-491-3741
Faculty and Staff Assistance Program 855-547-1851
APPENDIX E

CRIME DATA FOR SAN FRANCISCO CAMPUS
## Crime Data For San Francisco Campus

<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>Crime Occurrence Locations</th>
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## Crime Data For San Francisco Campus

### Offense (Reported By Hierarchy)\(^1\)

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<th>Crime Occurrence Locations</th>
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### Offense (Crimes Not Reported By Hierarchy)\(^1\)

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</tr>
<tr>
<td></td>
<td>2014</td>
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</tbody>
</table>

1. Hierarchy Rule for Multiple Offenses: When counting multiple Clery Act reportable offenses, the FBI’s UCR Hierarchy Rule is applied. This rule requires that only the most serious offense be counted when more than one offense was committed during a single incident. The hierarchy rule does not apply to incidents involving Arson, Domestic Violence, Dating Violence, Stalking, and any incidents involving Hate Crimes. These crimes are always counted in addition to, and regardless of the nature of, any other Clery reportable offenses that were committed during the same incident.

### Bias Type for Crimes Manifesting Prejudice

Northwestern University is responsible for reporting Clery Act defined Hate Crimes by category of prejudice, geographic location, the year an incident is reported in, and the category of crime (including any crime perpetrated on the basis of prejudice that results in bodily injury). For the 2016 reporting year, Northwestern San Francisco has received no reports of any Clery Act recognized Hate Crime.

### Unfounded Crime

On October 20, 2014, the U.S. Department of Education published the final regulations for the Violence Against Women Act amendments which require reporting of “Unfounded” crimes starting with the 2014 calendar year. Unfounded reports are not recorded in the total crime numbers, though they are also listed under a category as “Unfounded.” Reports are only declared “Unfounded” where sworn or commissioned law enforcement personnel have fully investigated the reported crime and have made a determination that the crime report is false or baseless and therefore “unfounded.” For the 2016 reporting year, Northwestern San Francisco is not aware of any Unfounded reports.
APPENDIX F

ORDERS OF PROTECTION
What is an Order of Protection?
A civil order of protection is a court order issued by a judge designed to provide protection from certain behaviors, including sexual assault, dating violence, domestic violence, and stalking. An order of protection directs the individual engaging in such behavior to do something or stop doing something. For example, an order of protection can order someone to stay away from another person, stop contacting them, or provide other forms of safety and relief.

Obtaining an Order of Protection
As feasible, the University will honor orders of protection entered by a court if the University has been notified of the existence of the order and its terms. Please contact the Northwestern University Police Department (University Police) or the Office of Equity if you have received an order of protection from a court or are interested in obtaining an order of protection through the court system. University Police and the Office of Equity will assist in obtaining an order of protection.

University Police Evanston Campus: 1201 Davis Street, Evanston
Phone: 847-491-3456 (24 hours)

University Police Chicago Campus: 211 East Superior Street, Chicago
Phone: 312-503-3456 (24 hours)
Website: http://www.northwestern.edu/up/

Office of Equity: Colleen Johnston, Title IX Coordinator
Location: 1800 Sherman, Suite 4-500, Evanston
Phone: 847-491-3881
collen.johnston@northwestern.edu or
TitleIXCoordinator@northwestern.edu
Website: www.northwestern.edu/sexual-misconduct

If you are interested in obtaining an order of protection and would prefer to go directly to the relevant court where you are located, please visit:

Evanston and Chicago
Domestic Court Violence Court Facility
555 West Harrison Street
Chicago, IL 60607
Criminal: 312-325-9500
Civil: 312-325-9006 or 9037

For additional information, please see: http://www.cookcountyclerkofcourt.org/?section=SERVRE-SPage&SERVRESPage=order_prot

Washington DC
Domestic Violence Unit
Police Headquarters
300 Indiana Avenue NW, Room 3156
Washington, D.C. 20001
Phone: 202-727-7137
Fax: 202-727-6491

For additional information, please see: https://mpdc.dc.gov/page/keeping-yourself-safe-protection-orders

San Francisco
Civic Center Courthouse, ACCESS Center
400 McAllister Street, Room 509
San Francisco, CA 94102
Information Line: 415-551-5880

For additional information, please see: http://www.sfsuperiorcourt.org/divisions/ufc/domestic-violence

Miami
Lawson E. Thomas Courthouse Center
Domestic Violence Office
175 NW First Avenue, Mezzanine Level
Miami, FL 33128
Domestic Violence Advocacy Unit: 305-349-5677
Office Domestic Violence Unit: (305-349-5813

For additional information, please see: http://www.miami-dadeclerk.com/families_domestic_vio-lence_filing.asp
APPENDIX G

POLICY ON SEXUAL MISCONDUCT
Policy Statement

Jurisdiction
Purpose
Audience
Definitions

Policy Implementation
I. Policy
   A. Consent
   B. Prohibited Conduct
   C. Reporting Obligation
   D. Retaliation
   E. Amnesty for Sexual Misconduct Complainants and Witnesses
   F. Free Expression and Academic Freedom
   G. Title IX and VAWA Statement

II. Procedures
   A. Seeking Medical Assistance in the United States
   B. Seeking Medical Assistance at the Doha, Qatar (NU-Q) Campus
   C. Preserving Evidence
   D. Confidential Support, Advocacy, and Counseling
   E. Reporting Sexual Misconduct
   F. Interim Measures and Accommodations
   G. Investigation and Resolution of Alleged Policy Violations
   H. Educational Training, Awareness, and Prevention Programs

Consequences of Violating this Policy
I. Sexual Misconduct Violations
II. Violations of Interim Measures Directives
III. Retaliation

Related Information
Contacts
History

Appendix A: Summary of Information on Reporting Sexual Misconduct and Receiving Support (including confidential support) and Resources at the NU-Q Campus

Appendix B: Sexual Misconduct Complaint Resolution Process

Appendix C: Resources Not Subject to Mandatory Reporting

Policy Statement

Northwestern prohibits all forms of sexual misconduct, including but not limited to, sexual assault, sexual exploitation, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. In furtherance of this policy, the University has adopted the following standards of conduct for all members of our community – students, faculty, and staff, as well as University vendors, contractors, visitors, guests, volunteers, interns, and third parties – with respect to sexual misconduct. These standards apply equally to all regardless of the sex, gender, sexual
orientation, gender identity, or gender expression of any of the individuals involved.

**Jurisdiction**

Northwestern may investigate any alleged violations of this policy that occur in the context of a University program or activity or that otherwise affect the University’s working or learning environments, regardless of whether the alleged conduct occurred on or off campus. In situations where the alleged sexual misconduct occurred outside of the context of a University program or activity or where the respondent is not a member of the University community (including when the respondent has graduated or left the University), the University typically will not conduct an investigation, but may address the situation and provide appropriate resources to impacted individuals and, where appropriate, the broader University community.

**Purpose**

Northwestern is committed to fostering an environment in which all members of the campus community are safe, secure, and free from sexual misconduct of any form. The University expects that all interpersonal relationships and interactions—especially those of an intimate nature—will be based on mutual respect, open communication, and clear consent. When learning of conduct or behavior that may not meet these standards, community members are expected to take an active role in upholding this policy and promoting the dignity of all individuals.

**Audience**

All members of the Northwestern community, including students, faculty, staff, vendors, contractors, visitors, guests, volunteers, interns, and third parties.

**Definitions**

The terms and definitions used throughout are important components of this policy. The definitions are intended to give meaning to these terms in the context of the Northwestern community, and can be accessed in the policy using the links below:

- Consent
- Dating/Domestic Violence
- Retaliation—see also the University Policy on Non-Retaliation
- Sexual Assault
- Sexual Exploitation
- Sexual Harassment
- Stalking
Criminal and other applicable state laws may use different definitions of these terms.¹

**Policy Implementation**

I. POLICY

A. Consent
Consent represents the cornerstone of respectful and healthy intimate relationships. Northwestern strongly encourages its community members to communicate – openly, honestly, and clearly – about their actions, wishes, and intentions when it comes to sexual behavior, and to do so before engaging in intimate conduct.

It is always the requirement of the individual initiating sexual contact (or undertaking a new type of sexual activity) to ensure that consent is present before acting and is present during sexual activity.

When determining whether consent was present, the University will consider whether a sober, reasonable person in the same position knew or should have known whether the other party could or could not consent to the sexual activity.

1. For purposes of this policy, *consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate contact.*

Consent must be all of the following:

- **Knowing:** Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.

- **Active:** Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.

• **Voluntary:** Consent must be freely given and cannot be the result of respondent’s intimidation (extortion, menacing behavior, bullying), coercion (severe or persistent pressure causing fear of significant consequences from respondent if one does not engage in sexual activity), force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).

• **Present and ongoing:** Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time, provided the person withdrawing consent makes that known in clearly understandable words or actions.

2. Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age (generally, the age of consent is 17 in Illinois), physical condition, or disability that impairs the individual’s ability to give consent. Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring.

Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to:

- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance);
- Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how one got there, who one is with, or how or why one became engaged in sexual interaction);
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words).

A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. When determining whether consent was present, the University will consider whether a sober, reasonable person in the same position knew or should have known whether the other party could or could not consent to the sexual activity. **If there is any doubt as to another person’s capacity to give consent, community members should assume that the other person does not have the capacity**
to give consent. Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual misconduct.

B. Prohibited Conduct

Northwestern prohibits all forms of sexual misconduct. Such conduct violates the community values and principles of the institution and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. Therefore, the University prohibits the actions listed below. An attempt to commit an act identified in this policy, as well as assisting or willfully encouraging any such act, is also considered a violation of this policy. An act may violate one or more parts of this policy. Community members may also be held responsible for the misconduct of their visitors and guests.

1. Sexual Assault

a. Sexual penetration without consent (e.g., rape): Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.

b. Sexual contact without consent (e.g., fondling): Knowingly touching or fondling a person's genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one's own genitals, breasts, or buttocks, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

c. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the state\(^2\) in which the incident occurred.

d. Statutory rape: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state\(^3\) in which the incident occurred.

\(^2\) For incidents that occur outside of the U.S. (e.g., study abroad programs), Illinois law will apply in determining a violation of this policy.

\(^3\) For incidents that occur outside of the U.S. (e.g., study abroad programs), Illinois law will apply in determining a violation of this policy.
2. Sexual Exploitation

Taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present.

This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person’s consent;
- Indecent or lewd\(^4\) exposure or inducing others to expose themselves when consent is not present;
- Recording any person engaged in sexual or intimate activity in a private space without that person’s consent;
- Distributing sexual information, images, or recordings about another person without that person’s consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

3. Stalking

Knowingly engaging in a course of conduct directed at a specific person that one knows or should know would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer substantial emotional distress.

Conduct that can amount to stalking may include two or more actions directed at another person, whether done directly, indirectly, through others, via devices, or via any other methods or means (specifically including electronic means such as social media), including but not limited to:

- Following a person;
- Being or remaining in close proximity to a person;
- Entering or remaining on or near a person’s property, residence, or place of employment;
- Monitoring, observing, or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating to or about a person;
- Giving gifts or objects to, or leaving items for, a person;
- Interfering with or damaging a person’s property (including pets); or
- Engaging in other unwelcome contact.

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\(^4\) Breast-feeding a child is not indecent.
4. **Dating/Domestic Violence**

Physical abuse, psychological/emotional abuse, or sexual abuse between persons in an intimate relationship where the conduct is so severe, pervasive, or persistent as to significantly interfere with an individual's ability to learn and/or work or cause substantial emotional distress, when judged both objectively (meaning that a reasonable person would find the behavior to be abusive) and subjectively (meaning the impacted individual felt the behavior was abusive).

These actions may include, but are not limited to:

- Physical abuse: hitting, slapping, shoving, grabbing, pinching, biting, or hair pulling;
- Psychological/emotional abuse: a pattern of behavior undermining an individual's sense of self-worth or self-esteem, constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with one's children;
- Sexual abuse: attacks on sexual parts of the body, treating one in a sexually demeaning manner, coercing, or attempting to coerce any sexual contact or behavior without consent.

Individuals encompassed in the definition of Dating Violence include, but are not limited to:

- Persons who have or have had a dating relationship;
- Persons who have or have had a social relationship of a romantic or intimate nature.

Individuals encompassed in the definition of Domestic Violence include, but are not limited to:

- Current and former spouses;
- Current and former domestic partners;
- Intimate partners or dating partners who share or formerly shared a common dwelling;
- Persons who otherwise have a child in common or share a relationship through a child.

5. **Sexual Harassment**

Sexual harassment is any unwelcome conduct of a sexual nature where:

a. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment, academic standing, or participation in any University program and/or activity, or is used as the basis for University decisions affecting the individual (often referred to as “quid pro quo” harassment); or,
b. Such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the University’s education or employment programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

Some examples of sexual harassment may include:

- Pressure for a dating, romantic, or intimate relationship;
- Unwelcome sexual advances;
- Unwelcome touching, kissing, hugging, or massaging;
- Pressure for or forced sexual activity;
- Unnecessary references to parts of the body;
- Remarks about a person’s gender, nonconformity with gender stereotypes, or sexual orientation;
- Sexual innuendoes or humor;
- Obscene gestures;
- Sexual graffiti, pictures, or posters;
- Sexually explicit profanity;
- Email, texting (“sexting”), and Internet use that violates this policy.

All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

C. Reporting Obligation

1. Sexual misconduct: All University employees (including student employees), as well as non-employees with teaching or supervisory authority, are obligated to promptly report sexual misconduct of which they become aware in the scope of their work for the University to the Title IX Coordinator or Deputy Title IX Coordinator for Students, unless they are a resource listed below. The University encourages all individuals to report sexual misconduct.

2. Incidents involving minors: As stated in the University’s Policy on Reporting Suspected Child Abuse and Neglect, http://www.northwestern.edu/hr/policies-forms/policies-procedures/reporting-suspected-child-abuse-and-neglect/index.html all University employees, students, volunteers, and third-party contractors are obligated to report to the Illinois Department of Children & Family Services or applicable state agency (as well as University Police, in emergency situations) any suspected abuse and/or neglect of a child. This includes any and all incidents of sexual misconduct involving minors, which should be reported to the Title IX Coordinator as well. Reporters should also contact their supervisor (if the reporter is an employee) or the Dean of Students (if the reporter is a student).
D. Retaliation

Northwestern strictly prohibits retaliation against any member of its community for reporting an incident of sexual misconduct or for participating, in any manner, in an investigation or hearing related to a report of sexual misconduct. The University considers such actions to be protected activities in which all members of the Northwestern community may freely engage.

Members of the community are prohibited from engaging in actions, directly or through others, that are aimed to dissuade a reasonable party or a witness from reporting sexual misconduct or participating in an investigation or hearing. A detailed definition of retaliation and examples of retaliatory conduct are provided in the University’s Policy on Non-Retaliation, http://www.northwestern.edu/hr/policies-forms/policies-procedures/.

The Northwestern community is strongly encouraged to report any alleged incident of retaliation under this policy to the Title IX Coordinator or Deputy Title IX Coordinator for Students, who shall investigate the matter and take appropriate actions to address such conduct.

E. Amnesty for Sexual Misconduct Complainants and Witnesses

Northwestern encourages reporting of sexual misconduct and seeks to remove any barriers to making a report. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. To encourage reporting, an individual who makes a good faith report of sexual misconduct that was directed at them or another person will not be subject to disciplinary action by the University for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless the University determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities. This Amnesty provision shall also apply to student groups making a report of sexual misconduct.

F. Free Expression and Academic Freedom

Northwestern is firmly committed to free expression and academic freedom. The University is equally committed to creating and maintaining a safe, healthy, and harassment-free environment for all members of its community, and firmly believes that these two legitimate interests can coexist. Discrimination, harassment, and retaliation against members of the Northwestern community are not protected expression or the proper exercise of academic freedom.
The University will consider academic freedom in the investigation of reports of sexual misconduct or retaliation that involve an individual’s statements or speech.

G. Title IX and VAWA Statement

It is the policy of Northwestern to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University’s educational programs and activities. It is also Northwestern’s policy to comply with the Federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, and the accompanying regulations (collectively referred to as VAWA). Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled. Northwestern has designated the Title IX Coordinator, with assistance of the Deputy Title IX Coordinators, to coordinate Northwestern’s compliance with Title IX and VAWA and to respond to reports of violations. The University has directed its Clery Coordinator to coordinate Northwestern’s compliance with the Clery reporting related VAWA requirements. For more information about Title IX and VAWA, please go to www.northwestern.edu/sexual-misconduct. A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481.

II. PROCEDURES

A. Seeking Medical Assistance in the United States

Experiencing any form of sexual misconduct, especially acts of violence, is difficult and overwhelming. Survivors often experience a range of emotions, including fear, anxiety, and confusion, and may be unsure of what they want to, or should, do next. Regardless of whether the individual chooses to report the incident, the University strongly encourages survivors of any form of violence to seek medical attention as soon as possible, even if they feel no injury was sustained. Medical assistance providers can treat visible physical injuries and identify injuries that may not be visible, and, where appropriate, also address concerns regarding sexually transmitted infections and pregnancy, and provide emergency contraception (if requested). In addition, a hospital can test for the presence of alcohol or drugs (e.g., “date rape” drugs) and perform a rape evidence collection procedure.

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5 For additional information, see Northwestern’s Resource Guide on Sexual Misconduct and Title IX (http://www.northwestern.edu/sexual-misconduct/docs/TitleIXResourceGuide.pdf). Print copies are available by contacting the Office of Equity, at (847) 467-6165 or TitleIX-Coordinator@northwestern.edu.
(see Procedures Section C), which are also strongly recommended to maintain all legal options.

1. Medical Services Available On or Near the Evanston and Chicago Campuses Northwestern University Health Service

Evidence collection kit cannot be provided; CARE staff can be contacted to provide support services, if desired. (See Procedures Section D for more information on CARE.)

**Evanston Campus:** 633 Emerson Street, Evanston  
Phone: 847-491-8100 (RN call service available 24 hours)  
Website: [http://www.northwestern.edu/healthservice-evanston/](http://www.northwestern.edu/healthservice-evanston/)  
(for regular hours of operation and 24-hour emergency contact info)

**Chicago Campus:** 675 North St. Clair Suite 18-200, Chicago  
Phone: 312-695-8134  
Website: [http://www.northwestern.edu/healthservice-chicago/](http://www.northwestern.edu/healthservice-chicago/)  
(for regular hours of operation and 24-hour emergency contact info)

**NorthShore University Health System/ Evanston Hospital, Emergency Dept. (24 hours)**  
Evidence collection kit available at no charge; Evanston Police Victim Services advocate can be present to provide support services, if desired.  
Location: 2650 Ridge Avenue, Evanston  
Phone: 847-570-2111 (emergency room)  
Website: [https://www.northshore.org/emergency-medicine/](https://www.northshore.org/emergency-medicine/)  
(for more information or to request an appointment online)

**Northwestern Memorial Hospital, Emergency Department (24 hours)**  
Evidence collection kit available at no charge; Advocate from Rape Victim Advocates will be present to provide support services, if desired.  
Location: 251 E Huron Street, Chicago  
Phone: 312-926-5188 (emergency room)  
Website: [https://www.nm.org/locations/northwestern-memorial-hospital](https://www.nm.org/locations/northwestern-memorial-hospital)  
(for more information)

**Presence St. Francis Hospital, Emergency Services (24 hours)**  
Evidence collection kit available at no charge; Evanston Police victim services advocate can be present to provide support services, if desired. Emergency contraception is provided in cases of sexual assault.  
Location: 355 Ridge Avenue, Evanston  
Phone: 847-316-4000  
Website: [https://www.presencehealth.org/medical-services-emergency-care](https://www.presencehealth.org/medical-services-emergency-care)
Under Illinois law, medical personnel are required to alert police when it reasonably appears that the person requesting treatment has sustained an injury as a victim of a criminal offense, including sexual assault or violence, but individuals have the right to refuse to speak to police.

2. Medical Services Available Near the Miami, Florida Campus

Jackson Memorial Hospital Roxy Bolton Rape Treatment Center (5.8 miles from campus)
Evidence collection kit available at no charge.
Location: 1611 NW 12th Avenue Institute Annex
1st Floor, Miami
Phone: 305-585-7273
Website: http://jacksonhealth.org/services-rape-treatment.asp#gref

3. Medical Services Available Near the Washington, D.C. Campus

MedStar Washington Hospital Center (2.9 miles from campus)
Evidence collection kit available at no charge via DC Forensic Nurse Examiners; student can get a free Uber to MedStar by calling phone number below.
Location: 110 Irving Street NW, Washington, D.C.
Phone: 800-641-4028
Website: https://www.medstarwashington.org/

4. Medical Services Available Near the San Francisco Campus

Zuckerberg San Francisco General Hospital (7 miles from campus)
Evidence collection kit available at no charge; additional/follow-up services available via their Rape Treatment Center.
Location: 1001 Potrero Avenue, San Francisco
Phone: 415-437-3000
Website: http://zuckerbergsanfranciscogeneral.org/

B. Seeking Medical Assistance at the Doha, Qatar (NU-Q) Campus

Please see Appendix A for a complete summary of information regarding reporting sexual misconduct and receiving support (including confidential support) and resources at the NU-Q campus.

In Qatar, if a survivor goes to the hospital, they may not retain sole discretion over whether to pursue criminal charges. Medical personnel at hospitals are required to alert the police when it appears that the person seeking treatment has sustained an injury as a result of a criminal offense, including sexual assault; the person seeking
If the survivor chooses not to go to the emergency room, they should still consider seeing a private doctor or a clinician. Survivors are encouraged to inquire about and understand the extent of confidentiality healthcare providers can provide to the survivor of sexual violence. The confidentiality laws and regulations may differ substantially from those in other countries. Emergency contraception is not available in Qatar. Rape evidence collection may not be available in Qatar.

The nearest hospital to the Northwestern University in Qatar campus are:

**Al-Ahli Hospital (12km from Education City)**
Ahmed Bin Ali Street
Emergency 24 hours a day, 7 days a week
+974 4489 8901, +974 4489 8999, +974 4489 3349

**Women's Hospital (10km from Education City)**
Al Rayyan Road opposite Lulu Centre
Emergency 24 hours a day, 7 days a week
+974 4439 3299/3295

There is also medical care available at the following location on campus:

**Qatar Foundation Primary Healthcare Center (QF PHCC)**
HBKU Student Center
+974 4454 1244 (call to inquire about hours of operation)

C. Preserving Evidence

Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For that reason, survivors of sexual misconduct often have legal options that they can pursue. For example, a survivor may seek a protective order from a court against the perpetrator(s); pursue a civil action against the perpetrator(s); and/or participate in a law enforcement investigation and criminal prosecution of the perpetrator(s). Regardless of whether an incident of sexual misconduct is reported to the police or the University, Northwestern strongly encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible, as this will best preserve all legal options for them in the future.

Additionally, such evidence may be helpful in pursuing a complaint with the University. While the University does not conduct forensic tests for parties involved in a complaint of sexual misconduct, results of such tests that have been conducted by law enforcement agencies
and medical assistance providers may be submitted as evidence that may be considered in a University investigation or proceeding, provided they are available at the time of the investigation or proceeding.

Below are suggestions for preserving evidence related to an incident of sexual misconduct. It is important to keep in mind that each suggestion may not apply in every incident:

**General evidence preservation suggestions:**

- In order to best preserve their legal options in the future, individuals should consider not altering, disposing of, or destroying any physical evidence of sexual misconduct.
- If there is suspicion that a drink may have been drugged, an individual should inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine or blood sample).
- Individuals can preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident and/or perpetrator.
- Even if survivors choose not to make a complaint with the University regarding sexual misconduct, they may consider speaking with University Police or other law enforcement to preserve evidence. Please note that, as University employees, University Police would have to report the concern to the Title IX Coordinator.

**Evidence preservation suggestions specific to sexual assault:**

- Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection. Under Illinois law, any cost for an emergency medical or forensic examination for a victim of sexual violence that is not covered by private insurance or Illinois Public Aid will be covered by the Illinois Department of Healthcare and Family Services, and should not be billed to the patient.
- An individual who has been sexually assaulted and wishes to preserve evidence should, if possible, not shower, bathe, douche, smoke, brush teeth, eat, drink, use the bathroom, or change clothes or bedding before going to the hospital or seeking medical attention.
- If the individual who has been sexually assaulted decides to change clothes or bedding and wishes to preserve evidence, they should not wash the clothes worn or bedding used during the assault, and should bring them to a hospital, medical facility, or the police in a non-plastic (e.g., paper) bag.
• In Illinois, individuals who have been sexually assaulted may allow the collection of evidence even if they choose not to make a report to law enforcement. After the evidence is collected, Illinois law requires hospital staff to store it for two weeks. A sexual assault evidence collection kit may not be released by an Illinois hospital without written consent from the survivor.

D. Confidential Support, Advocacy, and Counseling

The following resources are available for individuals to discuss incidents and issues related to sexual misconduct on a confidential basis. Confidential resources will not disclose information about incidents of sexual misconduct to anyone, including law enforcement or the University, except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or where federal or state law requires a report be made. Confidential resources can provide survivors with information about support services and their options. Because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential counselor does not constitute a report or complaint to the University and will not result in a response or intervention by the University. A person consulting with a confidential resource may later decide to make a report to the University or law enforcement.

On-Campus Resources

<table>
<thead>
<tr>
<th>CARE: Center for Awareness, Response &amp; Education</th>
<th>Evanston Campus: 633 Emerson Street, 3rd Floor 847-491-2054 <a href="mailto:care@northwestern.edu">care@northwestern.edu</a> <a href="http://www.northwestern.edu/care">www.northwestern.edu/care</a></th>
<th>CARE is a confidential space for students impacted by sexual violence, relationship violence, or stalking, including friends or partners of survivors. CARE can be an advisor through the University complaint resolution process. Advocates can provide a space to process, ask questions, safety plan, and learn more about the impact of trauma. CARE also hosts a trauma support group and can connect with legal and medical advocacy, free counseling, and support groups on and off campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPS: Counseling and Psychological Services</td>
<td>Evanston Campus: 633 Emerson Street, 2nd Floor 847-491-2151 (24-hours) Chicago Campus: Abbott Hall, 5th Floor 710 N. Lake Shore Drive 847-491-2151 (24-hours) <a href="http://www.northwestern.edu/counseling/">www.northwestern.edu/counseling/</a></td>
<td>Provides counseling services to students, also provides a counselor on call 24 hours a day.</td>
</tr>
<tr>
<td>Religious &amp; Spiritual Life</td>
<td>Evanston Campus: 1870 Sheridan Road 847-491-7256 847-864-7865 (after hours) <a href="mailto:spiritual.life@northwestern.edu">spiritual.life@northwestern.edu</a> <a href="http://www.northwestern.edu/religious-life/">http://www.northwestern.edu/religious-life/</a></td>
<td>Provides spiritual counseling and advice for all members of the University community.</td>
</tr>
<tr>
<td>Faculty Wellness Program</td>
<td>Director Richard A. Carroll, PhD 312-695-2323 <a href="mailto:rcarroll@nm.org">rcarroll@nm.org</a> <a href="http://www.northwestern.edu/provost/faculty-resources/work-life/faculty-wellness.html">http://www.northwestern.edu/provost/faculty-resources/work-life/faculty-wellness.html</a></td>
<td>Provides free consultations for faculty members to identify appropriate resources for personal and professional concerns. Resources may be offered over the phone, or faculty members can meet with the Faculty Wellness Program director for further discussion.</td>
</tr>
</tbody>
</table>
### Off-Campus Resources

<table>
<thead>
<tr>
<th>Hotlines</th>
<th>Chicago Metro Rape Crisis Hotline (YWCA): (888) 293-2080</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Chicago Domestic Violence Line: 877-863-6338</td>
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<tr>
<td></td>
<td>Evanston Domestic Violence Line (YWCA): 877-718-1868</td>
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<tr>
<td></td>
<td>RAINN: Rape, Abuse &amp; Incest National Network 800-656-HOPE</td>
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<td></td>
<td><a href="https://hotline.rainn.org/">https://hotline.rainn.org/</a> (online hotline)</td>
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<tr>
<td></td>
<td>All hotlines provide 24 hour (7 days/week) crisis counseling and information regarding sexual assault, dating violence, and stalking. Survivors and friends of survivors can call.</td>
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<td></td>
<td>Note: the hotlines can also provide information on local hospitals, such as what hospitals will have a victim advocate or SANE (Sexual Assault Nurse Examiner) available.</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>(855) 547-1851 (24 hours)</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.northwestern.edu/hr/work-life/employee-assistance-program.html">http://www.northwestern.edu/hr/work-life/employee-assistance-program.html</a></td>
</tr>
<tr>
<td></td>
<td>Provides confidential crisis intervention and short-term counseling for faculty and staff, as well as their household family members at no cost.</td>
</tr>
<tr>
<td>Center on Halsted (LGBTQ Services)</td>
<td>3656 N. Halsted St, Chicago (7 days a week, 8 a.m. to 9 p.m.)</td>
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<td></td>
<td>LGBTQ Violence Resource Line: 773-871-2273 (Monday to Friday, 9 a.m. to 5 p.m.)</td>
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<td></td>
<td><a href="http://www.centeronhalsted.org/">http://www.centeronhalsted.org/</a></td>
</tr>
<tr>
<td></td>
<td>Services include: counseling services; connecting individuals with professional help, law enforcement, agencies, services, and other providers.</td>
</tr>
<tr>
<td>Rape Victim Advocates</td>
<td>Main Office: 180 N. Michigan Ave, Suite 600, Chicago 312-443-9603</td>
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<tr>
<td></td>
<td><a href="http://www.rapevictimadvocates.org">www.rapevictimadvocates.org</a></td>
</tr>
<tr>
<td></td>
<td>Services include: medical and legal advocacy, counseling services (individual and group). Services are free for survivors or friends/partners of survivors.</td>
</tr>
<tr>
<td>YWCA-Evanston</td>
<td>1215 Church St, Evanston 847-864-8445</td>
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<td></td>
<td><a href="http://www.ywca.org/evanston">www.ywca.org/evanston</a></td>
</tr>
<tr>
<td></td>
<td>Services include: counseling and support for survivors of dating/domestic violence, legal advocacy, and residential services (emergency shelter)</td>
</tr>
<tr>
<td>Evanston Victim Services Program</td>
<td>Evanston Police Department 1454 Elmwood Avenue, Evanston <a href="https://www.cityofevanston.org/government/departments/police/victim-youth-services">https://www.cityofevanston.org/government/departments/police/victim-youth-services</a></td>
</tr>
<tr>
<td></td>
<td>Services include: crisis intervention for survivors of sexual violence and/or dating/domestic violence, medical and legal/court advocacy</td>
</tr>
<tr>
<td>Life Span Center for Legal Services and Advocacy</td>
<td>70 E. Lake Street, Suite 700, Chicago 312-408-1210</td>
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<td><a href="mailto:life-span@life-span.org">life-span@life-span.org</a></td>
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<td><a href="http://www.life-span.org">www.life-span.org</a></td>
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<td>Services include (for survivors of DV and SV and stalking): legal services, legal advocacy (i.e. assistance with Orders of Protection, etc.), and counseling</td>
</tr>
<tr>
<td>Center for Contextual Change</td>
<td>9239 Gross Point Road, Skokie 847-676-4447 x304 (for appointments or a confidential assessment)</td>
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<tr>
<td></td>
<td><a href="http://www.centerforcontextualchange.org">www.centerforcontextualchange.org</a></td>
</tr>
<tr>
<td></td>
<td>Services for survivors of sexual and domestic/dating violence: individual and group counseling. Services for perpetrators of sexual and domestic/dating violence: individual and group counseling</td>
</tr>
<tr>
<td>Porchlight Counseling Services</td>
<td>773-750-7077 confidential helpline and intake</td>
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<tr>
<td></td>
<td><a href="http://www.porchlightcounseling.org/index2.php">http://www.porchlightcounseling.org/index2.php</a></td>
</tr>
<tr>
<td></td>
<td>Services include: free counseling for survivors of sexual and/or domestic/dating violence</td>
</tr>
<tr>
<td>KAN-WIN</td>
<td>2434 E. Dempster St. Suite 111, Des Plaines 773-583-1392 24-hour Hotline: (773) 583-0880</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.kanwin.org">http://www.kanwin.org</a></td>
</tr>
<tr>
<td></td>
<td>Services include: (multi-lingual) free counseling, legal advocacy (assistance with protective orders/court accompaniment), and immigration protection for Asian-American or Asian immigrant survivors of sexual and/or domestic violence.</td>
</tr>
</tbody>
</table>

6 CARE is designated as the University’s confidential advisor under the Illinois Preventing Sexual Violence in Higher Education Act.

## E. Reporting Sexual Misconduct

The University strongly encourages reporting of sexual misconduct. Members of the University community who believe they have experienced sexual misconduct have the right to choose whether or not to report the incident to the University or law enforcement, and, in most circumstances, have the right to choose whether or not to pursue a sexual misconduct complaint with the University once the
University receives a report. The information below is for individuals who wish to report incidents of sexual misconduct.

1. Reporting Incidents to Law Enforcement

Northwestern University encourages individuals to report incidents of sexual misconduct to University Police or local law enforcement officials. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence, and may lead to the arrest of an offender or aid in the investigation of other incidents.

An individual who has experienced sexual misconduct has the right to choose whether to file a police report. Filing a police report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of those crimes against a perpetrator. It is important to know that reporting the incident to police or University Police does not mean an individual is obligated to testify in court.

The Northwestern University Police Department has officers who are specially trained to work with individuals reporting sexual violence. Further, University Police has a written guarantee for sexual violence survivors: http://www.northwestern.edu/up/your-safety/sexual-violence/university-police-guarantee.html that reflects its primary concern for survivors and emphasizes sensitivity and privacy. University Police can also assist in reviewing options with survivors and identifying and facilitating support resources related to:

- Seeking medical attention;
- Seeking support, advocacy, and counseling services;
- Discussing legal options, including seeking protective orders from a court;
- Pursuing options under the University’s sexual misconduct investigation process.

Reports of sexual misconduct made to University Police will be automatically reported to the Title IX Coordinator or Deputy Title IX Coordinator for Students, regardless of whether the individual who experienced the sexual misconduct chooses to pursue criminal charges.

**Northwestern University Police Department**

**Evanston Campus:** 1201 Davis Street, Evanston  
Phone: 847-491-3456 (24 hours)

**Chicago Campus:** 211 East Superior Street, Chicago  
Phone: 312-503-3456 (24 hours)  
Website: http://www.northwestern.edu/up/
2. Reporting Incidents to the University

An individual who has experienced sexual misconduct has the right to choose whether to report the incident to the Office of Equity. As stated in Policy Section C, all University employees (including student employees) are obligated to promptly report incidents of sexual misconduct of which they become aware during the scope of their work for the University, unless they are a resource listed in Appendix C. Further, students, bystanders, and third parties who have observed or have been made aware of sexual misconduct may report the incident to the Office of Equity. Northwestern provides the option for making reports in person, by email, by regular mail, by phone, or electronically.

While anonymous reports will be reviewed by the Title IX Coordinator, the University’s ability to address alleged misconduct reported by anonymous sources is significantly limited.

To speak to someone confidentially without making a report, please see the Confidential Resources listed in Procedures Section D.

The staff identified below are specially trained to work with individuals who report sexual misconduct and have knowledge about on- and off-campus resources, services, and options—including the availability of interim measures and accommodations, as discussed in Procedures Section F. The University has generally designated the Title IX Coordinator or designee to oversee complaints of sexual misconduct involving staff, faculty, and third parties, and the Deputy Title IX Coordinator for Students to oversee complaints of sexual misconduct involving students.

**Title IX Coordinator**

Contact: Colleen Johnston,
Title IX Coordinator;
Office of Equity
Location: 1800 Sherman, Suite 4-500, Evanston
Phone: 847-491-3881
Email: colleen.johnston@northwestern.edu or
TitleIXCoordinator@northwestern.edu
Website: www.northwestern.edu/sexual-misconduct
Deputy Title IX Coordinator for Students
Contact: Amanda DaSilva, Deputy Title IX Coordinator for Students; Office of Equity
Location: 1800 Sherman, Suite 4-500, Evanston
Phone: 847-467-6571
Email: amanda.dasilva@northwestern.edu or DeputyTitleIXCoordinator@northwestern.edu
Website: www.northwestern.edu/sexual-misconduct

To File a Report Electronically
Individuals may use the form at the following link to electronically file a report of sexual misconduct with the Office of Equity: www.Bit.ly/NUReportSexualMisconduct.

Individuals may also file a report by email to: TitleIXReport@northwestern.edu. An immediate auto-response email with information about resources and options will be sent in response to reports filed electronically.

Other University Reporting Options
EthicsPoint
(Third-party service for reporting complaints, including anonymous complaints, by phone or online)
Phone: 866-294-3545
Website: www.northwestern.edu/ethics/

F. Interim Measures and Accommodations

Interim measures and accommodations are reasonable measures the University can put in place for an individual who reports having experienced sexual misconduct. Interim measures and accommodations can provide immediate support and help protect the individual’s safety and ability to access their education and employment, at no cost to that individual. These measures can be temporary in duration pending the results of an investigation, but can become permanent. Interim measures and accommodations include, but are not limited to:

- A no-contact directive issued by the Title IX Coordinator, Deputy Title IX Coordinator for Students, or their designee;
- Housing or work space relocation;
- Changes to dining;
- Adjustment of course schedules or other changes to an individual’s academic situation;
- Changes to work schedules or other changes to an individual’s employment situation;
- Time off from class or work, or a leave of absence;
- Transportation arrangements;
• Safety planning;
• As feasible, honoring an order of protection entered by a court if the University has been notified of the order and its terms.

**Interim measures and accommodations are available regardless of whether an individual chooses to report an incident to University Police or local law enforcement or pursue a complaint with the University.** The Title IX Coordinator, Deputy Title IX Coordinator for Students, or their designee will determine whether interim measures and accommodations are reasonable and should be implemented, and, if so, will work to ensure that these measures and accommodations are implemented as soon as possible.

The University will keep confidential any interim measures and accommodations provided, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide these measures.

To seek an interim measure or accommodation:

**Students:**
Contact: Amanda DaSilva, Deputy Title IX Coordinator for Students; Office of Equity
Location: 1800 Sherman, Suite 4-500, Evanston
Phone: 847-467-6571
Email: amanda.dasilva@northwestern.edu or DeputyTitleIXCoordinator@northwestern.edu
Website: www.northwestern.edu/sexual-misconduct

**Staff and Faculty:**
Contact: Sarah Brown, Deputy Title IX Coordinator; Office of Equity
Location: 1800 Sherman, Suite 4-500, Evanston
Phone: 847-467-4335
Email: sarah.brown@northwestern.edu
Website: www.northwestern.edu/sexual-misconduct

**G. Investigation and Resolution of Alleged Policy Violations**

Reporting an incident of sexual misconduct or retaliation to the University can result in the investigation of whether a violation of this policy occurred and can also result in disciplinary action against any student, staff or faculty member, or outside party, who is determined to have violated this policy (see Consequences of Violating this Policy below). The University has generally designated the Office of Equity to receive and oversee complaints of sexual misconduct and retaliation. University groups, including student groups, and departments are expected to report concerns to the Office of Equity and
not to take action outside of the University’s complaint resolution process. Upon receiving a report of sexual assault, sexual exploitation, stalking, dating or domestic violence, or sexual harassment, the Office of Equity will provide the complainant with information about their rights and options.

The University’s process for resolving reports of violations of this policy will be prompt, fair, and impartial. The complaint resolution process, which is described in Appendix B, is intended to afford a prompt response to reports of sexual misconduct, to maintain privacy and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

Because allegations of violations of this policy can sometimes raise challenging new issues and involve competing interests, the University reserves discretion to take reasonable actions to address those issues in a manner consistent with the spirit of this policy, and which preserves fairness for both parties and maintains the integrity of the investigation and complaint resolution processes.

There is no time limit for when an incident of sexual misconduct may be reported; however, reports should be made as soon as possible after the incident, preferably within one year, because the passing of time makes a review of the evidence more difficult and the memories of involved parties may become less reliable.

The Title IX Coordinator reserves the right to conduct an initial inquiry, investigate, or otherwise address any report, regardless of the time it is made, based on concern for the safety or well-being of the University community.

If, based on an initial inquiry into the report, the Title IX Coordinator determines that insufficient information exists to move forward or that the alleged misconduct, even if substantiated, would not be a violation of the policy, the Office of Equity may close the case, unless the Title IX Coordinator determines that the interests of the community warrant further action on the report by the Office of Equity or the University.

1. **Standard of review:** The University uses the preponderance of the evidence standard to determine responsibility of violations of this policy.

2. **Advisor/legal counsel:** Complainants and respondents may be accompanied by one advisor throughout the investigation and any hearing process, provided that the involvement of the advisor does not result in an undue delay of the process. It is the responsibility of each party to coordinate scheduling with their advisor for any meetings or hearings. An advisor is a support person who is present to provide support to a complainant or respondent throughout an investigation.
and/or hearing. An advisor may not speak, write, or otherwise communicate with an investigator, hearing officer, or panel on behalf of the complainant or respondent. Advisors may not engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or individuals involved in resolving the complaint. Advisors who do not abide by these guidelines may be excluded from the process.

In any matter involving a complaint of sexual assault, stalking, or dating or domestic violence, the advisor may be any person of the party’s choosing, including an attorney. However, an advisor may not also serve as a witness in the same matter. Further, the advisor is still limited to the supportive and not participatory role described above. A representative from the University’s Office of General Counsel may attend any proceeding where an attorney serving as an advisor is present. In all other matters, advisors cannot be a witness or party in the matter or a related matter, a family member of the complainant or respondent, or an attorney. A union representative may serve as an advisor, where applicable.

3. **Privacy and sharing of information:** The University considers complaints and investigations conducted under this policy to be private matters for the parties involved. For that reason, the University will protect the identity of persons involved in reports of sexual misconduct to the best of its ability. The University will only share personally identifiable information with persons with a need to know, in order for the University to investigate and respond or to deliver resources or support services. The University does not publish the names nor post identifiable information about persons involved in a report of sexual misconduct in the University Police Daily Crime Log (Blotter) or elsewhere online. However, the University cannot promise complete confidentiality or privacy in the handling of sexual misconduct reports or complaints.

Most situations require the disclosure of the complainant’s identity to those involved in the investigation in order to fully investigate the matter and/or to enable the respondent to fully respond to the allegations. When individuals report allegations of sexual misconduct to the University and do not consent to the disclosure of their names and/or do not disclose the identity of the alleged offenders or identifiable information about the alleged offenders, the University’s ability to respond to the complaints may be limited. In cases where an individual reporting sexual misconduct requests anonymity or does not wish to proceed with an investigation, the University will attempt to honor that request but, in some cases, the Title IX Coordinator, Deputy Title IX Coordinator for Students, or designee may determine that the University needs to proceed with an investigation based on concern for the safety or well-being of the broader University community (e.g., risk of future acts of sexual violence or a pattern of sexual misconduct). Northwestern reserves the right to take appropriate action in such circumstances, including in cases when the individual reporting the misconduct chooses not to proceed; however, the University will not compel an individual to participate.
All participants in an investigation of sexual misconduct will be informed that confidentiality helps enhance the integrity of the investigation, protect the privacy interests of the parties, and protect the participants from statements that might be interpreted to be retaliatory or defamatory. For these reasons, the complainant and respondent will be asked at the beginning of an investigation to keep the information related to the investigation private, to the extent consistent with applicable law. Witnesses and advisors will be asked to maintain complete confidentiality as to the investigation, to the extent consistent with applicable law.

Upon the conclusion of an investigation, the complainant and respondent will be notified in writing, at the same time, of the outcome of the investigation, including whether the alleged conduct was found to have occurred, and any sanctions imposed on the respondent that directly relate to the complainant. For the reasons noted above, the University encourages the parties to maintain the privacy of this communication.

H. Educational Training, Awareness, and Prevention Programs

The University offers a variety of training, awareness, and prevention programs to help prevent sexual misconduct within the Northwestern community. The University strives to ensure that such programming is developed to be culturally relevant; inclusive of diverse communities and identities; sustainable; responsive to community needs; informed by research or assessed for value, effectiveness, and outcome; and considerate of environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. Additionally, the University provides annual training to investigators, and hearing panel members are trained on issues related to sexual misconduct, investigation, and resolution. For information on educational training, awareness, and prevention programs offered each year, see the Appendices to each campus’ annual crime and safety report, posted at: http://www.northwestern.edu/up/your-safety/clery-act-safety-reports.html.

Consequences of Violating this Policy

I. Sexual Misconduct Violations

Violations of this policy may result in sanctions and corrective actions, which can include, but are not limited to:

- Verbal warning
- Written warning
- Advisory letter
• Conduct review
• Disciplinary hold on academic and/or financial records
• Performance improvement/management process
• Required counseling
• Required training or education
• Campus access restrictions
• No trespass order issued by NUPD (with respect to campus locations)
• No contact directive (with respect to an individual)
• Loss of privileges
• Loss of oversight, teaching or supervisory responsibility
• Probation
• Demotion
• Loss of pay increase
• Transfer (employment)
• Revocation of offer (employment or admissions)
• Disciplinary suspension
• Suspension with pay
• Suspension without pay
• Exclusion
• Expulsion
• Degree revocation
• Termination of employment
• Revocation of tenure
• Termination of contract (for contractors)

The University may assign other sanctions as appropriate in each particular situation. Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Staff Handbook, Faculty Handbook, Student Handbook, other policies or handbooks that may be developed over time, or contracts. In addition, the University may take steps to remediate the effects of a violation on victims and others.

Following an investigation, the University may implement accommodations, and/or take other measures to eliminate any hostile environment caused by the sexual misconduct, prevent the recurrence of any sexual misconduct, and remedy the effects of the sexual misconduct on the complainant and the University community. Such measures may include, but are not limited to, the interim measures and accommodations referenced in Procedures Section F, as well as counseling, training, and other measures.

II. Violations of Directives Related to Interim Measures and Accommodations

Violations of directives related to interim measures and accommodations may lead to an investigation and disciplinary action, which may include, but is not limited to, any of the sanctions and corrective actions listed in the previous section, including exclusion, expulsion,
or dismissal from the University; or termination of employment, including revocation of tenure.

III. Retaliation

Individuals who are found to have engaged in retaliation are subject to disciplinary action that may include, but is not limited to, any of the sanctions and corrective actions listed in Section I above, up to and including exclusion, expulsion, or dismissal from the University; or termination of employment, including revocation of tenure. Sanctions for retaliation may be applied regardless of whether there is a finding on the underlying complaint that sexual misconduct has occurred.

Related Information:

- University policies and procedures
- Faculty Handbook
- Non-Retaliation
- Reporting Suspected Child Abuse and Neglect
- Sexual Misconduct Complaint Resolution Process
- Staff Handbook
- Student Handbook

Other information

- Department of Education Office for Civil Rights complaint forms
- EthicsPoint
- Resource Guide on Sexual Misconduct and Title IX
- Sexual Misconduct Response & Prevention resource page
- University Police Annual Security & Fire Safety Report
- University Police Guarantee for Sexual Assault Victims

Contacts

The following individual can address questions regarding this Policy:

Colleen Johnston, Title IX Coordinator
Phone: 847-491-3881
email: colleen.johnston@northwestern.edu or TitleIXCoordinator@northwestern.edu.

To report an incident of sexual misconduct to law enforcement—see Procedures Section E1.
To report an incident of sexual misconduct to the University—see Procedures Section E2.
To seek confidential support, advocacy, and counseling—see Procedures Section D.

History

Supersedes policy revision dated September 2016. Original policy was adopted in January 2014 and was later revised in 2014, 2015, and 2016.
Policy URL:
http://www.northwestern.edu/sexual-misconduct/docs/sexual_misconduct_policy.pdf

Appendix A:

Summary of Information on Reporting Sexual Misconduct and Receiving Support (including confidential support) and Resources at the NU-Q Campus

Options and Resources

How can Northwestern help?

Knowing what options and resources are available will be helpful if you or someone you know experiences sexual misconduct.

Persons who may have experienced sexual misconduct have options:

1. Seek Medical Attention
2. Speak with On-Campus Confidential Resources
3. Access Off-Campus Resources
4. Contact the Police
5. Contact the University’s Title IX Coordinator
6. Request Protective Measures
7. Preserve Evidence

More detailed information about each of these options is provided below.

1. Seek Medical Attention

Individuals who have been sexually assaulted may choose to go to the emergency room. The nearest hospitals to the Northwestern University in Qatar campus are:

**Al-Ahli Hospital (12km from Education City)**
Ahmed Bin Ali Street
Emergency 24 hours a day, 7 days a week
+974 4489 8901, +974 4489 8999, +974 4489 3349

**Women’s Hospital (10km from Education City)**
Al Rayyan Road opposite Lulu Centre
Emergency 24 hours a day, 7 days a week
+974 4439 3299/3295

There is also medical care available at the following location on campus:

**Qatar Foundation Primary Healthcare Center (QF PHCC)**
HBKU Student Center
+974 4454 1244 (call to inquire about hours of operation)
If the survivor chooses not to go to the emergency room, s/he should still consider seeing a private doctor or a clinician. Survivors are encouraged to inquire about and understand the extent of confidentiality healthcare providers can provide to the survivor of sexual violence. The confidentiality laws and regulations may differ substantially from those in other countries. Emergency contraception is not available in Qatar. Rape evidence collection may not be available in Qatar.

In Qatar, if a survivor goes to the hospital, they may not retain sole discretion over whether to pursue criminal charges. Medical personnel at hospitals are required to alert the police when it appears that the person seeking treatment has sustained an injury as a result of a criminal offense, including sexual assault; the person seeking treatment then could be required to speak with the police. Survivors should visit a hospital or doctor with whom they feel comfortable. Survivors can talk to the NU-Q Deputy Title IX Coordinator for more information.

2. Speak with On-Campus Confidential Resources

These campus resources keep communications confidential except in very limited situations (e.g. minors, imminent danger).

**Employee Assistance Program (EAP)**
(provides confidential short term counseling services to employees via telephone)

Website: https://www.livewell.optum.com/public/welcome.asp and click on My Services for more information or
Phone: +974 4454 5293 or +44 1865 397 074 (UK direct number)

Students have the following confidential resource available:

Free, short-term and confidential counseling services for students:

**NU-Q Counseling, Health and Wellness**
NU-Q 1-320
+974 4454 5073 or patricia.collins@northwestern.edu

Counseling, Health and Wellness is available as a free confidential counseling option available to Northwestern University in Qatar students who have experienced sexual assault, dating or domestic violence, or any other type of sexual violence. Counseling, Health and Wellness will honor the privacy of your information. If the individual wants to notify the police, Counseling, Health and Wellness staff can be a resource. Regardless of whether the survivor wants to involve police, s/he may benefit from talking to a professional counselor.
Counselors listen and help survivors work through any anger, pain, sadness, relationship issues or negative coping mechanisms that may be related to sexual misconduct. Sometimes the effects are felt long after an incident occurred. It is never too late to seek counseling, even months or years later.

If you would like to learn more about counseling and other options available to survivors, you can talk to Counseling, Health and Wellness staff member confidentially.

3. Access Off-Campus Resources

Regardless of whether an individual wants to officially report sexual misconduct, s/he may explore independent counseling options.

**Private Hospitals with physical and mental health resources available**

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al Ahli Hospital</td>
<td>+974 4489 8261 / +974 4489 8817</td>
</tr>
<tr>
<td>Doha Clinic Hospital</td>
<td>+974 4438 4333</td>
</tr>
<tr>
<td>American Hospital</td>
<td>+974 4442 1999</td>
</tr>
<tr>
<td>Al Emadi Hospital</td>
<td>+974 4446 6009</td>
</tr>
<tr>
<td>Qatar Foundation for Protection and Social Rehabilitation</td>
<td>+974 4467 9444 / +974 4467 9429</td>
</tr>
</tbody>
</table>

Hotline: 919
*(Counseling, psychological and shelter services for women and children)*

**Government Hospitals and Centers with physical and mental health resources available**

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamad Hospital</td>
<td>+974 4434 2421/2422</td>
</tr>
<tr>
<td>Psychiatry unit</td>
<td>+974 4438 4599 (to make an appointment with a psychiatrist)</td>
</tr>
<tr>
<td>Rumaillah Hospital</td>
<td>+974 6671 9455</td>
</tr>
<tr>
<td>Family Consulting Center</td>
<td>+974 4489 2888 (mental health resources only)</td>
</tr>
</tbody>
</table>

Students may also wish to investigate private service providers of their choice, but are encouraged to inquire about and understand the extent of confidentiality they can provide to the survivor of sexual violence. The confidentiality laws and regulations may differ substantially from the protection laws in their home country.

4. Contact the Police

Survivors are encouraged to talk to the Deputy Title IX Coordinator—Qatar Campus for more information on what may happen if they file a police report. Generally, once a sexual assault is reported to the police, physical evidence of a struggle is collected and then the case is referred to the prosecutor, who then determines if a crime took place. The amount of physical evidence which shows a struggle will usually decide the case. *If physical evidence is inconclusive,*
the case would be dismissed, and the survivor might either be asked to sign a statement or be jailed.

**In an emergency dial**  
+974 4454 0999 (on campus) or  
999 (off campus)

**Police Reports and Respecting the Survivor’s Decisions**

There is no right or wrong way for a survivor to proceed after an attack. The decision to report an assault to the police is a personal one.

You should help a student or colleague make a police report if they want your help, but if they don’t want to, you should also respect that decision. Publicity, concerns over revictimization, historical poor treatment at the hands of the police, or fear of being jailed are examples of reasons a survivor might not want to involve the police.

**5. Contact the Title IX Coordinator**

Whether or not the individual makes a police report, they can contact and make a report to the University. An individual has the right to choose whether to report the incident to the Title IX Coordinator or a Deputy Title IX Coordinator for additional options and support and/or to request an investigation. The University will protect the identity of persons involved in reports of sexual misconduct to the best of its ability. The University will only share personally identifiable information with persons with a need-to-know in order for the University to investigate and respond or to deliver resources or support services.

To report sexual misconduct to Northwestern, contact:

**Title IX Coordinator—Evanston Campus**  
Contact: Amanda DaSilva, Interim Title IX Coordinator  
Email: TitleIXCoordinator@northwestern.edu

**Deputy Title IX Coordinator—Qatar Campus**  
Contact: Pim Thukral, Chief Operations Officer  
Location: NU-Q 3-330  
Phone: +974 4454 5008  
Email: pim.thukral@northwestern.edu

Under Northwestern policy, all University employees (including student employees), as well as non-employees with teaching or supervisory authority, are obligated to promptly report sexual misconduct of which they become aware in the scope of their work for the University to the Title IX Coordinator or Deputy Title IX Coordinator. The Confidential Resources listed above are not subject to this reporting requirement.
6. Request Interim Measures and Accommodations

The University can put in place reasonable interim measures and accommodations measures to provide support to an individual who reports having experienced sexual misconduct. Such measures include academic assistance, housing or workspace relocation, time off from class or work, student financial aid arrangements, transportation arrangements, or no-contact directives. Individuals should contact the Title IX Coordinator or Deputy Title IX Coordinator to request interim measures and accommodations.

7. Preserve Evidence

Northwestern encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible as this may preserve more options for them in the future. Below are suggestions for preserving evidence related to an incident of sexual misconduct. Outside of Qatar, a forensic rape exam is a consideration for many survivors of sexual violence. Within the State of Qatar, it is a possible consideration for survivors of sexual violence.

In the State of Qatar, forensic evidence for a conviction of rape may require that there was resistance, i.e. skin of the perpetrator under the fingernails, bruises. If there is no evidence of a struggle, then an incident may not be classified as rape under Qatar law and the survivor may be accused of sex outside of marriage, which is illegal in the State of Qatar.

It is important to keep in mind that each suggestion may not apply in every incident:

- Preserve evidence of electronic communications like text messages, pictures, and/or social networking pages by saving them and/or taking screen shots.
- If there is a suspicion that a drink may have been drugged, inform a medical assistance provider and/or police as soon as possible so they can collect evidence (e.g. from the drink, through urine or blood sample).
- Because evidence that may be located on the body can dissipate quickly, consider going to a hospital or medical facility immediately to seek a medical exam. If possible, do not shower, brush teeth, or eat before going to the hospital or seeking medical attention, and do not wash clothes or bedding.

Appendix B:

Sexual Misconduct Complaint Resolution Process

The Sexual Misconduct Complaint Resolution Process can be found at http://www.northwestern.edu/sexual-misconduct/title-IX/complaint-resolution-process.html
Appendix C:

Resources Not Subject to Mandatory Reporting

The University recognizes that students, staff, and faculty may want to speak with someone at the University about sexual misconduct without the information disclosed being reported to the Title IX Coordinator. Northwestern has designated the following staff, faculty, and paid student employees as resources who are not obligated to report disclosures or information about sexual misconduct to the Title IX Coordinator that they learn in the scope of their University work (except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or where federal or state law requires a report be made).

- All staff in the Center for Awareness, Response, and Education (CARE)*
- All staff in Counseling and Psychological Services (CAPS)*
- All staff in University Health Services (including all staff in the Office of Health Promotion and Wellness, team athletic trainers, and team physicians) *
- All staff in the Women’s Center
- All staff in the Office of Religious and Spiritual Life*
- All staff in the Faculty Wellness Program*
- Emeritus Faculty who have been appointed Ombudsmen in the Faculty Ombudsman Program
- Paid student employees or graduate interns at any of the above offices (for information learned in the course of their work for these offices).

* These offices are also designated On-Campus Confidential Resources, see Procedures Section D.

Note: Some staff and faculty may have a confidentiality privilege associated with some aspect of their work for the University (e.g. physicians), but are subject to the University’s reporting obligation for information learned in connection with their work for the University outside of a confidential relationship. For example, physicians may have a confidentiality privilege with respect to information shared with them by patients, but they remain obligated to report sexual misconduct of which they become aware through work not related to patient care, such as work in labs, classroom, or student advising.

* Health Services staff are not obligated to report suspected sexual violence to the Title IX Coordinator. However, under Illinois law, medical personnel are required to alert police when it reasonably appears that a person requesting treatment may have sustained an injury as a victim of sexual violence. In some cases, police may then notify the University about the situation.