# 2017 Annual Security and Fire Safety Report

GEORGE MASON UNIVERSITY

**POLICIES | SAFETY TIPS | SERVICES | STATISTICS**

*A Guide for Keeping Mason Safe*

This annual report is intended to be used by George Mason University students, staff, faculty, and visitors. It provides useful information and references for issues relating to campus safety, defines types of crimes that may occur, suggests safety tips, and identifies related safety programs and resources in an effort to promote a safe and secure environment. Safety is ultimately the responsibility of individuals, and their cooperation is essential to improve security for everyone. This report is published each year by October 1st to meet the requirement of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) to publish an Annual Security Report. The Department of Police and Public Safety works with many other departments on campus, such as the Office of Student Conduct; Office of Housing and Residence Life; Compliance, Diversity, and Ethics; Student Support and Advocacy Center; and the Office of Environmental Health and Safety, to compile this information. This report is also intended to meet the requirements of the Higher Education Opportunity Act to publish an Annual Fire Safety Report. Additional hard copies of the report may be obtained by completing the Annual Security and Fire Safety Report Request Form at the following link: **police.gmu.edu/annual-security-report/request-for-annual-security-report/**. Additional hard copies are also available to walk-in customers at the Department of Police and Public Safety Headquarters (accessed from University Drive, in front of the Rappahannock River Parking Deck, on the Fairfax Campus).

## Quick Reference

### Mason Emergency Telephone Numbers

***All Emergencies.....Dial 9-1-1**

**Mason Korea—Fire/Medical Emergencies.. Dial 1-1-9**

**Mason Korea—Police Emergencies.....Dial 1-1-2**

**University phones connect directly with Mason Police.*

*Non-university phones connect with local law enforcement.*

### Other Crime Reporting Options (nonemergency)

Mason Police Nonemergency..... 703-993-2810

Title IX Coordinator..... 703-993-8730

Office of Student Conduct..... 703-993-6209

Office of Housing and Residential Life.... 703-993-2720

Employee Relations..... 703-993-3878

Mason Crime Solvers—Anonymous Tip Line ..... 703-993-4111

### On-Campus Confidential Resources for Help

Student Support and Advocacy Center (SSAC)..... 703-993-3686

Counseling and Psychological Services (CAPS)..... 703-993-2380

Student Health Services ..... 703-993-2831

George Mason University Korea—Health Center ..... +82-32-620-0553

### Other Important Numbers

University Operator ..... 703-993-1000

Security Escort Service ..... 703-993-2810

Motorist Assistance Program..... 703-993-2710

Talk to an After-Hours Nurse..... 703-993-2831

# Sexual Violence and Misconduct: Support and Reporting Options

You can speak with anyone any time. Reporting is always an option. Choosing one route does not exclude other options. You should pursue whatever routes will be most helpful to recovery.

**Incident of Sexual Violence and Misconduct**

**Would you like to speak with someone?**

**YES**

**NO**

## Confidential Resources

(Use this option for seeking support without putting the university on notice to investigate the incident)

### ON-CAMPUS:

**Student Support and Advocacy Center (SSAC)**
703-993-3686

**Counseling and Psychological Services (CAPS)**
703-993-2380

**Student Health Services**
703-993-2831

**Office of the Ombudsman**
703-993-3306

**Mason Korea Health Center**
+82-32-620-0553

### OFF-CAMPUS:

**Fairfax County Office for Women and Domestic and Sexual Violence Services**
703-360-7273

**Virginia Family Violence and Sexual Assault Hotline**
1-800-838-8238

**LGBTQ Partner Abuse and Sexual Assault Helpline**
1-866-356-6998

**Rape, Abuse, and Incest National Network (RAINN)**
1-800-656-4673

**National Domestic Violence Hotline**
1-800-799-7233

## Non-Confidential Resources

(Use this option for seeking support and putting the university on notice to investigate the incident)

### *REPORTING TO MASON EMPLOYEES:

**Mason Police**
703-993-2810

**Title IX Coordinator**
703-993-8730

**Office of Student Conduct**
703-993-6209

**Office of Housing and Residence Life**
703-993-2720

**Employee Relations**
703-993-3878

*Any Mason employee (including faculty) who is not a confidential resource is considered a *"Responsible Employee"* and must promptly report all relevant details about sexual violence and misconduct involving any student or employee to Mason's Title IX Coordinator. See University Policy #1412.

Additionally, any Mason employee (including faculty) who is not a staff member in CAPS is considered a *"Campus Security Authority (CSA)"* and must promptly report all crimes to Mason Police. At the request of a victim/survivor, identifying information may be excluded from a report (e.g., names, initials, contact information, etc.).

## Would you like to make an anonymous report?

**YES**

**NO**

Anonymous reports of sexual violence and misconduct can be made on any of the following websites:

**Mason Police**
police.gmu.edu/contact-us/crime-solvers-tips

**Title IX Coordinator**
diversity.gmu.edu/intake-form

**Office of Student Conduct**
studentconduct.gmu.edu/contact-us/incident-reporting-form

### IMPORTANT WEBSITES AND POLICIES:

**Student Support and Advocacy Center (SSAC):**
ssac.gmu.edu

**Sexual Harassment and Misconduct University Policy 1202:**
universitypolicy.gmu.edu/policies/sexual-harassment-policy

**Code of Student Conduct:**
studentconduct.gmu.edu/university-policies/code-of-student-conduct

**Non-Discrimination Policy:**
universitypolicy.gmu.edu/policies/non-discrimination-policy

**Would you like to speak with someone else?**

**YES**

**NO**

**In an emergency, call 9-1-1 (for Mason Korea, call 1-1-9)**

# A Distributed University

Mason is a distributed university with campuses and locations strategically placed to serve the needs of Virginia and the region. Each site is known for its distinctive academic focus, which plays a critical role in the economy of its area. Information contained in this report covers all six of George Mason University's separate campuses, including: Fairfax Campus, Arlington Campus, Science and Technology Campus, Mason in Loudoun, the Smithsonian-Mason School of Conservation, and Mason Korea.

## FAIRFAX CAMPUS

The Fairfax Campus is situated on 677 acres bordering the City of Fairfax in Fairfax County, Virginia. The campus combines the quiet of a suburban setting with accessibility to Washington, D.C. The primary law enforcement agency on the Fairfax Campus is the George Mason University Department of Police and Public Safety (Mason Police). Mason Police, under a regional mutual aid agreement, works closely with its neighboring jurisdictions in Fairfax County and Fairfax City.

## ARLINGTON CAMPUS

The Arlington Campus is located in Arlington County, Virginia, just outside the District of Columbia. Arlington Campus programs emphasize law, policy, economics, conflict resolution, social work, nonprofit management, initiatives in educational transformation, and global studies. The primary law enforcement

agency on the Arlington Campus is Mason Police. Mason Police, under a regional mutual aid agreement, works closely with the Arlington County Police Department.

## SCIENCE AND TECHNOLOGY CAMPUS

The Science and Technology Campus is situated on 124 acres and borders Prince William County, Virginia, and the city of Manassas. The campus is home to the 110,000-square-foot Freedom Aquatic and Fitness Center, a state-of-the-art fitness facility; the Hylton Performing Arts Center; and the Biomedical Research Laboratory. The Prince William County Police Western District Station is located a quarter of a mile away from the campus. The primary law enforcement agency on the Prince William Campus is Mason Police. Mason Police, under a regional mutual aid agreement, works closely with the Prince William County and Manassas City Police departments.

## MASON IN LOUDOUN

Mason's Loudoun County site is located in Sterling, Virginia. The campus is patrolled by the Loudoun County Sheriff's Department and access to the campus is controlled via an electronic card-lock access system. Mason Police maintains liaisons with the Loudoun County Sheriff's Department and campus administrators to ensure the safety and well-being of visitors to the campus. The

*Fairfax Campus*

*Arlington Campus*

*Science and Technology Campus*

*Mason in Loudoun*

*Smithsonian-Mason School of Conservation*

*George Mason University Korea*

primary law enforcement agency at the Loudoun site is the Loudoun County Sheriff's Office. Mason provides a security officer on the site and responds to safety and security concerns when called upon.

## SMITHSONIAN-MASON SCHOOL OF CONSERVATION

The National Zoo's Smithsonian Conservation Biology Institute (SCBI) in Front Royal, Virginia, is one of the premier conservation research facilities in the world. Mason students from the Smithsonian–Mason School of Conservation spend semesters there learning about conservation issues as part of the Smithsonian–Mason Semester, a 16-credit integrated learning community based at the 3,200-acre site. The SCBI is part of the Smithsonian Institution and is internationally recognized for its work and professional training programs in conservation. The primary law enforcement agency at the SCBI is the National Zoo Police. The National Zoo Police works closely with the Warren County Sheriff's Office and Mason Police to address the safety and security of the faculty, staff, students, and visitors to the institute.

## GEORGE MASON UNIVERSITY KOREA

George Mason University Korea, a part of the Songdo Global University Campus, opened its doors in 2014 and is located in the Incheon Free Economic Zone, which is in the middle of the west coast of the Korean Peninsula, 25 miles from Seoul. The campus accommodates 2,000 students and includes world-class teaching facilities, a library with state-of-the-art technology, a performing arts center, comfortable dormitories, faculty apartments, and guest housing. Other universities operating at Songdo Global University Campus include SUNY Korea, Ghent University, University of Utah, Yonsei University, and Incheon University. The Incheon Yeonsu Police Station in Incheon, South Korea, is responsible for investigating and responding to all reports of crime at George Mason University Korea.

## GLOBAL EDUCATION

The Global Education Office offers a wide range of international study, research, service, and leadership opportunities to George Mason students, faculty, staff, and members of the general public. The office also designs and implements international programs for undergraduates, graduates, and professionals seeking knowledge and skills necessary to succeed in the culturally diverse society of the 21st century. Last but not least, the office manages a variety of international programs in almost 50 countries: short-term programs during the winter break and summer term; semester and year-long exchanges; intensive language courses; internships; and an honors semester at the University of Oxford.

WE ARE NOW IN

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# 2017 Annual Security Report

## Reporting Crimes and Other Emergencies

### REPORTING CRIMES TO MASON POLICE

All crimes and other emergencies at the Fairfax, Arlington, and Science and Technology Campuses should be immediately reported to Mason Police by calling 703-993-2810 or 9-1-1. After receiving information concerning a crime or an emergency, Mason Police will ensure an effective investigation and appropriate follow-up actions, which may include issuing timely warning notifications to alert the campus community about crimes that pose a serious or continuing threat to safety, or issuing emergency notification and evacuation procedures to alert the campus community about significant emergencies or dangerous situations. Reporting all incidents to Mason Police also allows for accurate reporting of crime statistics in public disclosures such as the Annual Security and Fire Safety Report and the daily Crime and Fire Log. On occasion, Mason Police collaborates with local police, sheriff deputies, the Virginia State Police, and other state or federal agencies such as the Federal Bureau of Investigation or the Drug Enforcement Administration. For all campuses, certain incidents involving Mason students and employees are referred to various Mason officials for separate administrative investigations of suspected violations of university policy.

### REPORTING CRIMES TO LOCAL POLICE RESPONSIBLE FOR MASON CAMPUSES

For the Mason in Loudoun and the Smithsonian-Mason School of Conservation Campuses, crimes and other emergencies should be immediately reported to local police and fire authorities by dialing 9-1-1. For Mason Korea, crimes and other emergencies should be immediately reported to local police and fire authorities by dialing 1-1-2 or 1-1-9.

### VOLUNTARY AND CONFIDENTIAL CRIME REPORTING

Mason Police encourages anyone who is the victim or witness to any crime to promptly report the incident to Mason or local police. However, because police reports are public records, under state law, Mason Police cannot hold all reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Campus Security Authorities at Mason. Confidential reports of crimes may also be made to Mason Crime Solvers at 703-993-4111.

### OTHER CRIME REPORTING OPTIONS

While Mason prefers that community members promptly report all crimes and other emergencies directly to Mason or local police, we also recognize that some may prefer to report certain nonemergency incidents or crimes to people other than police. Thus, crimes may also be reported to the following individuals or office known as Campus Security Authorities and Responsible Employees:

- **Title IX Coordinator**—Title IX protects any person from sex- or gender-based harassment, including sexual assault, interpersonal violence, and stalking. Call 703-993-8730 or email **CDE@gmu.edu**. **diversity.gmu.edu/intake-form**
- **Office of Student Conduct**—Responsible for resolving allegations of misconduct under the Code of Student Conduct, including sexual misconduct. Call 703-993-6209. **studentconduct.gmu.edu**
- **Office of Housing and Residential Life**—Full-time and student staff are available 24 hours a day to assist students and ensure safety. For 24-hour, nonemergency line, call 703-993-2720. **housing.gmu.edu**
- **Employee Relations**—Provides assistance to university employees and their supervisors to help identify and resolve work-related problems and proactively avoid potential problems. Call 703-993-3878.

# Resources for Help

### ON-CAMPUS CONFIDENTIAL

The following on-campus resources and services are available to provide assistance and counseling on a confidential basis. Contacting these resources does not constitute a report to the university for the purposes of initiating an administrative or criminal investigation of crime. Identifying information will not be shared with anyone without consent from the victim/survivor unless there is an imminent threat of harm to self or others.

- **Student Support and Advocacy Center (SSAC)**—Provides students impacted by sexual assault, dating/domestic violence, and stalking with a confidential space to discuss their reporting options and get support.
  - SSAC Office Phone: 703-993-3686

- SSAC 24-Hour Sexual and Intimate Partner Violence Crisis Line: 703-380-1434
- Website: **ssac.gmu.edu**

**Counseling and Psychological Services (CAPS)**—Provides confidential counseling services to students in crisis and nonemergency situations. Crisis intervention assistance is provided to members of the university community who are experiencing crises that affect their ability to function in the community.

- Consultation or emergency assistance during office hours: 703-993-2380
- Assistance during non-office hours, call University Police: 703-993-2810
- For life-threatening emergencies: 9-1-1
- Website: **caps.gmu.edu**

***Student Health Services**—Provides confidential health care to enrolled students in emergency and nonemergency circumstances on the Fairfax, Arlington, and Science and Technology Campuses.

- If there is a medical emergency and Student Health Services is closed, please contact the free after-hours nurse (703-993-2831), a hospital emergency room, or an urgent care facility, or call 9-1-1.
- Fairfax Campus: SUB I, Suite 2300, 703-993-2831, fax: 703-993-4365
- Arlington Campus: Founders Hall, B102, 703-993-4863, fax: 703-993-9425
- Science and Technology Campus: Occoquan Building, Room 229, 703-993-8374, fax: 703-993-1948
- Website: **shs.gmu.edu**

**George Mason University Korea**

- *Health Center on Campus: +82-32-626-0553

*Reported Clery Act crimes that occur on or near campus are recorded for federal statistics purposes without any identifying information (e.g., names, initials, contact information, etc.).

## OFF-CAMPUS CONFIDENTIAL RESOURCES AND SERVICES

**Fairfax County Office for Women and Domestic and Sexual Violence Services**—Provides counseling services for survivors of domestic and sexual violence, shelter and support services for people leaving violent situations, and more.

- 24-hour hotline/helpline: 703-360-7273

**Virginia Family Violence & Sexual Assault Hotline**—Provides safety and support to those who have been hurt in the past or are hurting now. Also offers advice to friends, family members, and professionals, and provides information and resources about sexual assault, stalking, controlling behavior, and intimate partner violence. Free. Confidential. 24 hours a day.

- Phone: 1-800-838-8238
- Chat (confidential instant messaging) Monday–Friday, 8 a.m. to 8 p.m. Text: 1-804-793-9999

**LGBTQ Partner Abuse and Sexual Assault Helpline**—Provides a free and confidential telephone service for lesbian, gay, bisexual, transgender, queer, or questioning callers looking for information or help regarding intimate partner abuse, sexual assault, and stalking.

- Phone: 1-866-356-6998 (Monday-Friday, 8 a.m. to 8 p.m.)

**Rape, Abuse, and Incest National Network (RAINN)**—Operates the National Sexual Assault Hotline that provides victims of sexual violence with free, confidential services 24 hours a day.

- 24-hour hotline/helpline: 1-800-656-HOPE (4673)
- Website: **www.rainn.org**

**National Domestic Violence Hotline**—Operating around the clock, seven days a week, confidential and free of cost, the National Domestic Violence Hotline provides lifesaving tools and immediate support to enable victims to find safety and live lives free of abuse. Callers to the Hotline at 1-800-799-SAFE (7233) can expect highly trained experienced advocates to offer compassionate support, crisis intervention information, and referral services in more than 170 languages.

## GEORGE MASON UNIVERSITY KOREA SUPPORT RESOURCES

- Sexual offense services available 24 hours a day, crisis phone: 1366
- Sexual assault prevention, support, and counseling: 032-338-5801, email: **center@womenhotline.or.kr**
- Local Hospital: One-Stop Center (Inside of Incheon Medical Center) 217 Bang chuc ro, Dong Gu, Incheon 401-711 (032-580-6000 or 032-582-1170)

## LOCAL AREA HOSPITALS

- Inova Fairfax Hospital, 3300 Gallows Road, Falls Church, VA 22042 (703-698-1110)
- Inova Fair Oaks Hospital, 3600 Joseph Siewick Drive, Fairfax, VA 22033 (703-391-3600)
- Inova Alexandria Hospital, 4320 Seminary Road, Alexandria, VA 22304 (703-504-3000)
- Loudoun Hospital Center, 44045 Riverside Parkway, Leesburg, VA 20176 (703-858-6000)
- Mount Vernon Hospital, 2501 Parker's Lane, Alexandria, VA 22306 (703-664-7000)
- Northern Virginia Community Hospital, 601 S. Carlin Springs Road, Arlington, VA 22204 (703-671-1200)
- Sentara Northern Virginia Medical Center, 2300 Opitz Boulevard, Woodbridge, VA 22191 (703-670-1313)
- Prince William Hospital, 8700 Sudley Road, Manassas, VA 20110 (703-369-8000)
- Reston Hospital Center, 1850 Town Center Parkway, Reston, VA 20190 (703-689-9000)
- Virginia Hospital Center, 1701 N. George Mason Drive, Arlington, VA 22205 (703-558-5000)

# Preparation of the Annual Security and Fire Safety Report

The Annual Security and Fire Safety Report is required by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (the Clery Act). The report includes, but is not limited to: campus safety and security policy disclosures; statistics for Clery Act crimes for Mason property, adjacent property, and non-university property owned or controlled by the university for the previous three years; and fire statistics for on-campus student housing facilities for the previous three years. To prepare the Annual Security and Fire Safety Report, the university, through Mason Police, collects, classifies, and counts crime reports and crime statistics. Crime statistics are collected throughout the year from Mason Police and members of the university designated as Campus Security Authorities (CSA). Crime statistics are also requested from local law enforcement agencies in jurisdictions where Mason owns or controls property.

## INFORMATION FOR EMPLOYEES: REPORTING OF CLERY ACT CRIMES

*The following information is adapted from University Policy Number 1412, Reporting of Clery Act Crimes and/or Prohibited Sexual Conduct at* **universitypolicy.gmu.edu/policies/reporting-of-clery-act-crimes-andor-prohibited-sexual-conduct**.

As an effort to promote campus safety, the university strives to keep and disclose accurate information about crime on and near its campuses by making Clery Act Crime reporting a shared responsibility. The university uses information provided by "Campus Security Authorities" (CSAs) to complete federally required public safety disclosures such as the Daily Crime and Fire Log, Emergency Notifications, Timely Warning Notifications, and the Annual Security and Fire Safety Report in compliance with the Clery Act.

### Campus Security Authority Reporting Responsibilities

1. All university faculty, staff, and contractors who are not pastoral counselors or professional counselors, and all students with significant responsibility for student and campus activities are designated as CSAs, and shall, as soon as possible, notify Mason Police of all Clery Act Crimes they witness, learn of, or hear about in one of the following ways:

    a) Calling Mason Police directly at 703-993-2810 (in an emergency, immediately call 9-1-1);

b) Completing the CSA Crime Statistics Reporting Form online at **police.gmu.edu/clery-act-reporting/csa-form**; or

c) Emailing Mason's Clery Compliance Coordinator at **cleryact@gmu.edu**.

2. In an effort to preserve confidentiality, at the request of the victim(s) or survivor(s), identifying information such as names, initials, and contact information shall not be reported or disclosed to Mason Police and/or the Clery Compliance Coordinator.

3. CSAs are not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. CSAs shall not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement. It is also not a CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

4. See "Clery Act Definitions" for definitions of Clery Act Crimes. Up-to-date Clery Act Crime definitions are also available online at **police.gmu.edu/clery-act-reporting/clery-crime-definitions**.

## DEFINITIONS

**Campus Security Authority (CSA)**: CSAs include all university faculty, staff, and contractors who are not pastoral counselors or professional counselors (see definitions below). Additionally, all students fulfilling duties requiring them to take action or respond to particular issues on behalf of the institution (e.g., resident advisors) are also considered CSAs under this policy. Finally, vendors with day-to-day duties that are not controlled by the university are not designated as CSAs, but shall report crimes in compliance with University Policy Number 1404—Reporting of Crimes, Accidents, Fires and other Emergencies.

**The Clery Act:** Signed into law in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) is a federal consumer protection law that requires colleges and universities to disclose information about campus crime activity and security policies. Information disseminated in accordance with Clery Act guidelines serves to inform the personal safety and college selection decisions of current and prospective campus community members. All postsecondary public and private institutions participating in federal student aid programs must adhere to Clery Act regulations.

**Clery Act Crime:** A Clery Act crime is any crime required by the Clery Act to be reported annually to the university community. See "Clery Act Definitions" for definitions of Clery Act Crimes. Up-to-date Clery Act Crime

definitions are also available online at **police.gmu.edu/clery-act-reporting/clery-crime-definitions**.

**Pastoral Counselor:** A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor:** A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution. An example is a professional mental health counselor, functioning in that capacity, at any of Mason's Counseling and Psychological Services (CAPS).

### Forms

**CSA Crime Statistics Reporting Form: police.gmu.edu/clery-act-reporting/csa-form**

Additionally, Mason does not have procedures that encourage pastoral and professional counselors, at their discretion, to inform those they counsel to report crimes in a voluntary, confidential manner for the purposes of collecting crime statistics.

## MAKING THE ANNUAL SECURITY AND FIRE SAFETY REPORT AVAILABLE

The Annual Security and Fire Safety Report is made available annually, by October 1, to all current and prospective students and/or employees of the university. An electronic version is published on Mason Police's website, and additional hard copies of the report may be obtained by completing the Annual Security and Fire Safety Report Request Form at the following link: **police.gmu.edu/annual-security-report/request-for-annual-security-report/**. Additional hard copies are also available to walk-in customers at the Department of Police and Public Safety Headquarters (accessed from University Drive, in front of the Rappahannock River Parking Deck, on the Fairfax Campus). Upon completion of the Annual Security and Fire Safety Report, Mason Police notifies all members of the university community, through university email, of the report's availability on Mason Police's website at **police.gmu.edu/annual-security-report**.

## CLERY ACT DEFINITIONS

The following information comes from a variety of sources, including the Department of Education's *Handbook for Campus Safety and Security Reporting* (2011); *Uniform Crime Reporting Handbook;* Sex Offenses definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program; and definitions of domestic violence, dating violence, and stalking adapted from the amendments made to the Violence Against Women Reauthorization Act of 2013. These definitions are used when preparing the annual disclosure of crime statistics.

### Clery Act Crimes:

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

**Manslaughter by Negligence:** The killing of another person through gross negligence.

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

**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, 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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed).

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

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

**Sex Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. The term "Sexual Assault" encompasses an offense that meets the definition of the following:

- **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent. See page 57–59 for information regarding age of consent.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has co-habitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family

violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth complainant 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.

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

**Stalking:** 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. Examples of stalking behaviors include, but are not limited to, nonconsensual communication, including face-to-face contact, telephone calls, voice messages, email, texts, written letters; unwanted gifts; threatening or obscene gestures; pursuing or following; surveillance or other observation; trespassing; vandalism; and nonconsensual touching.

**Hate Crimes:** If any of the aforementioned crimes, or larceny-theft; simple assault; intimidation; destruction, damage, or vandalism of property; or any other crime involving bodily injury, manifests evidence that the victim was inten-

tionally selected because of the perpetrator's bias against the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity/national origin, or disability, then the incident must be reported as a hate crime.

1. **Larceny-Theft** is 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.

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

3. **Intimidation** is 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.

4. **Destruction/Damage/Vandalism of Property** is 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.

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

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbituates, Benzedrine).

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

**Note about "unfounded" crimes:** An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

## CLERY CRIME GEOGRAPHIC CATEGORIES:

1. **On-Campus**—Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). "Controlled by" means that Mason rents, leases, or has some other type of written agreement (including an informal one, such as a letter or an email) for a building or property, or a portion of a building or property. Even if there is no payment involved in the transaction, under Clery, a written agreement for use of space gives Mason control of that space for the time period specified in the agreement. "Reasonably contiguous" refers to a building or property Mason owns or controls that's in a location that Mason considers to be, and treats as, an integral part of its main or core campus, and is covered by the same security policies as its main campus.

2. **On-Campus Student Housing Facilities**—Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus, is considered an on-campus student housing facility.

3. **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. Public property refers to property owned by a public entity, such as a city or state government.

4. **Noncampus Buildings or Property**—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 used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Note about Study-Abroad Trips:** Mason may have Clery-reportable noncampus buildings or property if Mason has entered written agreements to rent or lease physical space for students in a hotel or student housing facility for a period of three or more days. Clery crimes are reportable if they occur in physical spaces that Mason owns or controls (e.g., hotel rooms, apartments, etc.) or areas that are used to access those physical spaces for the period of time specified in a written agreement.

If you have any questions about the preparation of the Annual Security and Fire Safety Report, please contact Mason's Clery Compliance Coordinator at 703-993-5497 or **cleryact@gmu.edu**.

# Crime Statistics

| FAIRFAX CAMPUS | On-Campus | | | On-Campus Student Housing[1] | | | Noncampus Property | | | Public Property | | | Unfounded Crimes[2] | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| **CRIMES REPORTED** | | | | | | | | | | | | | | | |
| Murder/Nonnegligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape (Sexual Assault) | 11 | 13 | 20 | 8 | 11 | 18 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 |
| Fondling (Sexual Assault) | 7 | 12 | 6 | 6 | 7 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 2 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 1 | 2 | 2 | 0 | 2 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 10 | 13 | 14 | 7 | 8 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| Arson | 0 | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES** | | | | | | | | | | | | | | | |
| Domestic Violence | 3 | 2 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 11 | 21 | 13 | 7 | 14 | 10 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking[3] | 34 | 45 | 69 | 2 | 11 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **ARRESTS AND DISCIPLINARY REFERRALS** | | | | | | | | | | | | | | | |
| Liquor Law Arrests | 20 | 38 | 57 | 9 | 18 | 31 | 0 | 0 | 0 | 4 | 0 | 11 | 0 | 0 | 0 |
| Liquor Law Referrals | 488 | 408 | 363 | 445 | 299 | 302 | 0 | 0 | 0 | 7 | 3 | 4 | 0 | 0 | 0 |
| Drug Arrests | 30 | 52 | 82 | 15 | 24 | 48 | 3 | 2 | 0 | 12 | 9 | 14 | 0 | 0 | 0 |
| Drug Referrals | 60 | 110 | 87 | 49 | 58 | 55 | 0 | 0 | 0 | 1 | 11 | 2 | 0 | 0 | 0 |
| Weapons Arrests | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 |
| Weapons Referrals | 3 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **HATE CRIMES** | | | | | | | | | | | | | | | |
| Larceny/Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault[4] | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation[5] | 0 | 4 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vandalism | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Bodily Injury | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

1 The On-Campus Student Housing location category is a subcategory of On-Campus. All crimes in the On-Campus Student Housing category are also included in the On-Campus category.

2 "Unfounded Crimes" are Clery Act crimes, reported to have occurred on Clery Act geography, thoroughly investigated by sworn or commissioned law enforcement personnel, and found through investigation to be false or baseless, meaning that the crime did not occur and was never attempted.

3 In 2015, (2) incidents of Stalking On-Campus were motivated by Anti-Male Homosexual. No other crimes in the Crimes Reported category were motivated by hate or bias. See the Hate Crimes category for a list of other crimes motivated by hate or bias.

4 In 2014, (1) Simple Assault On-Campus was motivated by Anti-White and (1) Simple Assault On-Campus was motivated by Anti-Male Homosexual.

5 In 2015, (3) incidents of Intimidation On-Campus were motivated by Anti-Male Homosexual and (1) incident of Intimidation On-Campus/ On-Campus Student Housing Facility was motivated by Anti-African American. In 2016, (1) incident of Intimidation On-campus was motivated by Anti-Arab bias.

| ARLINGTON CAMPUS[1] | On-Campus | | | Noncampus Property | | | Public Property | | | Unfounded Crimes[3] | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| **CRIMES REPORTED[2]** | | | | | | | | | | | | |
| Murder/Nonnegligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES** | | | | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **ARRESTS AND DISCIPLINARY REFERRALS** | | | | | | | | | | | | |
| Liquor Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 |
| Drug Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **HATE CRIMES** | | | | | | | | | | | | |
| Larceny/Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vandalism | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Bodily Injury | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

1 There are no On-Campus Student Housing facilities at the Arlington Campus.

2 None of the offenses listed in the Crimes Reported category were motivated by bias or hate.

3 "Unfounded Crimes" are Clery Act crimes, reported to have occurred on Clery Act geography, thoroughly investigated by sworn or commissioned law enforcement personnel, and found through investigation to be false or baseless, meaning that the crime did not occur and was never attempted.

| SCIENCE AND TECHNOLOGY CAMPUS | On-Campus | | | On-Campus Student Housing[1] | | | Noncampus Property | | | Public Property | | | Unfounded Crimes[3] | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| **CRIMES REPORTED[2]** | | | | | | | | | | | | | | | |
| Murder/Nonnegligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape (Sexual Assault) | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES** | | | | | | | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **ARRESTS AND DISCIPLINARY REFERRALS** | | | | | | | | | | | | | | | |
| Liquor Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Arrests | 1 | 0 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **HATE CRIMES** | | | | | | | | | | | | | | | |
| Larceny/Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vandalism | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Bodily Injury | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

1 The On-Campus Student Housing location category is a subcategory of On-Campus. All crimes in the On-Campus Student Housing category are also included in the On-Campus category.

2 None of the offenses listed in the Crimes Reported category were motivated by bias or hate.

3 "Unfounded Crimes" are Clery Act crimes, reported to have occurred on Clery Act geography, thoroughly investigated by sworn or commissioned law enforcement personnel, and found through investigation to be false or baseless, meaning that the crime did not occur and was never attempted.

| MASON IN LOUDOUN[1] | On-Campus | | | Noncampus Property | | | Public Property | | | Unfounded Crimes[3] | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| **CRIMES REPORTED[2]** | | | | | | | | | | | | |
| Murder/Nonnegligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES** | | | | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking[3] | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **ARRESTS AND DISCIPLINARY REFERRALS** | | | | | | | | | | | | |
| Liquor Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **HATE CRIMES** | | | | | | | | | | | | |
| Larceny/Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vandalism | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Bodily Injury | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

1 There are no On-Campus Student Housing facilities at Mason in Loudoun.

2 None of the offenses listed in the Crimes Reported category were motivated by bias or hate.

3 "Unfounded Crimes" are Clery Act crimes, reported to have occurred on Clery Act geography, thoroughly investigated by sworn or commissioned law enforcement personnel, and found through investigation to be false or baseless, meaning that the crime did not occur and was never attempted.

| SMITHSONIAN–MASON SCHOOL OF CONSERVATION | On-Campus | | | On-Campus Student Housing[1] | | | Noncampus Property | | | Public Property | | | Unfounded Crimes[3] | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| **CRIMES REPORTED[2]** | | | | | | | | | | | | | | | |
| Murder/Nonnegligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES** | | | | | | | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **ARRESTS AND DISCIPLINARY REFERRALS** | | | | | | | | | | | | | | | |
| Liquor Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **HATE CRIMES** | | | | | | | | | | | | | | | |
| Larceny/Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vandalism | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Bodily Injury | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

1 The On-Campus Student Housing location category is a subcategory of On-Campus. All crimes in the On-Campus Student Housing category are also included in the On-Campus category.

2 None of the offenses listed in the Crimes Reported category were motivated by bias or hate.

3 "Unfounded Crimes" are Clery Act crimes, reported to have occurred on Clery Act geography, thoroughly investigated by sworn or commissioned law enforcement personnel, and found through investigation to be false or baseless, meaning that the crime did not occur and was never attempted.

| GEORGE MASON UNIVERSITY KOREA | On-Campus | | | On-Campus Student Housing[1] | | | Noncampus Property | | | Public Property | | | Unfounded Crimes[3] | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| **CRIMES REPORTED[2]** | | | | | | | | | | | | | | | |
| Murder/Nonnegligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling (Sexual Assault) | 0 | 4 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES** | | | | | | | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **ARRESTS AND DISCIPLINARY REFERRALS** | | | | | | | | | | | | | | | |
| Liquor Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Referrals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **HATE CRIMES** | | | | | | | | | | | | | | | |
| Larceny/Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vandalism | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Bodily Injury | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

1 The On-Campus Student Housing location category is a subcategory of On-Campus. All crimes in the On-Campus Student Housing category are also included in the On-Campus category.

2 None of the offenses listed in the Crimes Reported category were motivated by bias or hate.

3 "Unfounded Crimes" are Clery Act crimes, reported to have occurred on Clery Act geography, thoroughly investigated by sworn or commissioned law enforcement personnel, and found through investigation to be false or baseless, meaning that the crime did not occur and was never attempted.

| STUDY-ABROAD TRIPS | Noncampus Property[1] | | | Unfounded Crimes[2] | | |
|---|---|---|---|---|---|---|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| **CRIMES REPORTED** | | | | | | |
| Murder/Nonnegligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest (Sexual Assault) | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 |
| **VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES** | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 |
| **ARRESTS AND DISCIPLINARY REFERRALS** | | | | | | |
| Liquor Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Referrals | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Arrests | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Referrals | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Arrests | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Referrals | 0 | 0 | 0 | 0 | 0 | 0 |
| **HATE CRIMES** | | | | | | |
| Larceny/Theft | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 |
| Vandalism | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Bodily Injury | 0 | 0 | 0 | 0 | 0 | 0 |

1 Crimes that occur during Study-Abroad Trips may be reportable if they occur in physical spaces that Mason owns or controls, or in areas that are used to access those physical spaces, such as hotels and apartments, for the period of time specified in a written agreement. Per federal guidelines, these areas are considered part of Mason's Noncampus Property for crime reporting purposes. *The On-Campus, On-Campus Student Housing, and Public Property Clery Crime Geographic Categories do not apply to Study-Abroad Trips at Noncampus locations.*

2 "Unfounded Crimes" are Clery Act crimes, reported to have occurred on Clery Act geography, thoroughly investigated by sworn or commissioned law enforcement personnel, and found through investigation to be false or baseless, meaning that the crime did not occur and was never attempted.

# About Mason Police

## ROLE, AUTHORITY, AND TRAINING

Mason police officers are state-certified police officers empowered to enforce all state and local laws with the authority to make arrests and carry firearms, and are trained in emergency first aid, criminal law, criminal investigation, defensive tactics, crime prevention, use of firearms, sexual assault victim counseling, crisis intervention, crowd control, and enforcement of traffic regulations. A criminal background investigation is completed on all police personnel. Available 24 hours a day year round, Mason police officers regularly patrol the streets, parking lots, buildings, and grounds of the Fairfax, Arlington, and Science and Technology Campuses. In addition to motor and foot patrols, casually uniformed officers from the Community Outreach Patrol use bicycles to monitor the grounds, particularly those areas not readily accessible by patrol car. The bicycle patrol enhances communication between officers and persons on campus and improves response time. Mason police officers are responsible for maintaining order and public safety during all university events, such as those held at the EagleBank Arena, the Center for the Arts, and the Hylton Performing Arts Center.

### Mason Police Mission Statement

The mission of the George Mason University Department of Police and Public Safety is to provide a safe and secure environment for all university employees, students, and guests. Embracing the principles of community policing, the department will work collaboratively with academic and administrative units, individuals, and organizations in furtherance of the mission of the university.

## WORKING RELATIONSHIP WITH LOCAL, STATE, AND FEDERAL LAW ENFORCEMENT AGENCIES

Mason police officers do not actively monitor off-campus activity. However, Mason police does maintain a close working relationship with the Virginia State Police; the police departments of Fairfax County, Arlington County, Prince William County, the City of Fairfax, the City of Manassas, and the Loudoun County Sheriff's Office. Mason Police also exchanges information concerning off-campus criminal activities involving students with local and state police as a part of the Northern Virginia Mutual Aid Agreement. The Incheon Yeonsu Police Station in Incheon, South Korea, is responsible for investigating and responding to all reports of crime at Mason Korea. As a participant in the National Crime Information Center and the Virginia Crime Information Network, Mason Police shares information with other police agencies nationwide. Through its membership in a wide network of other regional, state, and international law enforcement organizations, Mason Police can exchange information used in investigating crimes and learn new crime prevention techniques.

# Emergency Response and Evacuation Procedures

## EMERGENCY RESPONSE

**Notify Mason Police or local police at 9-1-1 in case of emergency. For students and faculty at Mason Korea, notify local police by calling 1-1-2 (police) or 1-1-9 (fire/medical).**

All members of the Mason community are notified on an annual basis that they are required to notify Mason or local emergency services of any situation that involves a significant emergency or danger that may pose an immediate or ongoing threat to the health and safety of the campus community. Mason Police and/or outside law enforcement agencies respond to such situations to assess the

potential threat and summon the necessary resources to mitigate, investigate, or document any situation that may pose a significant emergency or danger. In addition, Mason Police and/or outside law enforcement respond to such incidents to determine if the situation does in fact pose an immediate threat to the community. If an immediate threat does exist, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

## EVACUATION AND EMERGENCY PROCEDURES

The following information is intended to serve as a preparatory resource for emergency situations.

If you are currently experiencing an emergency situation or are in need of immediate assistance, please contact emergency services by dialing 9-1-1 (or 1-1-9 at Mason Korea).

### Emergency Evacuation

If you discover smoke or a fire, do the following:

- Activate the fire alarm using a manual pull station.
- Notify others and evacuate the building.
- Do not use elevators during a fire or evacuation.
- Assemble at the designated assembly area and await further instruction from emergency response personnel.

Note: It is a violation of state law to ignore a sounding fire alarm.

For more information, please review the full *Emergency Evacuation Guide* at **ehs.gmu.edu/wp-content/uploads/2015/03/Emergency_Evacuation_Guide.pdf**.

### Shelter-In-Place

During severe weather, a hazardous materials spill, or an on-campus violence emergency, do the following:

- Warn others in the area about the emergency.
- Move to an interior room without windows, close the door, and lock the door if appropriate.
- Do not exit the area until the emergency has passed or you are instructed to do so by emergency response personnel.

For more information, please review the following guides:

- *Tornado and Severe Weather Guide* (**ehs.gmu.edu/wp-content/uploads/2015/10/TornadoSevereWeather_Guide.pdf**)
- *Workplace and On-Campus Violence Guide* (**ehs.gmu.edu/wp-content/uploads/2015/03/WorkplaceandOnCampusViolenceGuide.pdf**)
- *Oil and Chemical Spill Response Guide* (**ehs.gmu.edu/wp-content/uploads/2015/03/OilandChemicalSpillGuide.pdf**)

### Severe Weather and Tornadoes

- Monitor television, radio, or weather radio for information about approaching storms.
- If severe weather is expected to impact your area, seek shelter in a hardened structure and follow shelter-in-place procedures (above).
- Stay away from large objects that may fall during a storm, e.g., book cases and shelves.
- If you are unable to find shelter, lie down flat and cover your head with your hands.

For more information, please review the *Tornado and Severe Weather Guide* at **ehs.gmu.edu/wp-content/uploads/2015/10/TornadoSevereWeather_Guide.pdf**.

### On-Campus Violence

**Run:** If a person appears willing to use a firearm on campus or adjacent to campus, or enters a university building with a firearm:

1. Exit the building immediately, if possible.
2. Notify others to exit the building and find shelter outdoors.
3. Call 9-1-1 and relay the following information:
   a. Your name and location
   b. Location of the incident and number of shooters
   c. Identity and description of the shooter(s)
   d. Type of firearm(s) used
   e. Number and location of victims and their injuries

**Hide:** If you can't safely exit the building, or the shooter is nearby:

1. Proceed to the nearest room, and close and lock the door, if possible.
2. If you cannot lock the door:
   a. Block the door with furniture or equipment.
   b. Take cover behind equipment or furnishings.
3. Turn off the lights.
4. Cover door windows.
5. Remain quiet and act as if the room is empty, play dead if necessary. Make sure that cell phones are put on silent or vibrate.
6. Follow instructions of law enforcement personnel. Keep your hands visible and raised. Avoid pointing and gestures which may be mistaken for holding or firing a weapon.

**Fight/Defend:** In the event that you are confronted by an individual with a weapon and as a last resort, defend yourself and others by whatever means necessary and do not relent until the aggressor is incapacitated or law enforcement arrives.

For more information, please review the *Workplace and On-Campus Violence Guide* at **ehs.gmu.edu/wp-content/uploads/2015/03/WorkplaceandOnCampusViolenceGuide.pdf**.

### Suspicious Person or Package

- Do not physically confront a suspicious person or handle a suspicious package.
- Contact Mason Police and provide as much information as possible about the situation.
- Notify your supervisor or professor.
- Leave the area or await further instruction from Mason Police.

For more information, please review the Suspicious Package Guide at **ehs.gmu.edu/wp-content/uploads/2015/03/SuspiciousPackageGuide.pdf**.

### Regional Emergency

- Check local news media for updates regarding evacuation, evacuation routes, and emergency shelters.
- Monitor **www.gmu.edu** for closing or operational modifications. Make an

emergency plan and keep an emergency supply kit at home, at work, and in your car.

- Visit **ReadyVirginia.gov** for an emergency plan template and tips on building an emergency supply kit.

Most of the above information is also available in both electronic and print formats. To request a printed copy of this information for your office, please contact EHS at **ehs.gmu.edu/contact/**. To distribute an electronic version, download the Emergency Procedures Poster at **ehs.gmu.edu/wp-content/uploads/2015/03/EmergencyProceduresPoster.pdf**.

For more information, please review the Regional Emergency Guide at **ehs.gmu.edu/wp-content/uploads/2015/03/RegionalEmergencyGuide.pdf**.

# Emergency Notifications

## PROCEDURES USED TO NOTIFY THE CAMPUS COMMUNITY

In the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of persons on the campus, Mason will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

### Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

1. Mason Police and/or other first responders may become aware of a critical incident or other emergency situation that potentially affects the health or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to Mason's Emergency Communications Center or upon discovery during patrol or other assignments.

2. Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify supervisors at Mason Police or the Environmental Health and Safety Office (EHS) to issue an emergency notification.

# EMERGENCY PROCEDURES

Environmental Health and Safety Office
703-993-8448 | ehs.gmu.edu

Mason Police
703-993-2810 or 9-1-1

## EVACUATE

If you discover smoke or a fire, do the following:

- Activate the fire alarm using a manual pull station.
- Notify others and evacuate the building.
- Do not use elevators during a fire or evacuation.
- Assemble at the designated assembly area and await further instruction from emergency response personnel.

Note: It is a violation of state law to ignore a sounding fire alarm.

## SHELTER-IN-PLACE

During severe weather, a hazardous materials spill, or an on-campus violence emergency, do the following:

- Warn others in the area about the emergency.
- Move to an interior room without windows, close the door, and lock the door if appropriate.
- Do not exit the area until the emergency has passed or you are instructed to do so by emergency response personnel.

## SEVERE WEATHER AND TORNADOS

- Monitor television, radio, or weather radio for information about approaching storms.
- If severe weather is expected to impact your area, seek shelter in a hardened structure and follow shelter-in-place procedures (above).
- Stay away from large objects that may fall during a storm, e.g., book cases and shelves.
- If you are unable to find shelter, lie down flat and cover your head with your hands.

## MEDICAL EMERGENCY

- Contact Mason Police, and provide information about the injury and the location of the victim(s).
- If trained, provide first aid or medical assistance.
- Remain with the victim until emergency response personnel arrive.
- If a victim is unconscious and not breathing, start CPR, locate an AED, turn it on, and follow the instructions provided by the unit.

## ON-CAMPUS VIOLENCE

- If a person enters a building with a weapon, immediately evacuate the building.
- If a person is seen with a weapon outdoors, immediately seek shelter in the nearest building.
- Contact Mason Police and provide as much information as possible about the situation.
- Warn other people in the area, provide assistance as needed, and remain calm.
- Locate a secure area or building and follow shelter-in-place procedures (above).
- Follow instructions provided by emergency response personnel.

## POWER OUTAGE OR UTILITY FAILURE

- Contact Facilities Management at 703-993-2525 to report a power outage.
- Remain calm, turn off sensitive equipment, exit the area, and provide assistance to others if necessary.
- Buildings without power, water, heating, ventilation, or air conditioning should not be occupied until utilities are restored.

## HAZARDOUS MATERIALS RELEASE

- Report all hazardous material spills and releases to Mason Police.
- Evacuate the area or building if safety permits.
- Assemble at the designated assembly area and remain upwind of the chemical spill.
- If a chemical spill occurs outdoors, shelter-in-place and listen for instructions from emergency personnel.
- Notify Mason Police if you are exposed to a chemical.

## SUSPICIOUS PERSON OR PACKAGE

- Do not physically confront a suspicious person or handle a suspicious package.
- Contact Mason Police and provide as much information as possible about the situation.
- Notify your supervisor or professor.
- Leave the area or await further instruction from Mason Police.

## REGIONAL EMERGENCY

- Check local news media for updates regarding evacuation, evacuation routes, and emergency shelters.
- Monitor www.gmu.edu for closing or operational modifications.
- Make an emergency plan and keep an emergency supply kit at home, at work, and in your car.
- Visit ReadyVirginia.org for an emergency plan template and tips on building an emergency supply kit.

3. The Chief of Police, Assistant Vice President for Safety, Emergency, and Enterprise Risk Management, or their designee will make the appropriate notifications to Mason's executive leadership and initiate all or some portions of Mason's emergency notification system.

4. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Mason may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, Mason will issue the emergency notification to the campus community.

### Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

Mason Police and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification in determining what segment or segments of the Mason community should receive the notification. Generally, Mason officials will distribute the notification to the entire campus community.

### Determining the Contents of the Emergency Notification Procedures Used to Notify the Campus Community

Mason Police shares responsibility with EHS for issuing emergency notifications and determining the contents of the notifications. Mason has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. In those cases where there are no predetermined template messages in the system, the individual authorizing the alert will develop a message to convey the appropriate information to the community. Messages are designed to convey the nature of the emergency and response actions that should be taken to protect life, property, and the environment.

### Emergency Notification Procedures Applicable to Mason Korea

In the event that there is a need to alert the campus of an emergency, emergency notification will be activated and approved by the President and Provost. Emergency notifications will be sent to all students, employees, and affiliate universities via email and text message. Incheon Global Campus Foundation is responsible for notifying affiliate universities of emergency situations.

The procedures for issuing an emergency notification message are as follows:

1. Upon awareness of an emergency, the President of George Mason University Korea will direct the manager or assistant manager of Academic and Student Affairs to distribute notification on their behalf.

2. The manager or assistant manager of Academic and Student Affairs will log into the emergency notification system (**alert.gmu.edu**) to distribute emergency messages.

## ENROLLING IN MASON ALERT—EMERGENCY NOTIFICATION SYSTEM

Mason Alert is George Mason University's emergency notification system that is used to send emergency notifications and timely warnings to the university community via text, email, telephone call, and digital signage.

### How to Manage Mason Alert Email Addresses

All university students and employees are automatically enrolled in Mason Alert and are strongly advised to register cell phone number(s) and additional email addresses to ensure emergency messages are received in a timely manner.

To login to your Mason Alert, visit **alert.gmu.edu**. Use only the first portion of your email address before the @ symbol as your username; your password is your normal Patriot Pass password. This portal will allow you to change your notification preferences and registered devices.

Those who do not have @masonlive.gmu.edu or @gmu.edu account can use the guest account portal located at **www.getrave.com/login/gmucommunity**. This portal will allow you to receive the same alerts sent to Mason students and employees.

### Parents, Guardians, Family, and Friends

Please ask your student(s) to register all of your appropriate cell phone numbers and email addresses on their @masonlive.gmu.edu or @gmu.edu accounts to allow the university to maintain your account for the duration of your student's time at Mason.

If you have any questions or concerns about the Mason Alert Emergency Notification System, please send an email to **alert@gmu.edu**. Please visit **emergency.gmu.edu** for information about emergency management at Mason and emergency preparedness resources.

# Annual Notification and Testing of Emergency Response Procedures

## DRILLS, EXERCISES, AND TRAINING

The Environmental Health and Safety Office (EHS) conducts a variety of testing activities throughout the year. A testing calendar is available online at **ehs.gmu.edu/firesafety/testing-schedule**, which maintains a schedule of testing activities for your knowledge and convenience. Select any event on the calendar to view additional details. For questions about the testing schedule, please contact EHS at 703-993-8448.

### Earthquake Drills

Each September, Mason participates in the Great Southeast Shakeout Earthquake Drill. This drill is designed to promote awareness of earthquake response procedures. This earthquake drill is announced via Mason Alert. Participation is voluntary, but all are encouraged to participate. Information on how to prepare for and respond to an earthquake is available in the Earthquake Preparation and Response Guide at **ehs.gmu.edu/exercises-and-drills**.

### Tornado Drills

Each March, Mason participates in a statewide Tornado Drill. This drill is designed to promote awareness of tornado and severe weather response pro-

cedures. This earthquake drill is announced via Mason Alert. Participation is voluntary, but all are encouraged to participate. Information on how to prepare for and respond to tornados and severe weather is available in the Tornado and Severe Weather Response Guide at **ehs.gmu.edu/exercises-and-drills**.

### Fire Drills

Fire Drills are conducted on campus in accordance with the Virginia Statewide Fire Prevention Code. Drills are held in all university buildings and are unannounced. Primary entrances to buildings are posted with an evacuation drill notice one day prior to the drill. Building contacts may request that signs not be posted. For more information on fire drills, please reference the University Fire Safety Plan at **ehs.gmu.edu/exercises-and-drills**.

### Emergency Exercises

Annually, Mason conducts tabletop, function, and/or full-scale emergency exercises with the Executive Council and the university's Emergency Operations Group. These exercises are designed to prepare university personnel to respond to various emergencies that may occur on campus, recover from emergencies as quickly as possible, and provide the appropriate support to students, employees, and university operations.

### Testing

Emergency evacuation and fire drills are required for most university buildings, depending upon occupancy and use, and must be conducted in accordance with the Virginia Statewide Fire Prevention Code and International Fire Code. All emergency evacuation drills are scheduled and conducted by EHS. The frequency and required participation of fire drills is as follows:

| GROUP OR OCCUPANCY | FREQUENCY | EXAMPLES |
|---|---|---|
| Assembly Buildings Group A | Quarterly | EagleBank Arena, Center for the Arts, Johnson Center |
| Educational / Business Group B | Annually | Innovation Hall, Research Hall, Thompson Hall |
| Adult and Child Care Group E | Monthly | Child Development Center |
| Residence Halls Group R-2 | Four Annually | Northern Neck, Commonwealth Hall, Wilson Hall |

# Timely Warning Notifications

Mason is required by federal law to issue timely warnings to the campus community when there is information that a Clery Crime or pattern of Clery Crimes has occurred on the university's Clery geography that is considered by the institution to represent a serious or continuing threat to campus safety.

## CRIMES SUBJECT TO TIMELY WARNING NOTIFICATIONS

- Criminal homicide (murder and non-negligent manslaughter; and negligent manslaughter)
- Sex offenses (rape, fondling, incest, and statutory rape)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crime motivated by race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and/or disability involving any of the offenses listed above or any of the following offenses: larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property
- Dating violence
- Domestic violence
- Stalking
- Arrests or referrals for liquor law violations, drug law violations, and illegal weapons possession

## ISSUING A TIMELY WARNING NOTIFICATION

The Chief of Police or designee, with consultation with university senior leadership, makes the decision whether to issue a timely warning on a case-by-case basis in light of all the facts surrounding the incident. Timely warnings are issued as soon as possible after Mason Police is notified; however, the release of the warning is subject to the availability of accurate facts concerning the incident. Criteria to be evaluated may include:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

**Timely warnings include information that promotes safety and would aid in the prevention of similar crimes, including, but not limited to:**

- Brief description of the crime(s) that occurred
- Date and time when the crime(s) occurred
- Location of the crime(s)
- Possible connections between incidents (if applicable)
- Description of suspect(s) and/or any available information to aid in the apprehension of the offender(s) (if applicable)
- Recommended actions
- Precautions for the campus community to protect itself
- Description of crime reporting options at the university

Timely warnings are issued to the campus community in a manner that is timely and that withholds as confidential the names and other identifying information of victims through one or more electronic communications, including, but not limited to, university email with the assistance of the director of Strategic Communications or designee, Mason Police's website, or social media outlets.

*Every effort is made to prevent identifying victims of crime.*

The most recently issued Time Warnings are available online at **police.gmu.edu**.

# Daily Crime and Fire Log

In accordance with the Clery Act, Mason must keep a crime log of all reported crimes that occur on and near property owned or controlled by the university for the most recent 60-day period. Additionally, Mason must keep a fire log of all reported fires that occur in on-campus student housing facilities for the most recent 60-day period. Crime and fire logs are open to public inspection, upon request, during normal business hours. Crime and fire logs older than 60 days are available within two business days of a request for public inspection.

An electronic version of the combined Daily Crime and Fire Log is posted on Mason Police's website within two business days of receiving a report (**police.gmu.edu/crime-log-test**), and is also made available, in hard-copy format, to walk-in customers from Mason Police's Records Office located in the front lobby area of the Department of Police and Public Safety Headquarters (accessed from University Drive, in front of the Rappahannock River Parking Deck, on the Fairfax Campus). The Records Office is open to the public Monday through Friday, 8 a.m. to 4 p.m. (closed between noon and 12:30 p.m., and holidays).

# Security of and Access to University Facilities

Security and fire safety considerations go into the planning and design of all campus buildings. Sidewalks and building entrances are illuminated to provide well-traveled, lighted routes from parking areas to buildings, and from building to building. Mason encourages community members to promptly report any security concerns, including concerns about locking mechanisms, lighting, or landscaping to Mason Police. Upon request, Mason Police will evaluate the security strength of university offices and residences and recommend corrective action. Mason Police also works closely with Facilities Management to ensure prompt repair of maintenance issues that pose a safety or security concern to the community. All university buildings can be secured by a key or card-lock system. Students are given keys or electronic access to their residence halls, and authorized faculty and staff are issued keys to their workplaces. After-hours access to locked academic buildings is restricted to authorized persons holding keys or electronic access cards for the facilities.

## SPECIAL CONSIDERATIONS FOR RESIDENCE HALL ACCESS

On campus, most residence halls operate under a computerized Access Control and Security Monitoring System. Identification cards are coded so that only students who are residents in a particular hall are authorized electronic access entry to that hall; the system denies entry to all unauthorized persons. Resident assistants and neighborhood assistants are responsible for checking and securing doors. All members of the Mason housing community are reminded to lock all doors and windows. Most residence hall and apartment exterior doors are equipped with locks and with crash bars to ensure a quick emergency exit. Only residents and their invited guests are permitted in the living areas of

the residence halls. It is the resident's responsibility to ensure that their guest is aware of and abides by Mason's policies. Guests are not provided with room keys or door access cards. Residence halls and neighborhood desks are staffed 24 hours a day. Mason Police also conduct regular checks of residence hall areas. Incheon Global Campus security guards patrol the Mason Korea Campus 24 hours a day.

## SECURITY LIGHTING, EMERGENCY CALLBOXES, AND SECURITY CAMERAS

Parking lots, sidewalks, and all major walkways are lit at night. On an annual basis, Student Government hosts a Night Walk where members of the Student Government and university administrators patrol the campus and assess every area for safety concerns, suggestions, and feedback. Emergency callboxes are located around the Arlington Campus only. The callboxes ring directly to Mason Police's Emergency Communications Center. Security cameras are strategically located throughout the Arlington, Science and Technology, Fairfax, and Korea Campuses. The Songdo Global University Foundation is responsible for mounting, monitoring, and maintaining appropriately placed security cameras at Mason Korea.

## SECURITY OFFICERS AND POLICE CADETS

Mason also employs security officers and police cadets to support the university and the mission of the police department. Security officers are non-sworn employees who patrol the Fairfax, Arlington, and Science and Technology Campuses on foot, and provide security in the buildings 24 hours a day. Police cadets staff the escort service, perform security patrols, and supplement officers at special events on the Fairfax Campus. Police cadets are part-time student employees who perform their duties under supervision of Mason Police. Incheon Global Campus security guards patrol the Mason Korea Campus 24 hours a day.

## SECURITY ESCORT SERVICE

Upon request, Mason police officers or cadets will accompany members of the Fairfax, Arlington, and Science and Technology Campuses between academic or residence buildings and parking lots. Escorts carry photo IDs at all times. They also carry flashlights, wear reflective clothing, and maintain communication with a communications officer via two-way radio. To request an escort, call Mason Police at 703-993-2810.

# Crime Prevention and Safety Awareness Programs

Periodically throughout the year, Mason Police, in collaboration with other university organizations and departments, present at new student orientations, new hire orientations, and other events on campus. Listed below are a sampling of programs and services offered by Mason Police.

### Crime Prevention Services

Mason Police conducts orientation sessions for new students, new employees, housing coordinators, and resident advisors on safety procedures and alcohol and drug awareness. Throughout the year, police representatives are available to speak to interested groups of students, faculty, and staff on such topics as sexual assault, dating safety, theft prevention, personal security, victim services, and alcohol and drug awareness.

### LGBTQ Liaison

A Mason Police officer, located on the Fairfax Campus, serves as the lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) liaison. The position was established to enhance the relationship between Mason Police and the campus's LGBTQ community. The officer appointed to this position works closely with the Office of Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning Resources. Members of the campus community needing to contact the LGBTQ liaison may do so by calling 703-675-9249.

*LGBTQ Liaison, Lt. Guston, with Mason's Chief of Police, Carl Rowan Jr., at the 2017 Capital Pride Parade*

### Crime Solvers Program

Mason Police is a member of the Fairfax City Crime Solvers Program. Information reported to Mason Police that leads to an arrest may be eligible for a reward of up to $1,000. Mason Police maintains a confidential information phone line, 703-993-4111, through which persons can supply information regarding suspicious or illegal activity.

### Crime Victim and Witness Services

Mason Police's Victim and Witness Assistance Program is designed to help students, faculty, staff, and visitors who become victims of crime. This help includes assisting victims and witnesses who need to report crimes, preparing them to testify against accused persons, escorting them to court appearances, preparing status reports on cases, regaining property used as evidence during a trial, getting compensation for losses, and assisting with academic intervention as necessary. Mason Police has personnel trained in counseling victims of crime.

### Operation Identification

Mason Police can help students on the Fairfax Campus engrave unique identifiers on personal items kept on campus, such as bikes, computers, radios, and stereo systems. This nationally recognized identification procedure has been shown to facilitate the recovery of stolen items. Mason Police also suggests keeping a record of serial numbers and unique identifiers, and taking photos of valuable items kept on campus to aid in identification and recovery.

### Rape Aggression Defense

Mason Police offers Rape Aggression Defense (RAD) Systems training to university-affiliated women at convenient times throughout the year. This 12-hour training includes discussion on victim awareness and risk reduction. In addition, it provides realistic and dynamic hands-on training using practical techniques of self-defense. The training allows women to think about and practice self-defense options in a safe atmosphere. RAD program completion gives participants lifetime membership, which includes free refresher training throughout the United States and Canada, wherever the course is offered. The instructors, who are Mason police officers, are committed to this confidence-building program. They have completed a 30-hour instructor course, maintain close contact with other area instructors, and read regional publications.

# RAVE Guardian

## Now your phone can keep you safe and help protect your friends.

Rave Guardian provides instant communication with friends, family, co-workers, campus safety, and 9-1-1.

**Download today!**

*Register using your Mason email address*

Available on the App Store

ANDROID APP ON Google play

**LEARN MORE AT READY.GMU.EDU**

### Social Media

Follow Mason Police on Facebook to monitor all crime updates.
**Facebook.com/gmupolice**

### Criminal Trespass Warnings and Reporting Suspicious Behavior

Extensive efforts are made to create a campus environment that fosters personal safety and property security for students, faculty, staff, and visitors. Members of the university community are urged to immediately advise Mason Police of any criminal action or suspicious behavior. Criminal trespass warnings can be issued to suspicious persons and those who violate laws. Anyone returning to a Mason campus after being issued a trespass warning is subject to arrest.

### Report It—Online Tool for Registering Valuables

Mason Police encourages community members to register their valuables online at **reportit.leadsonline.com**. This free service, operated by LeadsOnline, allows users to securely store serial numbers, item descriptions, pictures, and scans of receipts so that items may be more easily identified in the event of theft or loss.

### Active Threat Training

Mason Police and Environmental Health and Safety offer Active Threat Training on a routine basis or upon request to provide instruction and discuss how to respond to violence that may occur on or off campus. To register for a scheduled training, or to request training for a group from your department or unit, please fill out the online form at **ready.gmu.edu/active-threat-training-registration-2**.

### Emergency Preparedness App—RAVE GUARDIAN

Rave Guardian is a campus safety mobile application that enhances preparedness and safety on campus using interactive features and allowing students to create a virtual network of friends, family, and campus safety personnel. The application also includes anonymous, two-way crime reporting through text and picture messaging. The application is available to all students with a university email address for free through the **iTunes store** and the **Google Play store**.

***Two Mason  Police officers graduated from Arlington County's SWAT school to bolster Mason's active threat response.***

# Personal Safety Tips

Mason's safety and security measures are designed to address every area of campus life, but a safe environment also depends on the awareness and cooperation of individual community members.

Here are some common-sense steps you can take for personal safety and loss prevention:

- Do not leave laptops, mobile phones, backpacks, or other personal items unattended for any length of time.
- Remember to call 9-1-1 in case of an emergency (for Mason Korea, call 1-1-9 or 1-1-2).
- Know the nonemergency phone number of Mason Police: 703-993-2810. Program it into your cell phone.
- Notify Mason Police, campus security, or a university employee of any individual who appears not to have legitimate business on campus or whose actions arouse suspicion or concern.

- Remain alert, pay attention to your surroundings, and avoid listening to musical devices such as an iPod to make it more difficult to be taken by surprise.
- When traversing the campus at night, stay within well-lit walkways. Do not take shortcuts through wooded areas.
- Never prop doors open, even for a short time.
- Park in well-lighted areas, and check the inside of your vehicle before entering it.
- Although the campuses are considered safe, students and staff are encouraged to walk in pairs or groups after dark. Students may request a security escort by calling Mason Police at 703-993-2810.
- Avoid using stairs in remote sections of a building.
- Avoid working or studying alone in a building at night.
- Keep car doors and windows locked. Check front and back seats and the cargo area before entering.
- Keep the doors and windows to your residence locked, even if you will be gone only a short time.
- Keep your bike locked in a rack or storage facility when not using it.
- Carry only the credit cards and cash you need for the day, and do not conduct ATM transactions alone, especially at night.
- Carry a small flashlight and whistle with you.
- Keep your keys in your possession. Never place them under mats or in other obvious hiding places.
- If your purse or wallet is snatched, do not fight back. Give it up rather than risk personal injury, and report the incident to the Mason Police immediately.
- Do not put an ID tag with your name, address, or license number on your key chain; if lost, the key chain could lead to theft.
- Do not put personal information on social networking sites.
- Do not accept drinks from strangers or leave drinks unattended.

# Programs to Prevent Sexual Violence

Mason prohibits sexual violence, which includes the crimes of dating violence, domestic violence, sexual assault, and stalking. Mason is committed to increasing the awareness of and preventing sexual violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs.

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

Ongoing Prevention and Awareness Campaigns feature programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in Mason's most recent Annual Security Report.

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

Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include:

- **Turn off the Violence:** Each October since 1997, the Student Support and Advocacy Center (SSAC) sponsors a week dedicated to helping the Mason community work to end violence against women and honor its victims. The week brings awareness of sexual violence and dating/partner violence to campus. Turn Off the Violence Week events include the Clothesline Project and Mason's annual Take Back the Night rally.
- **The Clothesline Project:** Developed in 1990, the Clothesline Project is a global effort to raise awareness of sexual and intimate partner violence. Survivors and supporters can decorate shirts to honor victims and break the silence surrounding these crimes. The Clothesline is an educational tool for

the community, a healing tool for survivors, and a reminder to victims that they are not alone. By designing a shirt, survivors and their supporters gain a voice and promote healing. The project is especially eye-opening for those who have never thought about sexual violence and dating/partner violence and its occurrence on Mason's campuses.

- **The White Ribbon Campaign:** In 1991, a handful of Canadian men started The White Ribbon Campaign to encourage men to work to end violence against women. The campaign and its efforts to educate men and boys have spread globally. By wearing a white ribbon, men visibly demonstrate their pledge to "never commit, condone, or remain silent about violence against women and girls." Through events and education, the campaign encourages men to respect women and act as role models for their peers and future generations. The White Ribbon Campaign at Mason occurs each fall during Turn off the Violence Week. White ribbons are given out with attached information promoting awareness among men on the Mason campus. This campaign enlists the support of fraternities, student athletes, and other groups to raise awareness of the impact men can have on stopping violence.
- **Fear 2 Freedom:** Mason assembles hundreds of "Fear 2 Freedom" (F2F) after-care kits, provided as an essential element to healing for those affected by sexual assault, child abuse, domestic violence, or sex trafficking. The F2F kits are distributed to Mason's Student Health Services and SSAC, and to local hospitals in Fairfax and Prince William counties. F2F is a global nonprofit dedicated to redeeming and restoring the lives of those affected by sexual assault, bringing them hope and healing. The goal is to raise awareness of sexual abuse, bring change through vigilance, and healing through compassion.

- **One Love Foundation Escalation Workshop:** This is a powerful, emotionally engaging, 90-minute film-based workshop that educates the community about relationship violence and empowers individuals to work for change. The program is research-based and is facilitated by trained student leaders.
- **AnyOne Can Step UP!** The Step UP! program is designed to help students learn strategies and techniques to intervene both directly and indirectly in emergency and nonemergency situations. The program contains support materials to address a wide range of issues, including academic integrity, alcohol abuse, anger, depression, discrimination, disordered eating, gambling, hazing, relationship abuse, and sexual assault.
- **Take Back the Night:** International grassroots marches and rallies have advocated against sexual violence throughout the past 30 years under the slogan Take Back the Night (TBTN). TBTN Foundation was created in 2001 to support these efforts and to fashion a movement of awareness, empowerment, healing, and support. Sponsored rallies, marches, and vigils give voice to survivors of rape, sexual assault, sexual abuse, and domestic violence. The rally provides a safe place to celebrate the night without fear and creates awareness in the larger community. Mason hosts TBTN each fall during Turn Off the Violence Week. Started in 1997 by SSAC, this event incorporates a rally with speakers, performances, and a march through campus. The rally is co-sponsored by the Women and Gender Studies Department and the Feminist Student Organization.
- **Survivor Space:** Following Take Back the Night, Survivor Space began in 2000 as a way for survivors to join SSAC in speaking out against sexual and domestic violence. Survivors of recent or previous sexual abuse, sexual assault, or intimate partner violence are welcome to find and offer support and encouragement. In this supportive and safe setting, participants can explore the impact their victimization has had on their lives by relating with others who have experienced similar traumas. Counselors and advocates are also available to help individuals interested in privately discussing an incident or working through any difficulties. Survivor Space takes place in the fall.
- **Intimate Partner Violence Panel Discussion:** In October 2014, Women and Gender Studies hosted an intimate partner violence panel discussion with survivors and professionals who work with abusers.
- **The Goddess Diaries:** The Goddess Diaries is an ensemble performance of personal narratives of women's lives—some funny, some heartbreaking—interspersed with music and dance. The Goddess Diaries raises awareness of women's issues and is a fundraising vehicle for women-based charities. Pro-

ceeds of the show benefit the Women and Gender Studies Program at Mason. Ticket information is provided each fall.

- **Emerge:** Emerge is a training program hosted by SSAC that prepares members of the Mason community to respond to survivors of sexual and relationship violence and to create a network of faculty, staff, and students dedicated to supporting survivors.
- **Denim Day:** Every April, SSAC hosts a Denim Day event drawing attention to sexual assault and educating the Mason community that it is NEVER the fault of the victim. This campaign began in 1992 when a rapist's conviction was overturned on appeal in Rome, Italy. The judge announced that the victim's jeans were so tight, she had to assist the rapist in removing them and that constituted "consent." Women in the Italian Parliament wore jeans and carried signs in protest, and the California legislature brought this issue home. Since then, Denim Day has been an opportunity to remind the community that clothing choices do not communicate consent to any sexual contact. SSAC has hosted a variety of Denim Day events, most recently a fashion show in Mason's largest food court.
- **Student Programs/Workshops:** SSAC offers a variety of free programming options to Mason that are frequently used by professors of freshmen, by the Honors College, and by various on-campus organizations. Topics include by-

*Fear 2 Freedom*

stander intervention, sexual assault, healthy relationships, stalking, relationship violence, and consent (with or without an alcohol component).

- **Campus Clarity:** *Think About It* is an ongoing online substance and sexual abuse training program that prepares students to confront and prevent serious campus problems. Our program delivers Title IX and Campus SaVE Act training with a nonjudgmental approach to effectively reach students. It is offered to all freshmen and transfer students.

Contact SSAC for more information about any upcoming programs to prevent sexual violence at Mason. Call 703-993-3686 or visit **ssac.gmu.edu**.

# Definition of Consent in Reference to Sexual Activity

## AFFIRMATIVE CONSENT DEFINED BY UNIVERSITY POLICY 1202: SEXUAL HARASSMENT AND MISCONDUCT

(The full description of Affirmative Consent per University Policy #1202 is available at universitypolicy.gmu.edu/policies/sexual-harassment-policy).

### Affirmative Consent is:

- Informed (knowing)
- Voluntary (freely given)
- Active (not passive), meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity

Affirmative Consent cannot be obtained by Force. Force includes (a) the use of physical violence, (b) threats, (c) intimidation, and/or (d) coercion.

- **Physical violence** means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.
- **Threats** are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.

- **Intimidation** is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).
- **Coercion** is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes clear a decision not to participate in a particular form of sexual contact or sexual intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the university will consider the:
  - frequency of the application of the pressure;
  - intensity of the pressure;
  - degree of isolation of the person being pressured; and
  - duration of the pressure.

Affirmative Consent cannot be gained by taking advantage of the incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was incapacitated. Incapacitation means that a person lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity.

A person who is incapacitated is unable, temporarily or permanently, to give Affirmative Consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition.

### The university offers the following guidance on Affirmative Consent and assessing incapacitation:

- A person who wants to engage in a specific sexual activity is responsible for obtaining Affirmative Consent for that activity. Lack of protest does not constitute Affirmative Consent. Lack of resistance does not constitute Affirmative Consent. Silence and/or passivity also do not constitute Affirmative Consent. Relying solely on nonverbal communication before or during sexual activity can lead to misunderstanding and may result in a violation of this policy. It is important not to make assumptions about whether a potential partner is consenting. In order to avoid confusion or ambiguity, participants are encouraged to talk with one another before engaging in sexual activity. If confusion

or ambiguity arises during sexual activity, participants are encouraged to stop and clarify a mutual willingness to continue that activity.

- Affirmative Consent to one form of sexual activity does not, by itself, constitute Affirmative Consent to another form of sexual activity.
    - For example, one should not presume that Affirmative Consent to oral-genital contact constitutes Affirmative Consent to vaginal or anal penetration. Affirmative Consent to sexual activity on a prior occasion does not, by itself, constitute Affirmative Consent to future sexual activity. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may have a bearing on the presence of Affirmative Consent.
- Affirmative Consent may be withdrawn at any time. An individual who seeks to withdraw Affirmative Consent must communicate, through clear words or actions, a decision to cease the sexual activity. Once Affirmative Consent is withdrawn, the sexual activity must cease immediately.
- In evaluating Affirmative Consent in cases of alleged incapacitation, the university asks two questions: (1) Did the person initiating sexual activity know that the other party was incapacitated? and if not, (2) Should a sober, reasonable person in the same situation have known that the other party was incapacitated? If the answer to either of these questions is "YES," Affirmative Consent was absent and the conduct is likely a violation of this policy.
- Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking or using drugs. The impact of alcohol and other drugs varies from person to person.
- One is not expected to be a medical expert in assessing incapacitation. One must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. Although every individual may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting, or incontinence. A person who is incapacitated may not be able to understand some or all of the following questions: "Do you know where you are?" "Do you know how you got here?" "Do you know what is happening?" "Do you know whom you are with?"
- One should be cautious before engaging in sexual contact or sexual intercourse when either party has been drinking alcohol or using other drugs. The introduction of alcohol or other drugs may create ambiguity for either party as to whether Affirmative Consent has been sought or given. If one has doubt

about either party's level of intoxication, the safe thing to do is to forego all sexual activity.

- *Being impaired by alcohol or other drugs is no defense to any violation of this policy.*

# Safe and Positive Options for Bystander Intervention

Everyone has a role to play in preventing sexual violence. There are many different ways that you can step in or make a difference if you see someone at risk. This approach to preventing sexual violence is referred to as "bystander intervention."

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

- Be aware of comments and behaviors from others that would indicate they are intent on having sexual intercourse even if a partner is unwilling.
- Notice if someone is getting ready to have sexual intercourse with a partner who is incapacitated.
- Never pressure or encourage friends to drink or have sex as often or with as many people as possible.
- Never joke about sexual assault; comments and jokes that are meant to "ease the tension" or are "just kidding around" can trivialize the severity of the behavior.
- Know your level of comfort with conversations and talk about sexual behavior. If you find groups or individuals who talk about sexual relationships that are not in sync with how you feel, or the type of relationship you want, do not be afraid to state your position.

- Many perpetrators are unaware that what they have done is a crime. They may say, "Yeah, that was messed up, but it was fun." Let them know that what they did was not right and was against the law.

### Your role in preventing sexual violence

The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn't right. Stepping in can make all the difference, but it should never put your own safety at risk.

- **Create a distraction.** Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place. Cut off the conversation with a diversion like, "Let's get pizza, I'm starving," or "This party is lame. Let's try somewhere else." Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about. Start an activity that draws other people in, like a game, a debate, or a dance party.
- **Ask directly.** Talk directly to the person who might be in trouble. Ask questions such as "Who did you come here with?" or "Would you like me to stay with you?"
- **Refer to an authority.** Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, such as a resident assistant, security guard, bartender, or other employee. It's in their best interest to ensure that their patrons are safe, and they will usually be willing to step in. Don't hesitate to call 9-1-1 if you are concerned for someone else's safety.
- **Enlist others.** It can be intimidating to approach a situation alone. Enlist another person to support you or to come with you to approach the person at risk. Or ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort that person to the bathroom. Enlist the friend of the person you're concerned about by saying, "Your friend looks like they've had a lot to drink. Can you check on them?"

SSAC offers bystander intervention training to help you identify risky situations and practice intervention techniques. Check out **ssac.gmu.edu** or contact the SSAC office at 703-993-3686 for upcoming AnyOne Can STEP UP! training sessions.

### If you become aware that a sexual assault has occurred or are told of an assault occurring:

- Believe the person.
- Tell the victim it is not their fault.

- Encourage the victim to talk to a professional, such as someone from SSAC (confidential resource), Mason Police, the dean of students, or the campus health center. Realize, however, there may be reasons that the person does NOT want to do that at this time. Respect that decision.
- Don't pry or try to get information out of the person if they are unwilling to be forthcoming with information. Be ready to listen when the individual is ready to talk.
- If you learn of the perpetrator's identity, don't suggest physical retaliation of any kind.
- Know available resources.
- Listen.
- Be patient.

# Sexual Violence Risk Reduction

The following are some strategies to reduce one's risk of sexual violence (adapted from the Rape, Abuse, and Incest National Network at **www.rainn.org** and Love is Respect at **www.loveisrespect.org**). Risk reduction options are designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

### If someone is pressuring you:

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable who is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word** with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come get you or make up an excuse for you to leave.

- **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors or windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**In a social situation:**

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Make or order your own drinks and never feel pressured to have "just one more."
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

# Say It with Compassion:

## How to Have a Conversation with Someone Who Has Revealed Sexual Violence

Unlike victims of other crimes, survivors of sexual violence are chronically accused of lying. It's an epidemic of distrust that impacts student reporting and healing. Sexual violence poses significant challenges to victims' physical, emotional, and academic wellness. A number of factors have an impact on victims' healing, including the response they get when they disclose to others. Here is a list of things to say to ensure you respond with compassion and sensitivity. As a visible and respected member of our campus community, you have the opportunity to support victims' healing and encourage more students to come forward.

### What to do/say:

- **Respond.** If a student reveals what happened to you over email, it may be easy to ignore that aspect of the conversation and not acknowledge what was disclosed. This can be very invalidating and harmful.
- **Inform them.** Tell them that you are responsible for reporting what they have disclosed to you and that they can continue, but if they want a confidential source there are places on campus they can go.
- **Start by believing.** Tell them you believe them. By providing a safe space free of accusation, you allow the student to be comfortable. This may make them feel secure enough to be open to other resources.

- **Remind them that their assault was not their fault.** Survivors are often blamed for putting themselves in situations that "allowed" them to be assaulted. This is not the case and you should reassure them of that.
- **Ask how you can help them.** By giving them a space to talk, you are already providing a number of things for a survivor of sexual violence; by knowing what options are available to students and how you can support them, you are helping them on a path to recovery.
- **Let them know how they choose to proceed is entirely up to them.** Let them know they have options. Know confidential resources on campus and encourage them to connect with these experts to discuss their options and get support.

### What not to do/say:

- **Do not place the blame on the student coming forward.** Do not ask what they were wearing, why they decided to drink, why they left alone, or any similar questions suggesting that it is the responsibility of the victim to avoid being assaulted.
- **Do not tell them they have to go to the police.** Sexual violence is a traumatic experience. Exposure to the police and other forms of authority can worsen that trauma.

# Sexual Assault, Dating Violence, Domestic Violence, and Stalking Laws in Applicable Jurisdictions

## DEFINING SEXUAL ASSAULT IN APPLICABLE JURISDICTIONS

The term "sexual assault" is not defined by any jurisdictions applicable to Mason. The following is a list of crimes in Virginia and South Korea that meet general definitions of sexual assault:

### Virginia Crime Definitions Related to Sexual Assault Include:

**§ 18.2-61. Rape.**

A. If any person has sexual intercourse with a complaining witness, whether or not his or her spouse, or causes a complaining witness, whether or not his or her spouse, to engage in sexual intercourse with any other person and such act is accomplished (i) against the complaining witness's will, by force, threat, or intimidation of or against the complaining witness or another person; or (ii) through the use of the complaining witness's mental incapacity or physical helplessness; or (iii) with a child under age 13 as the victim, he or she shall be guilty of rape.

**§ 18.2-67.1. Forcible sodomy.**

A. An accused shall be guilty of forcible sodomy if he or she engages in cunnilingus, fellatio, anilingus, or anal intercourse with a complaining witness whether or not his or her spouse, or causes a complaining witness, whether or not his or her spouse, to engage in such acts with any other person, and

1. The complaining witness is less than 13 years of age; or
2. The act is accomplished against the will of the complaining witness, by force, threat, or intimidation of or against the complaining witness or another person, or through the use of the complaining witness's mental incapacity or physical helplessness.

**§ 18.2-67.2. Object sexual penetration; penalty.**

A. An accused shall be guilty of inanimate or animate object sexual penetration if he or she penetrates the labia majora or anus of a complaining witness, whether or not his or her spouse, other than for a bona fide medical purpose, or causes such complaining witness to so penetrate his or her own body with

an object or causes a complaining witness, whether or not his or her spouse, to engage in such acts with any other person or to penetrate, or to be penetrated by, an animal, and

1. The complaining witness is less than 13 years of age; or
2. The act is accomplished against the will of the complaining witness, by force, threat, or intimidation of or against the complaining witness or another person, or through the use of the complaining witness's mental incapacity or physical helplessness.

**§ 18.2-67.3. Aggravated sexual battery; penalty.**

A. An accused shall be guilty of aggravated sexual battery if he or she sexually abuses the complaining witness, and

1. The complaining witness is less than 13 years of age, or
2. The act is accomplished through the use of the complaining witness's mental incapacity or physical helplessness, or
3. The offense is committed by a parent, step-parent, grandparent, or step-grandparent and the complaining witness is at least 13 but less than 18 years of age, or
4. The act is accomplished against the will of the complaining witness by force, threat or intimidation, and
   a. The complaining witness is at least 13 but less than 15 years of age, or
   b. The accused causes serious bodily or mental injury to the complaining witness, or
   c. The accused uses or threatens to use a dangerous weapon.

**§ 18.2-67.4. Sexual battery.**

A. An accused is guilty of sexual battery if he sexually abuses, as defined in § 18.2-67.10, (i) the complaining witness against the will of the complaining witness, by force, threat, intimidation, or ruse, (ii) within a two-year period, more than one complaining witness or one complaining witness on more than one occasion intentionally and without the consent of the complaining witness.

**§ 18.2-63. Carnal knowledge of child between 13 and 15 years of age.**

A. If any person carnally knows, without the use of force, a child 13 years of age or older but under 15 years of age, such person shall be guilty of a Class 4 felony.

B. If any person carnally knows, without the use of force, a child 13 years of age or older but under 15 years of age who consents to sexual intercourse and the accused is a minor and such consenting child is 3 years or more the accused's junior, the accused shall be guilty of a Class 6 felony. If such consenting child is less than three years the accused's junior, the accused shall be guilty of a Class 4 misdemeanor. In calculating whether such child is three years or more a junior of the accused minor, the actual dates of birth of the child and the accused, respectively, shall be used.

C. For the purposes of this section, (i) a child under the age of 13 years shall not be considered a consenting child and (ii) "carnal knowledge" includes the acts of sexual intercourse, cunnilingus, fellatio, anilingus, anal intercourse, and animate and inanimate object sexual penetration.

**§ 18.2-67.4:2. Sexual abuse of a child under 15 years of age; penalty.**
Any adult who, with lascivious intent, commits an act of sexual abuse, as defined in § 18.2-67.10, with any child 13 years of age or older but under 15 years of age is guilty of a Class 1 misdemeanor.

**§ 18.2-67.5. Attempted rape, forcible sodomy, object sexual penetration, aggravated sexual battery, and sexual battery.**
A. An attempt to commit rape, forcible sodomy, or inanimate or animate object sexual penetration shall be punishable as a Class 4 felony.

B. An attempt to commit aggravated sexual battery shall be a felony punishable as a Class 6 felony.

C. An attempt to commit sexual battery is a Class 1 misdemeanor.

**§ 18.2-361. Crimes against nature; penalty.**
A. If any person carnally knows in any manner any brute animal or voluntarily submits to such carnal knowledge, he is guilty of a Class 6 felony.

B. Any person who performs or causes to be performed cunnilingus, fellatio, anilingus, or anal intercourse upon or by his daughter or granddaughter, son or grandson, brother or sister, or father or mother is guilty of a Class 5 felony. However, if a parent or grandparent commits any such act with his child or grandchild and such child or grandchild is at least 13 but less than 18 years of age at the time of the offense, such parent or grandparent is guilty of a Class 3 felony.

C. For the purposes of this section, parent includes step-parent, grandparent includes step-grandparent, child includes step-child, and grandchild includes step-grandchild.

**§ 18.2-366. Adultery and fornication by persons forbidden to marry; incest.**

A. Any person who commits adultery or fornication with any person whom he or she is forbidden by law to marry shall be guilty of a Class 1 misdemeanor except as provided by subsection B.

B. Any person who commits adultery or fornication with his daughter or granddaughter, or with her son or grandson, or her father or his mother, shall be guilty of a Class 5 felony. However, if a parent or grandparent commits adultery or fornication with his or her child or grandchild, and such child or grandchild is at least 13 years of age but less than 18 years of age at the time of the offense, such parent or grandparent shall be guilty of a Class 3 felony.

C. For the purposes of this section, parent includes step-parent, grandparent includes step-grandparent, child includes a step-child, and grandchild includes a step-grandchild.

**§ 18.2-370. Taking indecent liberties with children; penalties.**

A. Any person 18 years of age or over, who, with lascivious intent, knowingly and intentionally commits any of the following acts with any child under the age of 15 years is guilty of a Class 5 felony:

1. Expose his or her sexual or genital parts to any child to whom such person is not legally married or propose that any such child expose his or her sexual or genital parts to such person; or

2. [Repealed.]

3. Propose that any such child feel or fondle his own sexual or genital parts or the sexual or genital parts of such person or propose that such person feel or fondle the sexual or genital parts of any such child; or

4. Propose to such child the performance of an act of sexual intercourse, anal intercourse, cunnilingus, fellatio, or anilingus or any act constituting an offense under § 18.2-361; or

5. Entice, allure, persuade, or invite any such child to enter any vehicle, room, house, or other place, for any of the purposes set forth in the preceding subdivisions of this subsection.

B. Any person 18 years of age or over who, with lascivious intent, knowingly and intentionally receives money, property, or any other remuneration for allowing, encouraging, or enticing any person under the age of 18 years to perform in or be a subject of sexually explicit visual material as defined in § 18.2-374.1 or who knowingly encourages such person to perform in or be a subject of sexually explicit material is guilty of a Class 5 felony.

C. Any person who is convicted of a second or subsequent violation of this section is guilty of a Class 4 felony, provided that (i) the offenses were not part of a common act, transaction or scheme; (ii) the accused was at liberty as defined in § 53.1-151 between each conviction; and (iii) it is admitted, or found by the jury or judge before whom the person is tried, that the accused was previously convicted of a violation of this section.

D. Any parent, step-parent, grandparent, or step-grandparent who commits a violation of either this section or clause (v) or (vi) of subsection A of § 18.2-370.1 (i) upon his child, step-child, grandchild, or step-grandchild who is at least 15 but less than 18 years of age is guilty of a Class 5 felony or (ii) upon his child, step-child, grandchild, or step-grandchild less than 15 years of age is guilty of a Class 4 felony.

**§ 18.2-67.10. General definitions.**
As used in this article:

1. "Complaining witness" means the person alleged to have been subjected to rape, forcible sodomy, inanimate or animate object sexual penetration, marital sexual assault, aggravated sexual battery, or sexual battery.

2. "Intimate parts" means the genitalia, anus, groin, breast, or buttocks of any person.

3. "Mental incapacity" means that condition of the complaining witness existing at the time of an offense under this article which prevents the complaining witness from understanding the nature or consequences of the sexual act involved in such offense and about which the accused knew or should have known.

4. "Physical helplessness" means unconsciousness or any other condition existing at the time of an offense under this article which otherwise rendered the complaining witness physically unable to communicate an unwillingness to act and about which the accused knew or should have known.

5. The complaining witness's "prior sexual conduct" means any sexual conduct on the part of the complaining witness which took place before the conclusion of the trial, excluding the conduct involved in the offense alleged under this article.

6. "Sexual abuse" means an act committed with the intent to sexually molest, arouse, or gratify any person, where:

    a. The accused intentionally touches the complaining witness's intimate parts or material directly covering such intimate parts;

b. The accused forces the complaining witness to touch the accused's, the witness's own, or another person's intimate parts or material directly covering such intimate parts;

c. If the complaining witness is under the age of 13, the accused causes or assists the complaining witness to touch the accused's, the witness's own, or another person's intimate parts or material directly covering such intimate parts; or

d. The accused forces another person to touch the complaining witness's intimate parts or material directly covering such intimate parts.

### South Korea Crime Definitions Related to Sexual Assault Include:

**Article 297 (Rape)**
A person who, through violence or intimidation, has sexual intercourse with a female, shall be punished by limited imprisonment for not less than three years.

**Article 298 (Indecent Act by Compulsion)**
A person who, through violence or intimidation, commits an indecent act on another shall be punished by imprisonment for not more than 10 years or by a fine not exceeding 15 million won.

**Article 299 (Quasi-Rape, Quasi-Indecent Act by Compulsion)**
A person who has sexual intercourse with a female or commits an indecent act on another by taking advantage of the other's condition of unconsciousness or inability to resist, shall be punished in accordance with the preceding two Articles.

**Article 302 (Sexual Intercourse with Minor, etc.)**
A person who, through fraudulent means or by the threat of force, has sexual intercourse or commits an indecent act on a minor or feeble-minded person, shall be punished by imprisonment for not more than five years.

**Article 303 (Sexual Intercourse by Abuse of Occupational Authority, etc.)**
1. A person who, through fraudulent means or by the threat of authority, has sexual intercourse with a female who is under his protection or supervision by reason of his business, employment, or other relationship, shall be punished by imprisonment for not more than five years or by a fine not exceeding 15 million won.

2. A person who has sexual intercourse with a female held in his custody according to Acts, shall be punished by imprisonment for not more than seven years.

**Article 305 (Sexual Intercourse or Indecent Act with Minor)**
A person who has sexual intercourse with a female under 13 years of age or commits an indecent act on such a person shall be punished in accordance with Articles 297, 298, 301, and 301-2.

## DEFINING DATING VIOLENCE AND DOMESTIC VIOLENCE IN APPLICABLE JURISDICTIONS

***Dating Violence*** **is not defined by any jurisdictions applicable to Mason.**

The following is a list of crimes in Virginia and South Korea that meet general definitions of domestic violence.

### Virginia Crime Definitions Related to Domestic Violence

**§ 18.2-57.2. Assault and battery against a family or household member; penalty.**
A. Any person who commits an assault and battery against a family or household member is guilty of a Class 1 misdemeanor "Family or household member" means (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, step-parents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents, and grandchildren, regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law, and sisters-in-law who reside in the same home with the person, (v) any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person.

**§ 18.2-60. Threats of death or bodily injury to a person or member of his family; threats to commit serious bodily harm to persons on school property; penalty.**
A. 1. Any person who knowingly communicates, in a writing, including an electronically transmitted communication producing a visual or electronic message, a threat to kill or do bodily injury to a person, regarding that person or any member of his family, and the threat places such person in reasonable apprehension of death or bodily injury to himself or his family member, is guilty of a Class 6 felony. However, any person who violates this subsection with the intent to commit an act of terrorism as defined in § 18.2-46.4 is guilty of a Class 5 felony.

### South Korea Crime Definitions Related to Domestic Violence

**Article 257 (Inflicting Bodily Injury on Other or on Lineal Ascendant)**

1. A person who inflicts a bodily injury upon another shall be punished by imprisonment for not more than 7 years or suspension of qualifications for not more than 10 years or by a fine not exceeding 10 million won.
2. When the crime as referred in paragraph (1) is committed on a lineal ascendant of the offender or of his spouse, one shall be punished by imprisonment for not more than 10 years or a fine not exceeding 15 million won.
3. Attempts to commit the crimes of the preceding two paragraphs shall be punished.

**Article 258 (Aggravated Bodily Injury on Other or on Lineal Ascendant)**

1. A person who inflicts bodily injury upon another, thereby endangering one's life, shall be punished by imprisonment for not less than 1 year nor more than 10 years.
2. The preceding paragraph shall apply to a person who, in consequence of injuring another, causes one to be crippled or incurably or hopelessly diseased.
3. When the crimes of the preceding two paragraphs are committed on a lineal ascendant of the offender or of one's spouse, one shall be punished by limited imprisonment for not less than two years.

## DEFINING STALKING IN APPLICABLE JURISDICTIONS

### Virginia defines stalking as the following:

**§ 18.2-60.3. Stalking; penalty.**

A. Any person, except a law-enforcement officer, as defined in § 9.1-101, and acting in the performance of his official duties, and a registered private investigator, as defined in § 9.1-138, who is regulated in accordance with § 9.1-139 and acting in the course of his legitimate business, who on more than one occasion engages in conduct directed at another person with the intent to place, or when he knows or reasonably should know that the conduct places, that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member is guilty of a Class 1 misdemeanor.

B. Any person who is convicted of a second offense of subsection A occurring within five years of a prior conviction of such an offense when the person was also convicted within the five-year period prior to the instant offense of a violation of (i) § 18.2-51, 18.2-51.2, 18.2-51.6, 18.2-52, or 18.2-57 and the

victim of that crime was the same person who is the victim of the stalking activity in the instant conviction, (ii) § 18.2-57.2, or (iii) a protective order, is guilty of a Class 6 felony.

C. Any person convicted of a third or subsequent conviction of subsection A occurring within five years of a conviction for an offense under this section or for a similar offense under the law of any other jurisdiction is guilty of a Class 6 felony.

D. A person may be convicted under this section irrespective of the jurisdiction or jurisdictions within the commonwealth wherein the conduct described in subsection A occurred, if the person engaged in that conduct on at least one occasion in the jurisdiction where the person is tried. Evidence of any such conduct that occurred outside the commonwealth may be admissible, if relevant, in any prosecution under this section provided that the prosecution is based upon conduct occurring within the commonwealth.

**Stalking is not defined by South Korea.**

# Procedures Victims Should Follow in Cases of Sexual Violence

## IF THE ASSAULT JUST OCCURRED

- Remember the assault was not your fault.
- Make sure you are in a safe place.
- **If you do not feel safe and need immediate police or medical assistance, call 9-1-1.** Police can also take you to the hospital or meet you there.
- **For students at Mason Korea, call 1-1-2.**
- Contact someone who can help you: a friend, police, Mason's Student Support and Advocacy Center (SSAC)—any or all of the above. You can reach SSAC at any time by calling the **24-hour Sexual and Intimate Partner Violence Crisis Line: 703-380-1434.**
- Get medical attention at a hospital emergency room right away. You do not have to report the incident to the police to be seen in the emergency room or to have an evidence-gathering exam (e.g., using a physical evidence recovery kit, or PERK).

- Seek medical help whether or not you want to report the incident. You may have injuries you are not aware of, and a doctor can help you do what you can to prevent pregnancy or sexually transmitted infections.
- Do not shower, drink or eat, douche, or change your clothes. These activities destroy important physical evidence in the event that you decide to press criminal charges against the assailant.
- As soon as you have a quiet moment, write down everything that you remember happening, with as much detail as possible. This will help with your own healing process and in any legal action you might decide to take.

## PRESERVING PHYSICAL EVIDENCE

If an incident of sexual assault, domestic violence, dating violence, or stalking occurs, it is important to preserve evidence to aid in the possibility of a successful criminal prosecution. The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries following an incident of domestic or dating violence should be documented including through the preservation of photographic evidence. Evidence of stalking including any communication, such as written notes, voicemail, or other electronic communications, should be saved and not altered in any way. For more information about how to preserve evidence, contact Student Support and Advocacy Center at 703-380-1434.

## MEDICAL EXAM FOLLOWING SEXUAL ASSAULT

If you go to a hospital as a result of a sexual assault, you are entitled to a free evidence collection examination performed by a sexual assault nurse examiner. In Northern Virginia, the preferred hospital for such an exam is Inova Fairfax Hospital where they have specially trained nurses on call 24 hours a day for such purposes. Inova Fairfax Hospital provides care to sexual assault victims no matter where in Northern Virginia the crime occurred. The nurse will collect the evidence and ask the police in the jurisdiction where the crime occurred to pick it up and store it for at least six months. The evidence will be in a box marked only with a number, not your name. You are not required to make an official police report for this evidence to be collected. If you later decide to make such a report, the hospital will give your name to the police and the evidence kit will be tested for possible use in a court case. For assistance in this process, contact the Student Support and Advocacy Center at 703-380-1434.

## IF THE ASSAULT OCCURRED SOME TIME AGO

You may just now be realizing that your experience was unwanted, or may fi-

nally be ready to call the experience a sexual assault. Even if the incident did not take place recently, you still have options.

- Remember that sexual assault is never your fault. Believe in yourself. Get the support you deserve and give yourself time to heal.
- Consider seeking medical attention. You may still need treatment of physical symptoms.
- Seek counseling. Unresolved experiences of sexual assault can have long-term psychological and social effects.
- Take advantage of resources that are there for you. Consult with the Student Support and Advocacy Center (SSAC) to explore your options regarding:
  - receiving medical care
  - reporting the incident to the police
  - pursuing campus judicial intervention
  - seeking academic or administrative intervention
  - SSAC is located on the Fairfax Campus in SUB I, Suite 3200. Call 703-993-3686 between 9 a.m. and 5 p.m. Monday through Friday. **ssac.gmu.edu/interpersonal-violence-or-ipv/sexual-assault/recovery-after-sexual-assault**
- **For students at Mason Korea,** contact the Sexual Offense Services 24-hour crisis line at 1366 or contact Sexual Assault Prevention, Support, and Counseling at 338-5801. Email **center@womenhotline.or.kr**

## IN CASES OF STALKING

Under no circumstances should you agree to meet with the perpetrator face to face to "work it out" or "talk." Meeting a stalker in person can be very dangerous.

- **Tell someone.** Resources like Mason Police and Student Support and Advocacy Center (SSAC) are here to support and assist you. Victims under the age of 18 should tell a parent or other trusted adult about any harassments or threats.
- **Send one, clear written warning.** This warning should convey that the contact is unwanted, and tell the perpetrator to cease all communications of any kind. Do this only once. Then, no matter the response, under no circumstances have further contact with the stalker.

- **Collect and document all evidence.** Save all emails, postings, or other communications in both electronic and hard-copy form. If possible, save all of the header information from emails and newsgroup postings (use the *Help* feature on whatever service you are using for instructions). Record the dates and times of any contact with the stalker. All evidence of stalking should be preserved to aid in obtaining a protection order against a perpetrator.
- **Keep a detailed log of stalking behavior.** Start a log detailing each communication (e.g., date, time, type of incident, witnesses, etc.). You may also want to document how the stalking is affecting you and any steps you have taken to stop it (e.g., blocked number, unfriended on Facebook, asked the stalker to stop). A free Stalking Log is available at: **www.victimsofcrime.org/docs/src/stalking-incident-log_pdf.pdf**.
- **File a report with Mason Police or local law enforcement.** Save copies of police reports and record all contact with law enforcement officials and the prosecutor's office. Add these notes to your Stalking Log.
- **Change your contact information.** You may want to consider changing your email address, Internet Service Provider (ISPs), and/or phone number, and consider using encryption software or privacy protection programs.
- **File a complaint with both parties' ISPs.** Many ISPs offer tools that filter or block communications from specific individuals.
    - Look for the "Message ID" and/or "NNTP Posting Host" lines. You'll find the real ISP that the person is using on these lines. Send a copy of the offending mail with the full headers to the ISP to **Ex.postmaster@gmu.edu**.
- **If contacting the ISP does not produce results:**
    - Contact SSAC for help and guidance at 703-993-3686.
    - Call Mason Police at 703-993-2810.
    - Call Virginia State Police Computer Crimes Unit at 804-333-3800.
    - Call the FBI Computer Crimes Unit at 703-762-3160.
    - Contact online directory listings. Request removal from directories such as **www.four11.com**, **www.switchboard.com**, and **www.whowhere.com**.

## IN CASES OF RELATIONSHIP VIOLENCE

### Getting Help

- Violence is never the victim's fault.
- Know that you have legal choices. Call Mason Police at 703-993-2810 or

Student Support and Advocacy Center at 703-993-3686 for assistance or to learn about your choices. For students at Mason Korea, call 1-1-2 for police assistance.

- Trust your instincts and do not second-guess your feelings.
- Know that you are not alone. More than two million reports of dating/domestic violence occur every year.
- Ask a friend, family member, professor, or crisis center for help.
- If you are physically hurt, seek medical attention.
- Getting help is the best thing you can do for yourself and your health.

### Giving Help

- Believe the person. He or she will need you to be supportive and understanding.
- Do not ask too much. The person may feel uncomfortable about involving others, and will open up when ready.
- Be supportive by listening or gathering information and resources.

See "Resources for Help" section (page 2) for a full list of available confidential/nonconfidential on-campus and off-campus resources.

# Orders of Protection

## NO-CONTACT ORDERS ISSUED BY MASON

No-contact orders are designed so that students involved in a campus conduct process do not have any communication with each other to help minimize further altercations between those involved. Students who have no-contact orders are not to contact each other using ANY means. This includes, but is not limited to: comments, words, or gestures in person, through postal mail, email, social networking sites, or through others (friends, acquaintances, family members, etc.) acting on the student's behalf. An order of no contact will remain in place until both parties agree, in writing, to cancel the order, pending final approval by the Office of Student Conduct.

### PROTECTIVE ORDERS ISSUED BY A COMMONWEALTH OF VIRGINIA CRIMINAL COURT

Protective orders (i.e., no-contact orders) are free, legal documents issued by a judge or magistrate to protect the health and safety of a person who is alleged to be a victim of *any act involving violence, force, or threat that results in bodily injury or places that person in fear of death, sexual assault, or bodily injury.* Contact Mason Police at 703-993-2810; the Student Support and Advocacy Center (SSAC) at 703-993-3686; or the 24-Hour Sexual and Intimate Partner Violence Crisis Line at 703-380-1434 for assistance in filing a protective order.

## Victim's Options for Reporting Sexual Violence

As a crime victim, you will have questions. What should you do? Generally speaking, a victim of sexual assault, dating violence, domestic violence, or stalking has four choices:

1. Choose to not report the crime to police or any campus authority.
2. Report the crime to Mason Police anonymously using the Mason Crime Solvers anonymous tip line at 703-993-4111.
3. Report the crime to Mason or local police with the intent of pressing criminal charges.
4. Report the crime to the university, including the Title IX Coordinator, with the intent of using the Conduct Process to hold the offender responsible. See Mason's Sexual Misconduct Policy and Procedures on page 94.

Only the victim can make this decision. It may be difficult to make complex decisions immediately after the assault. Talking with someone who can give immediate support and information, such as a sexual assault crisis counselor, a victim/witness advocate, or a family member or friend, may help you make a decision.

- For a list of confidential resources, see pages 2-5.

### REPORTING WITH INTENT TO PRESS CRIMINAL CHARGES

When a victim decides to report the crime to police and to file criminal charges, they need to be aware of the steps involved:

- initial law enforcement officer's interview
- medical examination
- investigator's interview
- prosecutor's interview
- court procedures

This may all seem overwhelming. An understanding of the benefits of reporting encourages many victims to choose to press criminal charges, resulting in the convictions of more defendants. Contact SSAC for assistance at 703-993-3686 or Mason Police at 703-993-2810.

## OPTION NOT TO REPORT

Not all victims want to report crimes to a law enforcement agency. This is an individual decision. Without an official report, however, the law enforcement agency will not know that a sexual assault has occurred. Law enforcement agencies can only help the community when they are aware of crimes being committed. If the assailant was a stranger, the prospect of identifying the suspect greatly decreases over time, and crucial physical evidence will be lost as well. Even if you choose not to report, it is important for your own well-being that you receive medical attention immediately after the assault. Contact SSAC for assistance at 703-993-3686.

## YOUR RIGHTS AS A CRIME VICTIM

The Crime Victim and Witness Rights Act was made law by the Virginia General Assembly in 1995. The purpose of this law is to ensure that victims and witnesses of crime:

- are treated with dignity, respect, and sensitivity, and that their privacy is protected where the law allows
- are informed of their rights
- have the opportunity to make the courts aware of the full impact of the crime
- receive authorized services
- have the opportunity to be heard at all stages of the criminal justice process

## COMPENSATION FOR VICTIMS OF CRIME

If you are the victim of a crime in Virginia; physically/emotionally injured during a crime; injured trying to stop a crime; injured trying to catch a person who committed a crime; or are the surviving spouse, parent, grandparent, sib-

ling, or child of a victim who was killed, then you may be awarded benefits up to a maximum award of $15,000 for certain unreimbursed losses, such as wages, medical expenses, mental health counseling expenses, funeral/burial expenses up to $3,500, moving expenses up to $1,000, crime scene clean-up expenses, pregnancy expenses resulting from rape, and other reasonable/necessary expenses incurred as a result of the crime (e.g., prescriptions).

*In order to be eligible to apply you must:*

- Report the crime to law enforcement within 120 hours (5 days) after the crime (or show good cause for not doing so), cooperate with law enforcement agencies, be willing to press criminal charges, and file a compensation claim within one year from the date of the crime (or show good cause for not doing so).*

**A victim of child sexual assault has 10 years past the date of their 18th birthday to file a claim.*

For more information or an application, contact the Criminal Injuries Compensation Fund: Toll-free statewide 800-552-4007 or SSAC at 703-993-3686.

# Sex Offender Registry Access

The federal Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. In Virginia, the information is available at the following Virginia State Police website: **www.vsp.state.va.us** (click on "Sex Offender Registry"). For students at Mason Korea, sex offender registration information is available at the following South Korean Government website: **www.sexoffender.go.kr/index.nsc**.

# Missing Student Notification Policy

All higher education institutions that provide on-campus housing, and are subject to the Higher Education Opportunity Act of 2008, are required to establish missing student notification procedures for students who reside in on-campus housing. A missing person is an individual whose whereabouts are unknown; they have disappeared for no known reason and there is reasonable concern for their well-being and safety. If a student or employee is believed to be missing

and there is reasonable concern for his or her well-being and safety, Mason Police must be contacted immediately.

## NOTIFICATION PROCEDURES

If you suspect someone you know is missing, **notify Mason Police immediately at 9-1-1 or 703-993-2810** and provide a detailed description of the missing person, including the following information:

- the missing person's full name and nicknames or aliases
- full description to include sex, race, date of birth (age), height, weight, eye color, and hair color
- photograph
- medications
- vehicle information
- unusual or visible physical attributes such as birthmarks, tattoos, scars, or piercings
- date and time of last contact
- last known whereabouts
- what they were last seen wearing
- who they were last seen with
- fingerprints, recent photos, dental records, and all other significant and relevant information, if available

### Response

Once Mason Police determines or suspects that an individual is missing, they will conduct the following activities as appropriate or necessary:

- Collect all other pertinent information about the missing person and conduct interviews if necessary.
- Notify the appropriate federal, state, and local officials using official notification procedures and Mason Police policies.
- Notify the appropriate Mason administrators and law enforcement officials if suspicious circumstances are involved or if the person's physical or mental health is in jeopardy.
- Involve external law enforcement and emergency response agencies as appropriate to assist in locating the missing individual.

- Conduct a search of university property and surrounding areas.
- Notify the Office of Housing and Residence Life (OHRL) and request assistance from staff if the individual is a student resident.
- Contact all local hospitals, detention centers, and police agencies to inquire about the individual.
- Complete an official police investigation.
- Contact the emergency contact(s) identified by the employee or student.

Mason Police and the OHRL maintain internal and confidential plans to respond to reports of missing students and employees.

### Student Residents

Student residents should notify the OHRL resident director or resident advisor as soon as they suspect that a fellow student resident is missing. OHRL will attempt to locate the student, report missing students to Mason Police and/or local police within 24-hours, and lend assistance to Mason and local law enforcement as necessary.

### The Higher Education Opportunity Act requires that the university:

- Allow each student the option to identify any individual(s) who will be contacted by the university if the student is determined to be missing.
- Provide each such student a means to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours.

All student residents must complete the following steps prior to registration or complete this process at registration before they will be provided with a key to their residence hall room:

1. Access the Housing and Residence Life website at **housing.gmu.edu**.
2. Select the "Student Web" tab on the left of the website.
3. Log into your Student Web account.
4. Enter or update emergency contact information.

Students may identify emergency contacts other than their parents or legal guardians unless they are younger than 18 years of age and are not emancipated, in which case they must identify their parents or legal guardians as emergency contacts. Emergency contacts will be notified in the event that a student is suspected missing. Parents of students who are less than 18 years of age and not

emancipated will be contacted within 24 hours from the time that the student is suspected or determined to be missing. Notification of emergency contacts, parents, or legal guardians may be made sooner if necessary.

### Employees and Nonresident Students

Mason provides an easily accessible and secure electronic record for nonresident students and employees to record one or more emergency contacts. To register confidential emergency contact information on the university's student record and employee information web portal, **patriotweb.gmu.edu**, using the following steps:

1. Log into Patriot Web (**patriotweb.gmu.edu**).
2. Select "Personal Information."
3. Select "Update Emergency Contacts."
4. Select "New Contact" and complete the template.
5. Select "New Contact" again to add one or more additional emergency contacts.

Emergency contacts will be contacted in the event that a student or employee is suspected missing, is injured, or is otherwise unable to contact their emergency contact(s).

## PROCEDURES TO FOLLOW FOR MISSING STUDENTS AT MASON KOREA

- Notify the President and Provost, the Director of Operations and Administration, and the Office of Academic and Student Affairs.
- Notify Mason Police (+1-703-993-2810).
- Notify emergency services immediately at 1-1-2 and provide the following information:
  - the person's full name, nickname(s), or aliases
  - full description including sex, race, date of birth (age), height, weight, eye color, and hair color
  - unusual or visible physical attributes such as birthmarks, tattoos, scars, or piercings
  - date and time of last contact
  - last known whereabouts

- what they were last seen wearing
- who they were last seen with

- Provide additional information and assistance to the investigating agency(ies) as necessary.
- If the student is a Korean national, the local responding agency will be responsible for notifying the student's guardian or emergency contact.
- If the student is a U.S. or international student (non-Korean), provide all documentation and reports to Mason Police.
- If the student is a U.S. or non-Korean international student, Mason Police will notify the individual's guardian or emergency contact(s) in accordance with university policy.
- Mason Police will coordinate with the appropriate Korean agency to notify the individual's legal guardian if the missing student(s) is a Korean national.

# Drug and Alcohol Policy

## STUDENT DRUG AND ALCOHOL POLICY

The Student Drug and Alcohol Policy applies to all Mason students at all university locations. The full Student Drug and Alcohol Policy is available at **student-conduct.gmu.edu/university-policies/drug-and-alcohol-policies**.

### Policy Statement Regarding the Possession, Use, and Sale of Alcoholic Beverages and Enforcement of State Underage Drinking Laws:

Virginia state law §4.1-305 prohibits the purchase, possession, or consumption of alcoholic beverages by persons under the age of 21. Those who choose to purchase, possess, and consume alcoholic beverages on campus must do so responsibly and be of legal age (21). Mason Police will enforce all applicable local, state, and federal laws in accord with established standing orders, procedures, and guidelines.

1. The possession and consumption of alcoholic beverages is limited to those locations and circumstances authorized by university policy.
2. Alcohol possession or consumption is prohibited in any residence hall room or suite where all residents assigned to that space are under the age of 21. Stu-

dents over the age of 21 may possess alcoholic beverages in accordance with established university policy.

3. No alcoholic beverages may be consumed in public areas of residence halls. This includes, but is not limited to, hallways, study rooms, and lounges.

4. All offenses of this policy will be adjudicated by a hearing officer within the Office of Housing and Residence Life or the Office of Student Conduct.

5. A common sanction for an alcohol policy violation will be primarily educational, but (depending on severity and frequency of violations) may include a housing assignment change, probation period, suspension and/or dismissal from housing, or suspension and/or expulsion from the university.

6. All cases involving severely intoxicated students and/or police or emergency medical responses will normally be referred to the Office of Student Conduct. The hearing officer may mandate an evaluation by the Student Support and Advocacy Center or an equivalent outside agency.

7. The university will encourage parental involvement in accord with the provisions of the Family Educational Rights and Privacy Act (FERPA).

NOTE: Starting in the academic year 2014-15, George Mason University adopted a medical amnesty program for students seeing medical attention due to intoxication. The goal of medical amnesty is to foster and protect the health and safety of the George Mason University community. The details of the Medical Amnesty Program are further described at **studentconduct.gmu.edu**.

### Policy Statement Regarding the Possession, Use, and Sale of Illegal Drugs and Enforcement of Federal and State Drug Laws

1. Use and/or possession of illegal drugs and drug paraphernalia are prohibited at Mason. Use and/or possession and distribution of prescription drugs without proper medical documentation is within the scope of this policy. Violation of this community standard will be considered a serious offense. Implementation of this policy will be in accord with established university procedures as contained in the Code of Student Conduct.

2. Mason Police will enforce all applicable local, state, and federal laws in accord with established standing orders, procedures, and guidelines.

3. There will be a university review of all reports of drug offenses involving Mason students. Student Conduct processes will operate independently of the criminal justice system.

4. Any student found responsible for a Code of Conduct policy violation involving drugs may, at the discretion of the hearing officer, be required to

undergo an evaluation administered by personnel of the university's Student Support and Advocacy Center office as a sanction, or prior to re-admittance to the university if suspended.

5. The housing status of a residential student found in violation of a campus drug policy will be determined by the hearing officer. Guests and visitors found responsible for violating a campus drug regulation while in a residence hall will likely be issued a trespass order prohibiting their presence in any and all residential buildings of the Mason campuses. This trespass order will be in effect for a minimum of one calendar year.
6. A common sanction for a student's first violation involving possession or use of marijuana is likely to be a one-semester suspension from the residence halls (for students residing on campus), a disciplinary probation period, and an educational referral. Repeated violations are likely to result in a suspension or dismissal from housing, and/or a university suspension.
7. A common sanction for any student found responsible for a violation involving sale or possession of an illegal substance, including prescription drugs, with intent to distribute, is expulsion.
8. A common sanction for any student found responsible for use or possession of an illegal drug other than marijuana, including prescription drugs, is likely to be suspension from the university for a minimum of one year, and/or housing suspension or dismissal. The suspended student may be asked to provide documentation of successful completion of a drug treatment program prior to reinstatement.

## EMPLOYEE DRUG AND ALCOHOL POLICY

The Employee Drug and Alcohol Policy applies to all administrative and professional faculty, full and part-time classified, and all wage employees of Mason, at all university locations. The full Employee Drug and Alcohol Policy is available at **universitypolicy.gmu.edu/policies/employee-drug-and-alcohol-policy**.

### Policy Statement

Mason prohibits unauthorized manufacture, distribution, possession, and use of alcohol or other drugs by employees in the workplace. Mason also prohibits the impairment of an employee in the workplace due to the use of alcohol or other unauthorized drugs. Employees must comply with federal and state laws and regulations regarding alcohol and other drugs. The illicit use of drugs and alcohol could create a serious threat to the safety and welfare of the university community, as well as undermine the productivity of the workforce.

All university employees are expected to comply with federal and state laws regarding the use of alcohol and other drugs, as well as state regulations and university regulations contained in this policy. Employees found in violation of these laws and regulations shall be subject to the full range of disciplinary actions, including discharge. The severity of disciplinary action for violations of this policy shall be determined on a case-by-case basis. Mitigating circumstances that may be considered in determining the appropriate discipline include whether the employee voluntarily admits to, and seeks assistance for, an alcohol or other drug problem.

## CONTROLLED SUBSTANCE LAWS AND SANCTIONS

In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Communities and Schools Act Amendments of 1989, and the Commonwealth of Virginia's Policy on Alcohol and Other Drugs of 1991, the following summary is provided for your information. Controlled substances are classified under the Controlled Substances Act into "schedules" that indicate their relative medicinal use and probability of abuse and dependence (addiction). Mason's policies address these controlled substances.

### Controlled Substances Schedules

- **Schedule I:** The drug or other substance has a high potential for abuse. The drug or other substance has no currently accepted medical use in treatment in the United States. There is a lack of accepted safety for use of the drug or other substance under medical supervision. Some Schedule I substances are heroin, LSD, marijuana, GHB, MDMA (Ecstasy), and methaqualone.
- **Schedule II:** The drug or other substance has a high potential for abuse. The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions. Abuse of the drug or other substance may lead to severe psychological or physical dependence. Schedule II substances include morphine, PCP, cocaine, methadone, Ritalin, and methamphetamine.
- **Schedule III:** The drug or other substance has a potential for abuse less than the drugs or other substances in Schedules I and II. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence. Anabolic steroids, codeine and hydrocodone with aspirin or Tylenol, Ketamine, and some barbiturates are Schedule III substances.

- **Schedule IV:** The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III. Included in Schedule IV are Darvon, Talwin, Equanil, Valium, Rohypnol, and Xanax.
- **Schedule V:** The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substances may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV. Over-the-counter cough medicines with codeine are classified in Schedule V.

### Penalties

The law prescribes ranges of permissible penalties upon conviction. As required by the Federal Safe and Drug-Free Communities and Schools Act of 1994, the pertinent state laws, including sanctions for their violation, are summarized below.

- Possession of a controlled substance classified in Schedule I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment ranging from 1 to 10 years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to 12 months and a fine of up to $2,500, either or both.
- Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 12 months and a fine of up to $2,500, either or both.
- Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and fine of up to $1,000, either or both.
- Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine of up to $500.
- Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction,

exposes the violator to a felony conviction for which the punishment is imprisonment from 5 to 40 years and a fine of up to $500,000. Upon conviction, the violator must be imprisoned for not less than five years, but may suffer life imprisonment, and a fine of up to $500,000.

- Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act or an imitation controlled substance which imitates a controlled substance classified in Schedule III, IV, or V, except for an anabolic steroid classified in Schedule III constituting a violation of Virginia Code 18.2-248.5, with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine of up to $2,500, either or both.
- Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 30 days and a fine of up to $500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine of up to $2,500, either or both.
- Possession of less than one-half ounce of marijuana with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine of up to $2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from 1 to 10 years, or in the discretion of the jury or court trying the case without jury, confinement in jail for up to one year and a fine of up to $2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from 5 to 30 years. Notwithstanding the aforesaid provisions, Rohypnol shall be deemed to be listed on Schedule I for the purposes of penalties for violations of the Drug Control Act.
- Any person knowingly manufacturing, selling, giving, distributing, or possessing Rohypnol shall be punished under the penalties prescribed for other Schedule I controlled substances.

## HEALTH RISKS

- Excessive alcohol use poses immediate health risks as well as long-term physical consequences. Consuming too much alcohol—even on a single occasion—can result in injury, violence, risky sexual behaviors, miscarriage and stillbirth among pregnant women, and alcohol poisoning. Long-term, excessive use can

lead to the development of chronic diseases, neurological impairments, and social problems. In addition, people risk significant health problems when they use illicit drugs or prescription drugs for recreational purposes.

- Stimulants (e.g., cocaine, speed) raise blood pressure, increase the heart rate, and cause rapid breathing. Frequent and long-term stimulant use may cause paranoia, anxiety, hallucinations, insomnia, and depression. Hallucinogens (e.g., LSD, "shrooms") can result in memory impairment and flashbacks, and have been known to lead to injuries and deaths if the user gets violent or out of control due to a "trip." Sedatives (e.g., heroin, GHB) can cause memory loss, vertigo, reduced heart rate, seizures, insomnia, anxiety, tremors, and respiratory failure.

The above overview is only a partial list of the health risks caused by the misuse or abuse of alcohol or drugs.

# Description of Drug and Alcohol Abuse Education Programs

Mason uses a two-prong approach to programming: offering alcohol-free social activities and providing educational programs. Mason offers a variety of fun and sober events to encourage students to socialize without using alcohol or other drugs. Mason's Student Involvement, Patriot Activities Council, and Weekends at Mason spearhead the planning and implementation of campus-wide, alcohol-free social events, and the Office of Housing and Residential Life (OHRL) staff members plan social events for their floors and neighborhoods.

In addition, the Fairfax and Science and Technology Campuses feature multiple performance venues where scores of cultural events are performed throughout the year. Mason also offers a range of programming to educate students about the health implications and risks associated with alcohol and other drug use. The Student Support and Advocacy Center (SSAC) frequently partners with OHRL (and other University Life units) to provide programming that engages students in the different arenas of their lives, including where they live, study, socialize, and spend time online.

When planning educational programs, SSAC and OHRL utilize the Institute of Medicine's prevention model; universal, selective, and indicated approaches are developed to reach the overall campus, at-risk students, and students who

demonstrate risky substance use. Many programs are designed for high-risk students (e.g., freshmen, Greek members) and scheduled for high-risk times (e.g., first six weeks of class, Halloween, Homecoming).

SSAC and OHRL provide educational interventions to individual students. SSAC also hosts an online education module that students can take themselves to learn more about their personal drinking or marijuana use: **interwork.sdsu.edu/echeckup/usa/alc/coll/?id=GMU&hfs=true**. Finally, both SSAC and OHRL engage in awareness campaigns to communicate pro-health and prevention messages.

## PROGRAMS FROM FALL 2014 TO SPRING 2016

- **National Collegiate Alcohol Awareness Week.** National Collegiate Alcohol Awareness Week is a fun, engaging, and meaningful way for students to learn about alcohol. We celebrate National Collegiate Alcohol Awareness Week the third full week of each October. Past programs include: "Drinking Olympics: How to Play it Safe," "Betcha' Won't," and "The TRU College Life by Julia Garcia." The week focuses on delivering information on safer drinking strategies, busting the myths about college student drinking, and helping students identify ways to be a Mason team player through pro-social bystander behavior.
- **Safe Spring Break Fair (SSAC and Housing).** Celebrate Spring Break early with Student Support and Advocacy Center (SSAC)! Each year, SSAC hosts a variety of spring break-related programs with different campus offices the week before spring break. The programs focus on giving students the tools to make the most of their well-deserved break by relaxing in a safe and healthy manner. Stop by one of these events for t-shirts, flip-flops, and spring break safety kits!
- **21st Birthday Initiative (SSAC, Housing, Intercollegiate Athletics, Off-Campus Student Programs and Services, and Fraternity and Sorority Life).** Each semester, Mason hosts a 21st birthday party for all students turning 21. The event includes educational games, cupcakes, and giveaways, and encourages alcohol-free celebrations for this milestone birthday.
- **APPLE conference (Athletics and SSAC).** Mason sends a team comprised of SSAC, athletics staff, and student-athletes to an annual conference that encourages substance abuse prevention and health promotion for student-athletes.

*Captain Ross conducting alcohol awareness training with residential students*

## ON-CAMPUS RESOURCES

- **Alcoholics Anonymous** meetings occur on campus during the school year. The schedule is Wednesdays, 7:30-8:30 p.m. in SUB I, Room 3008. Note: Students interested in observing AA meetings for educational purposes are asked to attend off-campus meetings. See "Off-Campus" Resources.
- **Alcohol eCHECKUP TO GO** is a free, online and anonymous assessment that generates personalized feedback about students' patterns, risks, and aspirations/goals. **interwork.sdsu.edu/echeckup/usa/alc/coll/?id=GMU&hfs=true**.
- **Counseling and Psychological Services (CAPS)** provides short-term counseling to help students address personal or relationship concerns that may be influencing their substance use. **caps.gmu.edu**.
- **Student Health Services** offers a full range of primary and preventive health care services, including testing for sexually transmitted infections. Studies have shown that the more someone drinks, the more likely they will have unprotected sex. **shs.gmu.edu**.

*MPO Hensley conducting alcohol awareness training with residential students*

## OFF-CAMPUS RESOURCES

### Self-help Support

- **Adult Children of Alcoholics** is an anonymous 12-step program for those who grew up in alcoholic or dysfunctional families. **www.adultchildren.org**
- **Alcoholics Anonymous** is a "fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism." 703-876-6166. **ssac.gmu.edu/programs-and-services/services-2/alcohol-and-other-drug-services/referrals** and **www.aavirginia.org**
- **Marijuana Anonymous (MA)** is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from marijuana addiction. 1-800-766-6779. **www.marijuana-anonymous.org/meetings/in-person/21-area/104-virginia**
- **Narcotics Anonymous (NA)** is a nonprofit fellowship or society of men and women for whom drugs have become a major problem. 1-888-452-4673 – National Number; 703-435-1230 – Dulles Corridor. **www.cprna.org**

- **SMART Recovery** provides support to individuals who are considering or engaging in abstinence from any type of addictive behavior. 703-486-0202. **ssac.gmu.edu/programs-and-services/services-2/alcohol-and-other-drug-services/referrals** and **smartrecovery.org**

### Therapists

Individual clinicians conduct substance abuse assessments and provide treatment in the community. Consult the provider list on your health insurance company's website and look for therapists who are certified substance abuse counselors (CSAC after their name) or licensed substance abuse treatment practitioners (LSATP).

### Private Agencies

- Harrison House (Annandale, Virginia): 703-256-6474. **www.harrisonhouseofvirginia.com**
- Inova Comprehensive Addiction Treatment Services (CATS): 703-776-7771. **www.inova.org/healthcare-services/behavioral-health/cats/index.jsp**
- National Counseling Group (Annandale, Virginia): 703-813-5982. **www.nationalcounselinggroup.com/**
- Phoenix House (Arlington, Virginia): 703-841-0703 Ext. #1. **www.phoenixhouse.org/locations/virginia**
- Recovery Center of Northern Virginia (Herndon and Leesburg, Virginia): 703-464-5122. **treatment-facilities.healthgrove.com/l/15502/Recovery-Center-of-Northern-Virginia**
- Virginia Hospital Center's Addiction Treatment Program (Arlington, Virginia): 703-558-6451. **www.virginiahospitalcenter.com/medical/addiction/addiction.aspx**

### Public Agencies

- Arlington County Behavioral Healthcare: 703-228-4900. **www.arlingtonva.us/departments/HumanServices/BehavioralHealthcare/page74137.aspx**
- Fairfax County Community Services Board: 703-383-8500. **www.fairfaxcounty.gov/csb/services**
- Prince William County Community Services: 703-792-7800. **www.pwcgov.org/government/dept/cs/Pages/Adult-Substance-Abuse-Services.aspx**

### Legal

- Fairfax Bar Lawyer Referral Services: 703-246-3780. **www.fairfaxbar.org/displaycommon.cfm?an=4**

## EMPLOYEE INFORMATION

The abuse of drugs and alcohol by employees is incompatible with the goals of Mason. The illicit use of drugs and alcohol could create a serious threat to the safety and welfare of the university community, as well as undermine the productivity and success of its members. It is important that all members of the Mason community understand the health risks and legal consequences of substance abuse.

### Employee Assistance

All health plans offered to state employees and their dependents have Employee Assistance Programs (EAPs). Each program is available to our benefited employees 24 hours a day, 7 days a week. The EAP assists with issues related to:

- alcohol or drug abuse
- mental health
- child or elder care
- grief counseling
- domestic violence
- legal matters
- finances
- stress management

Mason employees can seek counseling and referrals through their health insurance company's EAP. Employees have up to four EAP sessions at no charge for services such as alcohol or drug abuse assessment, mental health, child or elder care, grief counseling, and legal or financial services. EAP counselors provide community referrals if longer-term support is needed. Visit **www.dhrm.virginia.gov/employeeprograms/employeeassistance**. SSAC also offers one-time consultations to faculty and staff to identify treatment options. For more information, please call Human Resources at 703-993-3878.

More information for faculty and staff is available at:

- Employee Drug and Alcohol Policy. **universitypolicy.gmu.edu/policies/employee-drug-and-alcohol-policy**

- Employee Drug and Alcohol Procedures, including sanctions. **university-policy.gmu.edu/wp-content/uploads/2013/02/Policy-2219-Procedures.pdf**
- Employee Drug and Alcohol Resources. **www.dhrm.virginia.gov/employeeprograms/employeeassistance**

# Sexual Harassment and Misconduct Policy

(The full Sexual Harassment and Misconduct Policy [University Policy 1202] is available online at **universitypolicy.gmu.edu/policies/sexual-harassment-policy.**)

## POLICY STATEMENT

Mason is committed to providing a safe and nondiscriminatory learning, living, and working environment for all members of the university community. The university does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972 ("Title IX"); Title VII of the Civil Rights Act of 1964 ("Title VII"); and/or the Virginia Human Rights Act. Such behavior also requires the university to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 ("VAWA") and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

The university prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment, Complicity in the commission of any act prohibited by this policy, and retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy (collectively, "Prohibited Conduct"). These forms of Prohibited Conduct are unlawful, undermine the character and purpose of the university, and will not be tolerated.

The university adopts this policy with the intention of:

- Eliminating, preventing, and addressing the effects of Prohibited Conduct;
- Creating a climate where all individuals are well-informed and supported in reporting Prohibited Conduct;

- Providing a prompt, fair, and impartial process for all parties; and
- Identifying the standards by which violations of this policy will be evaluated and disciplinary action may be imposed.

Employees or students who violate this policy may face disciplinary action up to and including termination or expulsion. The university will take prompt and equitable action to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. The university conducts ongoing prevention, awareness, and training programs for employees and students to facilitate the goals of this policy. It is the responsibility of every member of the university community to foster an environment free of Prohibited Conduct. All members of the university community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. The university will support and assist community members who take such actions.

## SCOPE OF POLICY

This policy pertains to acts of Prohibited Conduct committed by or against students, employees, and third parties when:

1. the conduct occurs on campus or other property owned or controlled by the university;
2. the conduct occurs in the context of a university employment or education program or activity, including, but not limited to, university-sponsored study-abroad, research, online, or internship programs; or
3. the conduct occurs outside the context of a university employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for students, employees, or third parties while on university campus or other property owned or controlled by the university or in any university employment or education program or activity.

## COMPLAINTS AGAINST STUDENTS

Complaints against students are handled by the Office of Student Conduct (**studentconduct.gmu.edu**) per the George Mason University Code of Student Conduct (**studentconduct.gmu.edu/university-policies/code-of-student-conduct**) and investigated by Compliance, Diversity, and Ethics (diversity.gmu.edu) per University Policy 1202 (**universitypolicy.gmu.edu/policies/sexual-harassment-policy**).

See page 98 of this report for Procedures for Institutional Disciplinary Action in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, Stalking, or Sexual Harassment and Misconduct Committed by Students.

## COMPLAINTS AGAINST FACULTY AND STAFF

Complaints against faculty and staff are handled by Human Resources (**hr.gmu.edu/emp_relations**) per University Policy 1202 and investigated by Compliance, Diversity, and Ethics (**diversity.gmu.edu**) per University Policy 1202 (**universitypolicy.gmu.edu/policies/sexual-harassment-policy**) and Equal Opportunity/Affirmative Action Grievance Procedures (**diversity.gmu.edu/about/grievance-procedures**).

See page 123 of this report for Procedures for Institutional Disciplinary Action in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, Stalking, or Sexual Harassment and Misconduct Committed by Mason Employees.

## TITLE IX COORDINATOR

Under Title IX:

> No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Title IX Coordinator is charged with monitoring the university's compliance with Title IX; ensuring appropriate education and training; coordinating the university's investigation, response, and resolution of all reports under this policy; and ensuring appropriate actions to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator is available to meet with any student, employee, or third party to discuss this policy or the accompanying procedures. The university has also designated Deputy Title IX Coordinators who may assist the Title IX Coordinator in the discharge of these responsibilities. The Title IX Coordinator and Deputy Title IX Coordinators receive appropriate training to discharge their responsibilities.

The Title IX Coordinator and Deputy Title IX Coordinators can be contacted by telephone, email, or in person during regular office hours:

- **Jennifer Hammat**
  University Title IX Coordinator
  Compliance, Diversity, and Ethics
  Phone: 703-993-8730
  Email: jhammat@gmu.edu
- **Elizabeth Woodley**
  University Policy Manager/Deputy Title IX Coordinator
  Compliance, Diversity, and Ethics
  Phone: 703-993-8730
  Email: ewoodley@gmu.edu

- **Nena Rogers**
  Senior Associate Athletic Director, Student Services/Deputy Title IX Coordinator
  Intercollegiate Athletics
  Phone: 703-993-3594
  Email: nrogers1@gmu.edu

- **Kent Zimmerman**
  Professor of Information Technology/Deputy Title IX Coordinator
  Mason Korea
  Email: dzimmer2@gmu.edu

Concerns about the university's application of Title IX, VAWA, Title VII, the Clery Act, or the Virginia Human Rights Act may be addressed to the Title IX Coordinator; U.S. Department of Education, Clery Act Compliance Division (at clery@ed.gov); U.S. Department of Education, Office for Civil Rights (at OCR@ed.gov or 800-421-3481); and/or the Equal Employment Opportunity Commission (at info@eeoc.gov or 800-669-4000).

## RESOURCES AND REPORTING OPTIONS

The university offers a wide range of resources for all students and employees to provide support and guidance in response to any incident of Prohibited Conduct. For comprehensive information on accessing university and community resources, including emergency and ongoing assistance; health, mental health, and victim-advocacy services; options for reporting Prohibited Conduct to the university and/or law enforcement; and available support with academics, housing, and employment, see pages 1–5 of this report for Resources and Reporting Options.

### Notification of Existing Support Services and Options for Accommodations

Upon notification of any sexual misconduct, Mason will provide the complainant with the following:

- Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community
- Information about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures

## REMEDIAL AND PROTECTIVE MEASURES

The university offers a wide range of resources for students and employees, whether as Complainants or Respondents, to provide support and guidance throughout the initiation, investigation, and resolution of a report of Prohibited Conduct. The university will offer reasonable and appropriate measures to protect a Complainant and facilitate the Complainant's continued access to university employment or education programs and activities. These measures may be both remedial (designed to address a Complainant's safety and well-being and continued access to educational opportunities) or protective (involving action against a Respondent). Remedial and protective measures, which may be temporary or permanent, may include no-contact directives, residence modifications, academic modifications and support, work schedule modifications, interim disciplinary suspension, suspension from employment, and pre-disciplinary leave (with or without pay).

See page 98 of this report for Procedures for Institutional Disciplinary Action in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, Stalking, or Sexual Harassment and Misconduct *Committed by Students* and/or page 123 of this report for Procedures for Institutional Disciplinary Action in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, Stalking, or Sexual Harassment and Misconduct *Committed by Mason Employees*.

## PRIVACY AND CONFIDENTIALITY

**Employee Responsibility to Report Disclosures or Information about Prohibited Conduct:** Every Employee is either a "Confidential Employee" or a "Responsible Employee."

- **Confidential Employee:** A Confidential Employee will not disclose information about Prohibited Conduct to the university's Title IX Coordinator without the student's permission (subject to the exceptions set forth in the Confidentiality section of this policy).
- **Responsible Employee:** A Responsible Employee is required to report to the university's Title IX Coordinator all relevant details (obtained directly or indirectly) about an incident of Prohibited Conduct that involves any student as a Complainant, Respondent, and/or witness, including dates, times, locations, and names of parties and witnesses. Responsible Employees include resident assistants, graduate teaching assistants, and all other student-employees, when disclosures are made to any of them in their capacities as employees.

**Reporting of Any Prohibited Conduct on Certain University Property:** Consistent with the requirements of Va. Code § 23-1-806, ("Reporting Acts of Sexual Violence"), Responsible Employees are also required to report to the

Title IX Coordinator all information obtained, from any source, about alleged Prohibited Conduct that occurs anywhere on university campus (including residence halls); on any contiguous (off-campus) property owned or controlled by the university; on any property controlled by a student organization (including fraternity houses) or frequently used by students, wherever located; and public property (including streets, sidewalks, and parking facilities) that is within or immediately adjacent to, and accessible from, campus.

**Reporting to Law Enforcement:** Under the Virginia Reporting Statute, the university is required to report information about certain allegations of Prohibited Conduct to the law enforcement agencies and the prosecuting authorities who would be responsible, respectively, for investigating and prosecuting such allegations.

**Clery Act Reporting:** Pursuant to the Clery Act, the university includes statistics about certain offenses in its annual security report and provides those statistics to the U.S. Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires the university to issue timely warnings to the university community about certain crimes that have been reported and may continue to pose a serious or continuing threat to the campus community. Consistent with the Clery Act, the university withholds the names and other personally identifying information of Complainants when issuing timely warnings to the university community.

See University Policy Number 1412: Reporting of Clery Act Crimes and/or Prohibited Sexual Conduct for more information about Clery Act Reporting (**universitypolicy.gmu.edu/policies/reporting-of-clery-act-crimes-andor-prohibited-sexual-conduct**).

## CONFIDENTIAL RESOURCES

Consistent with the definition of Confidential Employees and licensed community professionals, there are a number of resources off campus where students and employees can obtain confidential, trauma-informed counseling and support.

See pages 2–5 of this report for a list of available on- and off-campus confidential resources.

## PROHIBITED CONDUCT UNDER THIS POLICY

Conduct under this policy is prohibited regardless of the sex, sexual orientation, and/or gender identity/expression of the Complainant or Respondent. Pro-

hibited Conduct includes the following specifically defined forms of behavior: Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment, Complicity, and Retaliation.

### A. SEXUAL ASSAULT

Sexual Assault consists of (1) Sexual Contact and/or (2) Sexual Intercourse that occurs without (3) Affirmative Consent.

1. Sexual Contact is:

- Any intentional sexual touching
- However slight
- With any object or body part (as described below)
- Performed by a person upon another person

Sexual Contact includes (a) intentional touching of the breasts, buttocks, groin, or genitals, whether clothed or unclothed, or intentionally touching another with any of these body parts; and (b) making another touch you or themselves with or on any of these body parts.

2. Sexual Intercourse is:

- Any penetration, however slight
- With any object or body part (as described below)
- Performed by a person upon another person

Sexual Intercourse includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

3. Affirmative Consent is:

- Informed (knowing)
- Voluntary (freely given)
- Active (not passive), meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity

Affirmative Consent cannot be obtained by Force. Force includes (a) the use of physical violence, (b) threats, (c) intimidation, and/or (d) coercion.

See page 47 of this report for complete definition and examples of Affirmative Consent.

### B. SEXUAL EXPLOITATION

Sexual Exploitation is purposely or knowingly doing any of the following:

- Causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give Affirmative Consent to sexual activity;
- Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images) without consent of all parties;
- Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts [including genitalia, groin, breasts, or buttocks] in a place where that person would have a reasonable expectation of privacy);
- Recording or photographing private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without consent;
- Disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without consent;
- Prostituting another person; or
- Exposing another person to a sexually transmitted infection or virus without the other's knowledge.

### C. INTIMATE PARTNER VIOLENCE

- Intimate Partner Violence includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Intimate Partner Violence may include any form of Prohibited Conduct under this policy, including Sexual Assault, Stalking, and Physical Assault (as defined below). Consistent with VAWA, the university will evaluate the existence of an intimate relationship based upon the Complainant's statement and taking into consideration the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Physical Assault is threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of any person.

Physical Assault will be addressed under this policy if it involves Sexual or Gender-Based Harassment, Intimate Partner Violence, or is part of a course of conduct under the Stalking definition.

### D. STALKING

- Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress.
- Course of conduct means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. Substantial emotional distress means significant mental suffering or anguish.
- Stalking includes "cyberstalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

### E. SEXUAL OR GENDER-BASED HARASSMENT

**Sexual Harassment** is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, nonverbal, graphic, physical, or otherwise, when the conditions outlined in (1) and/or (2), below, are present.

**Gender-Based Harassment** includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or nonverbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (1) and/or (2), below, are present.

(1) 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 programs and/or activities or is used as the basis for university decisions affecting the individual (often referred to as "quid pro quo" harassment); or

(2) 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. Conduct must be deemed severe, persistent, or pervasive from both a

subjective and an objective perspective. In evaluating whether a hostile environment exists, the university will consider the totality of known circumstances, including, but not limited to:

- The frequency, nature, and severity of the conduct;
- Whether the conduct was physically threatening;
- The effect of the conduct on the Complainant's mental or emotional state;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or university programs or activities; and
- Whether the conduct implicates concerns related to academic freedom or protected speech.

A **hostile environment** can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

### F. RETALIATION

Retaliation means any adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a finding of "no responsibility" on the allegations of Prohibited Conduct. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct.

### G. COMPLICITY

Complicity is any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of an act of Prohibited Conduct by another person.

## VIOLATIONS OF LAW

Behavior that violates this policy may also constitute a crime under the laws of the jurisdiction in which the incident occurred.

See page 56 of this report for the criminal statutes relating to Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

## PREVENTION AND AWARENESS PROGRAMS

The university is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming as part of their orientation, and returning students and current employees receive ongoing training and related education.

See page 43 of this report for a description of the university's Prohibited Conduct prevention and awareness programs, including programs on minimizing the risk of incidents of Prohibited Conduct and bystander intervention.

## TRAINING

The university provides training to students and employees to ensure they understand this policy and the topics and issues related to maintaining an education and employment environment free from harassment and discrimination. For a description of the university's training related to this policy, see University Policy 1202 at **universitypolicy.gmu.edu/policies/sexual-harassment-policy**.

## STUDENT SEXUAL MISCONDUCT RESOLUTION PROCESS AT MASON KOREA

The aforementioned information regarding Mason's sexual misconduct resolution process is applicable to all Mason students at the Mason Korea Campus. The director of Student Conduct or the director's designee will, in partnership with Mason Korea leadership, facilitate the student conduct process via appropriate electronic means, and on-site presence as needed.

## MEDICAL AMNESTY PROGRAM

The goal of medical amnesty is to foster and protect the health and safety of the George Mason University community.

The health, safety, and well-being of students and the university community are of the utmost importance at Mason. As a result, the university provides an "amnesty" program as an effort to support students who experience a first alcohol and/or other drug-related situation, and the responsible student(s) who seek assistance for them. "Amnesty" offers students who proactively exhibit respon-

sible behavior the opportunity for educational, nondisciplinary intervention for the incident.

In order to foster an environment that supports integrity, safety, well-being, and responsible bystander behavior, Mason expects members of its community to engage in conduct that is consistent with university policy, as well as encourages individuals to seek necessary medical attention for themselves and others. It is the goal of this program for students to take action, provide assistance, and practice accountability.

The complete Medical Amnesty Program is described at **studentconduct.gmu.edu**.

Questions about the Medical Amnesty Program can be directed to the Office of Student Conduct at 703-993-6209.

# Procedures for Institutional Disciplinary Action in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, Stalking, or Sexual Harassment and Misconduct Committed by Students

The full description of procedures used by the Office of Student Conduct to resolve and adjudicate cases of sexual misconduct can be found at **studentconduct.gmu.edu/sexual-misconduct-procedures** (effective as of August 25, 2016) and **studentconduct.gmu.edu/university-policies/code-of-student-conduct**. A full description of the procedures used by Compliance, Diversity, and Ethics (CDE) to investigate complaints of violations of University Policy 1202: Sexual Harassment and Misconduct can be found at **university-policy.gmu.edu/policies/sexual-harassment-policy**.

The university follows these procedures to investigate any report alleging a student committed prohibited conduct under University Policy 1202: Sexual Harassment and Misconduct. For purposes of these Procedures, the "Title IX Coordinator" means the Title IX Coordinator, any Deputy Title IX Coordinator, and/or any of their respective trained designees or investigators.

## COMPLAINT PROCESS

The university encourages anyone who experiences or becomes aware of an incident of prohibited conduct involving a student to ***immediately*** report the incident to the university through the following reporting options.

By contacting the university's Title IX Coordinator or any Deputy Title IX Coordinator by telephone, email, or in person during regular office hours:

- **Jennifer Hammat**
  University Title IX Coordinator
  Compliance, Diversity, and Ethics
  Phone: 703-993-8730
  Email: jhammat@gmu.edu
- **Elizabeth Woodley**
  University Policy Manager/Deputy Title IX Coordinator
  Compliance, Diversity, and Ethics
  Phone: 703-993-8730
  Email: ewoodley@gmu.edu
- **Nena Rogers**
  Senior Associate Athletic Director, Student Services/
  Deputy Title IX Coordinator
  Intercollegiate Athletics
  Phone: 703-993-3594
  Email: nrogers1@gmu.edu
- **Kent Zimmerman**
  Professor of Information Technology/Deputy Title IX Coordinator
  Mason Korea
  Email: dzimmer2@gmu.edu
- **Online Reporting:**
  CDE also offers an Intake Form online at **diversity.gmu.edu/intake-form**.

A Complainant may choose to make a report to the university to pursue resolution under these procedures and may also choose to make a report to law enforcement. A Complainant may pursue either or both of these options at the same time. As set forth in the policy, a Complainant who wishes to pursue criminal action in addition to, or instead of, making a report under these procedures should contact law enforcement directly:

- 911 (for emergencies in Virginia)
- 119 (for emergencies at Mason Korea)

- Mason Police (703-993-2800) (for nonemergencies)
- Fairfax County Police (703-691-2131) (for nonemergencies)
- City of Fairfax Police (703-385-7924) (for nonemergencies)
- Manassas Police (703-257-8000) (for nonemergencies)
- Arlington County Police (703-558-2222) (for nonemergencies)

The university also offers access to confidential resources for individuals who are unsure about whether to report Prohibited Conduct or are seeking counseling or other emotional support in addition to (or without) making a report to the university. University Policy 1202 identifies confidential resources, both at the university and in the Fairfax community, and further explains options for reporting Prohibited Conduct to the university and to law enforcement.

**In addition to reporting directly to the Title IX Coordinator, anyone can also make an official report to the Office of Student Conduct by completing the intake form at studentconduct.gmu.edu/contact-us/incident-reporting-form.**

- **Office of Student Conduct**
  4400 University Drive, MS 6C9
  Student Union Building I, Suite 4100
  Fairfax, VA 22030
  Phone: 703-993-6209
  Fax: 703-993-2893

## RIGHTS AND OPTIONS

Complainants are entitled to receive information, assistance, and a broad range of support and remedial measures regardless of whether they choose to pursue criminal and/or university disciplinary resolution of Prohibited Conduct.

According to these procedures, Complainants and Respondents can expect the following from Compliance, Diversity, and Ethics (CDE) and the Office of Student Conduct:

1. Prompt and equitable resolution of allegations of Prohibited Conduct;
2. Privacy in accordance with the policy and any legal requirements;
3. Reasonably available interim remedial measures as described in these procedures as determined by the Title IX Review Committee;
4. Freedom from retaliation for making a good faith report of Prohibited Conduct or participating in any proceeding under the policy;

5. The responsibility to refrain from retaliation directed against any person for making a good faith report of Prohibited Conduct or participating in any proceeding under the policy;
6. The responsibility to provide truthful information in connection with any report, investigation, or resolution of Prohibited Conduct under the policy or these procedures;
7. The opportunity to articulate concerns or issues about proceedings under the policy and these procedures;
8. Timely notice of any meeting or proceeding at which the party's presence is contemplated by these procedures;
9. The opportunity to choose an advisor, including the right to have that advisor attend any meeting or proceeding at which the student's presence is requested by these procedures;
10. Written notice of an investigation;
11. The opportunity to challenge the investigator, or appeal authority for bias or conflict of interest;
12. The opportunity to offer information, present evidence, and identify witnesses during an investigation;
13. The opportunity to be heard, orally and/or in writing, as to the determination of a policy violation and the recommendation of any sanction(s);
14. Timely and equal access to any information that will be used during investigation and hearing proceedings and related meetings;
15. Reasonable time to prepare any response contemplated by these procedures;
16. Written notice of any extension of timeframes for good cause; and
17. Written notice of the outcome of any investigative or hearing proceedings, including the determination of a policy violation, recommendation of any sanction(s), and the rationale for each.

## INITIAL ASSESSMENT

Upon receipt of a report of Prohibited Conduct committed by a student, the Title IX Coordinator will make an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report. In this initial assessment, the Title IX Coordinator will:

1. Assess the Complainant's safety and well-being and offer the university's immediate support and assistance;

2. Inform the Complainant of the right to seek medical treatment, and explain the importance of obtaining and preserving forensic and other evidence;
3. Inform the Complainant of the right to contact law enforcement, decline to contact law enforcement, and/or seek a protective order;
4. Inform the Complainant about university and community resources, the right to seek appropriate and available remedial and protective measures, and how to request those resources and measures;
5. Inform the Complainant of the right to seek formal or alternative resolution under these procedures; ascertain the Complainant's expressed preference (if the Complainant has, at the time of the initial assessment, expressed a preference) for pursuing formal or alternative resolution, or neither; and discuss with the Complainant any concerns or barriers to participating in any university investigation and resolution under these procedures;
6. Explain the university's prohibition against retaliation and that the university will take prompt action in response to any act of retaliation;
7. Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that personally identifies the Complainant, the Respondent, any witness, and/or any other third party with knowledge of the reported incident;
8. Ascertain the ages of the Complainant and the Respondent, if known, and, if either of the parties is a minor (under 18), contact the appropriate child protective service agency; and
9. Communicate with appropriate university officials to determine whether the report triggers any Clery Act obligations, including entry of the report in the daily crime log and/or issuance of a timely warning, and take steps to meet those obligations.

The Title IX Coordinator will ensure that the Complainant receives a written explanation of all available resources and options and is offered the opportunity to meet to discuss those resources and options. When a decision is reached to initiate an investigation or to take any other action under these procedures that impacts a Respondent (including the imposition of interim protective measures), the Title IX Coordinator will ensure that the Respondent is notified, receives a written explanation of all available resources and options, and is offered the opportunity to meet to discuss those resources and options.

## TITLE IX ASSESSMENT

Following the initial assessment, the Title IX Coordinator will promptly forward to the Title IX Review Committee all information then known about the reported incident of Prohibited Conduct. Such information includes, if known, the names and/or any other information that personally identifies the Complainant, the Respondent, any witnesses, and/or any other third parties with knowledge of the reported incident.

### Title IX Review Committee

The Title IX Review Committee will evaluate every report of Prohibited Conduct. The Title IX Review Committee will convene (in person, by telephone, or by email) at least twice per week, and within 72 hours after receiving information from the Title IX Coordinator, as described above. The Title IX Review Committee shall include, at a minimum: (1) the Title IX Coordinator, (2) a representative of the university's Police and Public Safety Department (the "UPD Representative"), and (3) a representative from the Office of Student Conduct.

The Title IX Review Committee operates pursuant to Va. Code §23-1-806 ("Reporting Acts of Sexual Violence") and has access, under Virginia law, to certain otherwise confidential information, including law enforcement records, criminal history record information, as provided in Va. Code §19.2-389 and §19.2-389.1; health records, as provided in Va. Code §32.1-127.1:03; university disciplinary, academic, and/or personnel records; and any other information or evidence known to the university or to law enforcement. The Title IX Review Committee may seek additional information about the reported incident through any other legally permissible means.

## HEALTH AND SAFETY ASSESSMENT

**Risk Factors**. The Title IX Review Committee will determine whether the reported information and any other available information provides a rational basis for concluding that there is a threat to the health or safety of the Complainant or to any other member of the university community. The Title IX Review Committee will make this determination based upon a review of the totality of the known circumstances, and will be guided by a consideration factors (the "Risk Factors"):

- Whether the Respondent has prior arrests, is the subject of prior reports and/or complaints related to any form of Prohibited Conduct, or has any history of violent behavior;

- Whether the Respondent has a history of failing to comply with any university No-Contact Directive, other university protective measures, and/or any judicial protective order;
- Whether the Respondent has threatened to commit violence or any form of Prohibited Conduct;
- Whether the Prohibited Conduct involved multiple Respondents;
- Whether the Prohibited Conduct involved physical violence. "Physical violence" means exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon;
- Whether the report reveals a pattern of Prohibited Conduct (e.g., by the Respondent, by a particular group or organization, around a particular recurring event or activity, or at a particular location);
- Whether the Prohibited Conduct was facilitated through the use of "date-rape" or similar drugs or intoxicants;
- Whether the Prohibited Conduct occurred while the Complainant was unconscious, physically helpless, or unaware that the Prohibited Conduct was occurring;
- Whether the Complainant is (or was at the time of the Prohibited Conduct) a minor (under 18); and/or
- Whether any other aggravating circumstances or signs of predatory behavior are present.

**Disclosure(s) of Information to Law Enforcement**. Pursuant to the Virginia Reporting Statute, the Title IX Review Committee is *required* to disclose information about alleged Prohibited Conduct to law enforcement in the following circumstances:

1. If the Title IX Review Committee (or, in the absence of consensus within the Title IX Review Committee, the UPD Representative) concludes that there is a significant and articulable threat to the health or safety of the Complainant or to any other member of the university community and that disclosure of available information (including the names and any other information that personally identifies the Complainant, the Respondent, any witnesses, and/or any other third parties with knowledge of the reported incident) is necessary to protect the health or safety of the Complainant or other individuals, the UPD Representative will immediately disclose the information to the law

enforcement agency that would be responsible for investigating the alleged act of Prohibited Conduct. The Title IX Review Committee will make this determination based upon a review of the totality of the known circumstances and consideration of the list of Risk Factors, as described previously in these Procedures. The Title IX Coordinator will promptly notify Complainants who have requested anonymity whenever the Complainant's name has been disclosed to the law enforcement agency.

2. If the alleged act of Prohibited Conduct constitutes a felony violation of the Code of Virginia, the UPD Representative will so inform the other members of the Title IX Review Committee and will, within 24 hours, (i) consult with the appropriate Commonwealth's Attorney or other prosecutor who would be responsible for prosecuting the alleged act of Prohibited Conduct (the "Prosecuting Authority"), and (ii) disclose to the Prosecuting Authority the information then known to the Title IX Review Committee. This disclosure is required by the Virginia Reporting Statute where the alleged act of Prohibited Conduct would violate Article 7 (§18.2-61 et seq.) of Chapter 4 of title 18.2 of the Code of Virginia. Such disclosure will exclude the names and any other information that personally identifies the Complainant, the Respondent, any witnesses, and/or any other third parties with knowledge of the reported incident (the "Identifying Information"), unless the Identifying Information was disclosed to law enforcement under the health and safety exception described in paragraph (a), above, in which case the Identifying Information also will be disclosed to the Prosecuting Authority.

3. The Title IX Review Committee will reconvene as necessary to continue to evaluate whether any new or additional information received triggers any further obligation(s) under the Clery Act or with respect to any child protective service agency, and will direct the Title IX Coordinator to take such further actions, as necessary.

## UNIVERSITY ACTIONS FOLLOWING HEALTH AND SAFETY ASSESSMENT

Upon completion of the health and safety threat assessment, the Title IX Coordinator, in consultation with the Title IX Review Committee, will determine the course of action under these Procedures, which may include, without limitation, formal resolution and/or alternative resolution (if available). Where the Complainant requests that personally identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no further action be taken, the Title IX Coordinator will seek to honor the preferences of the Complainant wherever possible. In all cases, the initial report, the health

and safety threat assessment, and the determinations of the Title IX Review Committee will be documented and retained by the university in accordance with applicable law.

### Where the Complainant Wishes to Pursue Formal Resolution

In *every* case in which the Complainant reports Prohibited Conduct and requests an investigation and disciplinary action, the Title IX Coordinator will promptly initiate the investigative process under these Procedures.

### Where the Complainant Requests Anonymity, that an Investigation not be Pursued, and/or that No Disciplinary Action Be Taken

A Complainant may request that personally identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken. The Title IX Review Committee will consider the following factors in evaluating such request(s): (1) the totality of the known circumstances; (2) the presence of any aforementioned Risk Factors; (3) the potential impact of such action(s) on the Complainant; (4) any evidence showing that the Respondent made statements of admission or otherwise accepted responsibility for the Prohibited Conduct; (5) the existence of any independent information or evidence regarding the Prohibited Conduct; and (6) any other available and relevant information. The university will seek to honor the Complainant's request(s) if it is possible to do so while also protecting the health and safety of the Complainant and the university community.

1. *Determination that a Complainant's Request(s)* ***Can*** *be Honored*. Where the Title IX Review Committee determines that a Complainant's request(s) (that personally identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken) *can* be honored, the university may nevertheless take other appropriate steps designed to eliminate the reported conduct, prevent its recurrence, and remedy its effects on the Complainant and the university community. Those steps may include offering appropriate remedial measures to the Complainant, providing targeted training or prevention programs, and/or providing or imposing other remedies tailored to the circumstances as a form of an alternative resolution.

   At any time, the Complainant may choose to pursue alternative resolution (if available) or formal resolution under these procedures. The Title IX Coordinator also may request that a report be re-opened and pursued under these procedures if any new or additional information becomes available.

Although a report may be re-opened at any time, the university will only be able to pursue disciplinary resolution and sanctions where the Respondent continues to be a university "student" (i.e., continues to be registered or enrolled for credit- or noncredit-bearing course work at the university).

2. *Determination that a Complainant's Request(s)* ***Cannot*** *be Honored.* Where the Title IX Review Committee has determined that a Complainant's request(s) (that personally identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken) *cannot* be honored (i.e., because honoring the Complainant's request(s) would impede the university's ability to ensure the health and safety of the Complainant and other members of the university community), the Title IX Review Committee will direct the Title IX Coordinator to take any appropriate university actions, which may include, without limitation, (i) causing the Dean of Students to impose a No-Contact Directive or an Interim Disciplinary Suspension on the Respondent; (ii) causing the University Registrar to place a "hold" on the Respondent's university transcript; (iii) initiating an investigation and formal resolution under these procedures; and/or (iv) arranging, imposing, or extending any other appropriate remedial and/or protective measures.

   Where the Title IX Review Committee has determined that the university must proceed with an investigation despite a Complainant's request to the contrary, the Title IX Coordinator will make reasonable efforts to protect the privacy of the Complainant. However, actions that may be required as part of the university's investigation will involve speaking with the Respondent and others who may have relevant information, in which case the Complainant's identity may have to be disclosed. In such cases, the Title IX Coordinator will notify the Complainant that the university intends to proceed with an investigation, but that the Complainant is not required to participate in the investigation or in any other actions undertaken by the university.

Where a Complainant declines to participate in an investigation, the university's ability to meaningfully investigate and respond to a report may be limited. In such cases, the Title IX Coordinator may pursue the report if it is possible to do so without the Complainant's participation in the investigation or resolution (e.g., where there is other relevant evidence of the Prohibited Conduct, such as recordings from security cameras, corroborating reports from other witnesses, physical evidence, or any evidence showing that the Respondent made statements of admission or otherwise accepted responsibility for the Prohibited Conduct). In the absence of such other evidence, however, the university will

only be able to respond to the report in limited and general ways (i.e., through the provision of remedial measures, targeted training or prevention programs, or other remedies tailored to the circumstances).

## NOTICE TO COMPLAINANT AND RESPONDENT OF UNIVERSITY ACTIONS

- The Title IX Coordinator will promptly inform the Complainant of any action(s) undertaken by the university to respond to a health or safety concern to the Complainant or the university community, including the decision to proceed with an investigation.
- The Title IX Coordinator also will promptly inform the Respondent of any action(s) (including any interim protective measures) that will directly impact the Respondent, and provide an opportunity for the Respondent to respond to such action(s).
- The Title IX Coordinator retains the discretion to impose and/or modify any interim protective measures based on all available information. Interim protective measures will remain in effect until the resolution of the report by the Office of Student Conduct, unless new circumstances arise that warrant reconsideration of the protective measures prior to the determination by the Office of Student Conduct. A Complainant or Respondent may challenge interim protective measures or other actions, or failure to impose interim protective measures or take other actions, by contacting the Title IX Coordinator to address any concerns.

## ADMINISTRATIVE INVESTIGATIONS OF COMPLAINTS OF STUDENT SEXUAL MISCONDUCT

The Office of Compliance, Diversity, and Ethics (CDE) will investigate all complaints of student sexual misconduct. The investigation will include interviews with the student parties involved, witnesses, an examination of documents provided, and any additional information considered by the investigator. The final investigative report will be forwarded to the Office of Student Conduct (OSC) for a review of policy violations, and subsequent disciplinary action as deemed appropriate.

### Formal Resolution

Formal Resolution is commenced when:

- A Complainant reports that a student has engaged in one or more instances of Prohibited Conduct and requests, at any time, an investigation and disciplinary action; or

- At the conclusion of the assessment process described in these procedures, the Title IX Review Committee has determined, based upon a review of the totality of the circumstances and guided by a consideration of the Risk Factors, that investigation of the reported conduct is necessary to ensure the health and safety of the Complainant and/or other members of the university community, notwithstanding the Complainant's request that personally identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken.

### Investigation

Whenever Formal Resolution is commenced, the Title IX Coordinator will designate one or more investigators from CDE and/or an experienced external investigator to conduct a prompt, thorough, fair, and impartial investigation. All investigators will receive annual training on issues related to sexual and gender-based harassment, sexual assault, dating violence, domestic violence, and stalking, and on how to conduct an investigation that is fair and impartial, provides parties with notice and a meaningful opportunity to be heard, and protects the safety of Complainants and the university community while promoting accountability.

1. *Notice of Investigation.* The Title IX Coordinator will notify the Complainant and the Respondent, in writing, of the commencement of an investigation. Such notice will (1) identify the Complainant and the Respondent; (2) specify the date, time (if known), location, and nature of the alleged Prohibited Conduct; (3) identify potential policy violation(s); (4) identify the investigator; (5) include information about the parties' respective expectations under the policy and these procedures; (6) explain the prohibition against retaliation; (7) instruct the parties to preserve any potentially relevant evidence in any format; (8) inform the parties how to challenge participation by the investigator on the basis of bias or a conflict of interest; and (9) provide a copy of the policy and these procedures.

2. *Other Forms of Discriminatory and/or Harassing Conduct.* If a report of Prohibited Conduct also implicates other forms of discriminatory and/or harassing conduct prohibited by University Policy 1201: Non-Discrimination Policy and/or any other violation(s) of the university's Code of Student Conduct, the Title IX Coordinator will evaluate all reported allegations to determine whether the alleged Prohibited Conduct and the alleged University Policy 1201 violation(s) and/or alleged Code of Student Conduct violation(s) may be appropriately investigated together without unduly delaying the resolution of the report of Prohibited Conduct. Where the Title

IX Coordinator determines that a single investigation is appropriate, the determination of responsibility for the violation of University Policy will be evaluated under the applicable policy (i.e., University Policy 1201, University Policy 1202, and/or the Code of Student Conduct), but the investigation and resolution will be conducted in accordance with these procedures.

3. *Presumption of Non-Responsibility and Participation by the Parties.* The investigation is a neutral fact-gathering process. The Respondent is presumed to be not responsible; this presumption may be overcome only where the investigator, OSC, and/or Appeal Authority conclude that there is sufficient evidence, by a preponderance of the evidence, to support a finding that the Respondent violated the policy. Neither party is required to participate in the investigation nor any form of resolution under these procedures. The investigator will not draw any adverse inference from a decision by either of the parties not to participate.

4. *Timeframe for Completion of Investigation; Extension for Good Cause.* Typically, the period from commencement of an investigation through resolution (finding and sanction, if any) will not exceed 60 calendar days. This timeframe may be extended for good cause, which may exist if additional time is necessary to ensure the integrity and completeness of the investigation, to comply with a request by external law enforcement for temporary delay to gather evidence for a criminal investigation, to accommodate the availability of witnesses, to account for university breaks or vacations, to account for complexities of a case including the number of witnesses and volume of information provided by the parties, or for other legitimate reasons. The investigator will notify the parties in writing of any extension of this timeframe and the reason for such extension.

5. *Overview of Investigation.* During the investigation, the parties will have an equal opportunity to be heard, to submit information and corroborating evidence, to identify witnesses who may have relevant information, and to submit questions that they believe should be directed by the investigator to each other or to any witness. The investigator will notify and seek to meet separately with the Complainant, the Respondent, and third-party witnesses, and will gather other relevant and available evidence and information, including, without limitation, electronic or other records of communications between the parties or witnesses (via voicemail, text message, email, and social media sites), photographs (including those stored on computers and smartphones), and medical records (subject to the consent of the applicable party).

6. *Advisors*. Throughout the investigation and resolution process, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. The parties may be accompanied by their respective advisors at any meeting or proceeding related to the investigation and resolution of a report under these procedures. While the advisors may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.

7. *Prior or Subsequent Conduct.* Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of Prohibited Conduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a policy violation, may be deemed relevant to the determination of responsibility for the Prohibited Conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Prohibited Conduct. Such prior or subsequent conduct may also constitute a violation of Policy 1201 and/or the Code of Student Conduct, in which case it may subject the Respondent to additional sanctions. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

8. *Prior Sexual History.* The sexual history of a Complainant or Respondent will never be used to prove character or reputation. Moreover, evidence related to the prior sexual history of either of the parties is generally not relevant to the determination of a policy violation and will be considered only in limited circumstances. For example, if the existence of Affirmative Consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether Affirmative Consent was sought and given during the incident in question. However, even in the context of a relationship, Affirmative Consent to one sexual act does not, by itself, constitute Affirmative Consent to another sexual act, and Affirmative Consent on one occasion does not, by itself, constitute Affirmative Consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve another question raised by the report. The investi-

gator will determine the relevance of this information and both parties will be informed if evidence of prior sexual history is deemed relevant.

9. *Relevance.* The investigator has the discretion to determine the relevance of any proffered evidence and to include or exclude certain types of evidence. In general, the investigator will not consider statements of personal opinion rather than direct observations or reasonable inferences from the facts, or statements as to any party's general reputation for any character trait.

10. *Site Visit(s).* The investigator may visit relevant sites or locations and record observations through written, photographic, or other means.

11. *Expert Consultation(s).* The investigator may consult medical, forensic, technological, or other experts when expertise on a topic is needed in order to achieve a fuller understanding of the issues under investigation.

12. *Coordination with Law Enforcement.* The investigator will contact any law enforcement agency that is conducting its own investigation to inform that agency that a university investigation is also in progress; to ascertain the status of the criminal investigation; and to determine the extent to which any evidence collected by law enforcement may be available to the university in its investigation. At the request of law enforcement, the investigator may delay the university investigation temporarily while an external law enforcement agency is gathering evidence. The investigator will promptly resume the university investigation when notified that law enforcement has completed the evidence-gathering stage of its criminal investigation.

13. *Draft Investigation Report.* At the conclusion of the investigation, the investigator will prepare a Draft Investigation Report summarizing the information gathered and outlining the contested and uncontested information. The Draft Investigation Report will not include any findings, but will include information about any potential new charges that come to light during the Investigation. The Complainant and the Respondent will have an opportunity to review the Draft Investigation Report; meet with the investigator; submit additional comments and information to the investigator; identify any additional witnesses or evidence for the investigator to pursue; and submit any further questions that they believe should be directed by the investigator to the other party or to any witness. The investigator will designate a reasonable time for this review and response by the parties, not to exceed five calendar days. In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the investigator during the designated review and response period will not be considered in

the determination of responsibility for a violation of the policy, and will not be considered by the Hearing Officer.

14. *Final Investigation Report.* Unless there are significant additional investigative steps requested by the parties or identified by the investigator, within five calendar days after receipt and consideration of any additional comments, questions, and/or information submitted by the parties during the designated review and response period, the investigator will prepare a Final Investigation Report, which will include a statement as to whether there is sufficient evidence, by a preponderance of the evidence, to support a finding of responsibility for a violation of policy (and, where applicable, University Policy 1201 and/or the Code of Student Conduct). The Final Investigative Report will also include a summary of the investigator's rationale in support of the findings of responsibility for a violation of the Policy. The investigator will deliver the Final Investigation Report to the Title IX Coordinator, who will review and approve it, then send it to the Office of Student Conduct for review and determination of alleged policy violation and assignment of Hearing Officer for hearing. If there is insufficient evidence to meet the Preponderance of the Evidence standard, both the Complainant and the Respondent will be notified in writing through a Letter of Determination of that outcome, and the matter will be considered closed. Either party can request a review of the draft report to the Vice President for Compliance, Diversity, and Ethics.

15. *Timing of Investigation.* The investigation ideally will be completed within 45 calendar days. This period may be extended to account for good cause, as described previously in these procedures. Any extension, and the reason for the extension, will be shared with the parties in writing.

### When Respondent Accepts Responsibility for Violation(s)

The investigator will forward the investigative report to the Office of Student Conduct with the findings of fact and sanction recommendation(s). The Director of the Office of Student Conduct or designee will select violations and send a notice of the violations to the respondent. If, after receiving notice of a violation of the Code of Student Conduct, a respondent wishes to accept responsibility for all violation(s) of the Code of Student Conduct and to waive the respondent's opportunity for a formal hearing, the respondent may do so by providing notice to the Director of Student Conduct in writing. To be effective, this must be received by the Director of Student Conduct no later than 5 p.m. five days before any scheduled conduct hearing.

1. After the respondent has provided this notice, the Office of Student Conduct will notify both parties that the respondent has chosen to accept responsibility and waive the hearing.
2. The Director of Student Conduct will then assign the referral to a sanctions officer.
3. Both parties shall have the opportunity to submit a written statement detailing the impact of the behavior, sanction recommendations, and any supporting documentation relevant to the sanctioning decision. Each party must submit the written statement within seven days of the date of the notice sent by the Office of Student Conduct. If a student fails to submit the statement before the deadline it will not be considered by the sanction officer. A copy of each impact statement will be provided to the other party. These statements will be reviewed and considered by the sanction officer in determining a sanction.
4. The sanction officer will decide on appropriate sanction(s). See page 119 of this report for information regarding sanctions.
5. Both the complainant and respondent will be notified of the findings and sanctions in writing, on or about the same date and time. Both parties will receive the same notification, which will include a rationale for the findings and sanctions. This notification should be released to both parties within five days of the conclusion of the hearing. However, a longer period of time may be warranted at the discretion of the hearing officer.
6. The decision of the sanction officer may be appealed in accordance with the Appeals section as described below. The sanction officer's decision may be appealed only on the grounds of severity of sanction.

### When Respondent Contests Responsibility for Violation(s)

**Pre-hearing:**

1. The investigator will forward the investigative report to the Office of Student Conduct or designee with the findings of fact and sanction recommendation(s). The Director of the Office of Student Conduct or designee will select violations and send a notice of the violations to the respondent. The Director of Student Conduct or designee will provide the complainant and the respondent written notice describing the alleged violation(s), the time and date of the hearing, a copy of this procedure, and a procedural outline describing the format of the hearing. The adjudication of the referral will be assigned to a hearing officer who has no previous substantive knowledge of the facts of the case or the students involved. The hearing will ordinarily be

scheduled within 10 days of the receipt of the investigative report, but may be scheduled at a later time at the sole discretion of the hearing officer.

- If either the complainant or the respondent believes for any reason that the hearing officer would exhibit bias against their position, the student has five days prior to the hearing to notify the hearing officer (in writing) of the specific perceived bias that should disqualify the hearing officer from the case. In no event will the gender of the hearing officer alone be considered a valid reason to claim bias by either the complainant or the respondent. This request will be reviewed by the Director of Student Conduct or designee, and a new hearing officer may be assigned if appropriate. The director's decision is final.
- Either the respondent or the complainant may request a pre-hearing conference with the Director of Student Conduct or designee, at which time the director or designee will describe the hearing process and answer any questions related to the hearing process. The facts of a particular case will not be discussed during the pre-hearing conference.
- Prior to the hearing either party may request a partition in the room to visually separate the complainant and respondent, or they may request to be physically located outside the presence of the other individual and participate by teleconference. This request must be provided to the hearing officer no later than five days before the scheduled date of the hearing.
- If either party chooses to have witnesses present at the hearing, all witnesses must provide a written statement regarding the information they intend to present no later than five days before the scheduled date of the hearing. Statements must be provided in advance for a witness to be present at the hearing. Both parties will be provided witness statements from the other party in advance of the hearing, at the same date and time.
- At the hearing, both parties may submit a written impact statement and recommendation for sanction. If the respondent is found responsible for a violation, these statements will be reviewed by the hearing officer.

**Hearing:**

- The hearing officer will use a procedural outline to facilitate the hearing that students will receive in advance.
- At the hearing, the complainant and the respondent meet with the hearing officer simultaneously. Both parties will be offered an opportunity to provide a verbal statement and respond to questions posed by the hearing officer.

All questions and answers must be directed to and from the hearing officer. Neither party is permitted to directly question or have any dialogue with the other party.

- At the hearing, either party may call and cross-examine witnesses. Neither party may directly cross-examine the other party. However, they may present written questions to the hearing officer to ask. The hearing officer will have sole discretion in determining the relevancy of any questions asked during the hearing.
- If either party submits information at the time of the hearing that was not previously provided to the investigator, the relevancy of this information will be determined by the hearing officer who will have sole discretion over what additional information will be considered (if any) at the time of the hearing.
- The investigator will be present at the hearing to clarify information contained in the investigative report. If necessary, the hearing officer may call witnesses to clarify information or provide additional clarification on the investigative report.
- The hearing will be audio recorded. The recording will be stored in the Office of Student Conduct. Upon request, either party may be provided access to review the recording. Additional recordings or recording devices are strictly prohibited.
- Either party may decline to participate in the actual hearing. If a party declines to participate, the party's absence will not be used as an inference of responsibility or lack of cooperation.

**Post Hearing:**

- Following the conclusion of the hearing, the hearing officer will render a determination of responsibility (responsible or not responsible). The hearing officer will apply a preponderance of evidence standard (more likely than not).
- If a student is found not responsible for all violation(s), the matter is concluded, pending appeal (see the next section on Appeals below).
- If the respondent is found responsible for any violation(s), the hearing officer will report the findings and sanction recommendations to the Director of Student Conduct, or designee. The Director of Student Conduct or designee will refer the recommendations to a professional staff member in the Office of Student Conduct or the University Life Division who has no previous

substantive knowledge of the case. This professional staff member will then decide and impose sanction(s).

- Factors included in the determination of sanctions include, but are not limited to:
  - The severity, persistence, or pervasiveness of the violation;
  - The nature or violence of the violation;
  - The perceived impact of the violation on the complainant;
  - The perceived impact on the university community;
  - The prior disciplinary record of the respondent;
  - The maintenance of a safe, nondiscriminatory environment that is conducive to learning; and
  - Any other mitigating or compelling factors.
- Sanctions may range from a warning through expulsion from the university. Students who are found in violation of the Sexual Misconduct policy are often sanctioned with suspension or expulsion. A full list and description of sanctions are detailed in the Code of Student Conduct, Section XVII (**studentconduct.gmu.edu/university-policies/code-of-student-conduct**) found on page 119 of this report.
- Both the complainant and respondent will be notified of the findings and sanctions in writing, on or about the same date and time. Both parties will receive the same notification, which will include a rationale for the findings and sanctions. This notification should be released to both parties within five days of the conclusion of the hearing unless a longer period of time is deemed necessary.
- If an appeal is not filed within the timelines stated below, the decision is final.

**Appeals**

Either the respondent or the complainant may file an appeal of the decision. Valid grounds for an appeal of the decision are limited to:

- Substantial procedural irregularity in any part of the investigative or hearing process;
- Demonstrated evidence of hearing officer bias;
- Severity of sanction;

- The emergence of new information that was unavailable at the time of the hearing that would have significantly altered the outcome of the hearing.

In order to file an appeal, the student must fill out the form located at: studentconduct.gmu.edu/our-process/contact. *The appeal form must be submitted within 10 days following the date of the notice of findings (by 5 p.m.). Late appeals will NOT be considered.*

Upon receipt of the appeal request, the Director of the Office of Student Conduct or designee will assign the appeal to an appeal officer. The appeal officer will be a person who has no prior substantive knowledge of the facts of the case, and has no personal knowledge of, or association with, either the respondent or complainant. The complainant or respondent may challenge the impartiality of an appeal officer, in writing, to the Director of Student Conduct or designee. Following a review of this documentation, the appeal may proceed, or a new appeal officer may be assigned. The decision of the Director of Student Conduct or designee is final.

- The appeal officer will provide the non-appealing student a copy of written materials provided by the appellant. The non-appealing party may submit a written response to the appeal request. If the non-appealing party wishes to provide a response, documentation must be provided no later than five days following the request (by 5 p.m.). After receipt of such written materials, the appeal officer shall provide a copy of the response to the appealing party.
- The appeal officer will base the decision on all case materials and the recording of the hearing. The appeal officer may:
  - Deny the appeal;
  - Modify the sanctions; or
  - Return the case to the Office of Student Conduct with instructions to conduct a new hearing.
- Typically, appeals will be concluded within 15 days unless a longer period of time is deemed necessary.
- The appeal officer shall issue the written decision to both the respondent and complainant, on or about the same date and time. The documentation will contain the rationale for the appeal decision.
- Both the complainant and respondent have the opportunity to file one appeal per case.

**Transcript Notations**

- As is required by Virginia law, a student who has been suspended or expelled for a sexual misconduct violation shall have a notation placed on his or her academic transcript. The notation will state that a student has been "Suspended or Dismissed for a Violation of the Code of Student Conduct."
- Additionally, any student who is alleged to have violated this policy who withdraws from the university while under investigation will also have a notation placed on her or his academic transcript. This notation will state that the student has withdrawn from the institution while under investigation for a violation.

**Reasonable Alterations**

- The Office of Student Conduct and the Office of Compliance, Diversity, and Ethics may alter this process, at their sole discretion, when extenuating circumstances exist.

**Sanctions**

The Office of Student Conduct may take any action it deems necessary for the reasonable operation of George Mason University. The following sanctions may be imposed upon any student or a student organization that has been found responsible for a violation(s) of the Code of Student Conduct.

Interim changes in the status of a student or organization that are not disciplinary in nature, not intended as punishment or as censure, but required by administrative, academic, or security interests of the university and its community are not governed by these disciplinary procedures.

1. **Warning**—Notice that continuation or repetition of wrongful conduct in the indefinite future may be cause for further disciplinary action.
2. **Educational Sanction**—An order requiring the student or student organization to perform mandated service, or to participate in an educational program or activity including but not limited to an educational seminar, a treatment program for alcohol or drug abuse, or other program/task designed to assist the student in learning more about how his or her behavior impacted the student and/or the community.
3. **Disciplinary Probation**—A period during which a student must behave in a manner acceptable to the university. Under the status of disciplinary probation, a student is encouraged to seek advice and counsel from appropriate university officials. Conditions of probation may be set forth that restrict the student's participation in co-curricular activities. Violation of the terms of

probation, or additional incident(s) of misconduct while on probation may result in suspension or dismissal.

4. **Restitution**—Repayment to the university for damages resulting from a violation of the Code of Student Conduct. Restitution sanctions that involve theft, misappropriation of university funds, or damage to university property, will be charged to the student's account and may be referred to the Office of Risk Management. Any unpaid debt may result in a hold being placed on a student's account, collection procedures, and responsibility for any associated collection costs and fees.

5. **Loss of Privileges**—The withdrawal of a privilege, use of a service, participation in a program, event, or activity for a specific period of time. The loss of privileges may prohibit a student or student organization from participating in co-curricular activities, continuing in a degree program, being present in or using certain campus facilities or services, and/or prohibit a student from enrolling in a class or classes.

6. **Termination of Recognition**—An order terminating university recognition of a registered student organization for a specific or indefinite period of time.

7. **No-Contact Order**—Students who receive no-contact orders are directed to refrain from contacting an identified individual using ANY means. This includes, but is not limited to, comments, words, or gestures in person, through postal mail, email, social networking sites, or by having others (friends, acquaintances, family members, etc.) act on the student's behalf. An order of no contact will remain in place until both parties agree in writing to cancel the order, pending final approval by the Office of Student Conduct.

8. **Suspension**—An action which excludes the student from registration, class attendance, residence in university-owned or -managed housing, and use of university facilities for a specified period of time. The privilege of the use of university facilities/property is withdrawn by this action unless specific written permission is otherwise obtained from the conduct officer.

9. **Deferred Suspension**—This sanction is a suspension that is delayed pending specified behavioral performance. A definite period of observation and review occurs during a deferred suspension. If a student is again found responsible for violating the Code of Student Conduct, the suspension will take place immediately, without appeal.

10. **Dismissal**—The permanent loss of the privilege of registration, class attendance, and residence in university-owned or -managed housing. The privilege to use university facilities or property is also permanently withdrawn by this action. A student who has been dismissed is not eligible for readmission. Any student who is dismissed will not be entitled to any refund of tuition or fees. A notation will be placed on a student's transcript indicating disciplinary dismissal.

## INTERIM ACTIONS

Depending on the nature of the alleged misconduct, interim actions may be taken as deemed necessary for the reasonable operation of George Mason University. Examples include, but are not limited to, administrative trespasses from specific buildings or the entire campus, administrative no-contact orders between individuals or groups, and alteration of academic or work schedules.

### Interim Suspension

- In certain circumstances, the Director of Student Conduct or designee has the authority to suspend a student or recognized student organization from the university on an interim basis, pending a disciplinary hearing.
- A student or organization will be suspended on an interim basis to ensure the safety and well-being of community members and/or George Mason University property to ensure the student's own physical or emotional safety and well-being, or protect the community if the student poses a threat to the normal operations of the university. The hearing will be held according to the procedure set forth in the Code of Student Conduct. In the event the student is found responsible for the violation that student was notified, any sanction imposed shall take effect from the date of the interim suspension. The fact of interim suspension and subsequent disciplinary action shall become part of the student's disciplinary record. If the hearing officer or hearing board concludes that there is insufficient information to support a finding that the student committed a violation, no record of the interim suspension shall be maintained in the Office of Student Conduct.
- Depending on circumstances, and at the sole discretion of the Office of Student Conduct, students who are interim suspended may still be allowed to attend classes. The office will attempt to work with students on interim suspension so that their academic career and on-campus living arrangements are uninterrupted as much as reasonably practical. However, in most cases where a student is interim suspended, the nature of the incident is usually very

serious and poses a significant risk for the entire university community. Such widespread risks usually far outweigh the temporary, protective measure of an interim suspension, which prohibits students from physically being present on university property.

### Interim Housing Suspension

- In certain circumstances, the Assistant Dean and Chief Housing Officer (or designee) and/or the Director of Student Conduct (or designee) has the authority to suspend a student from all residential communities on an interim basis, pending a hearing.
- A student may be interim suspended from all residential communities to ensure the safety and well-being of members and/or George Mason University property, to ensure the student's own physical or emotional safety and well-being, or to protect the community.

### Interim No-Contact Order

- No-contact orders are designed so that students involved in a campus conduct process do not have any communication with each other to help minimize further altercations between those involved. Students who have no-contact orders are not to contact each other using ANY means. This includes, but is not limited to, comments, words, or gestures in person, through postal mail, email, social networking sites, or by having others (friends, acquaintances, family members, etc.) act on their behalf.
- A student who is placed on an interim status may challenge the imposition of this status by requesting a review with a senior official in University Life; Compliance, Diversity, and Ethics; or Housing and Residential Life, depending on the office that imposed the original interim measure. The reviewing university official will have the authority to deny the student's request or alter the interim actions as deemed appropriate. The outcome of this review is final.

### Other University Measures

- In addition, university administrators and faculty members may take actions for situations that are not so serious as to justify referral to the university conduct system. Examples of this include, but are not limited to, the withdrawal of minor privileges upon administrative determination of misconduct, or the loss of the privilege of using the university's Student Centers for individuals or students who do not comply with the regulations affecting the building. Actions of this kind are necessary for the reasonable operation of the university.

### STUDENT CONDUCT PROCESS AT MASON KOREA

The aforementioned information regarding Mason's student conduct process is applicable to all Mason students at the Mason Korea Campus. The Director of Student Conduct or the director's designee will, in partnership with Mason Korea leadership, facilitate the student conduct process via appropriate electronic means.

# Procedures for Institutional Disciplinary Action in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, Stalking, or Sexual Harassment and Misconduct Committed by Mason Employees

### COMPLAINT PROCESS

All complaints should be filed with the Office of Compliance, Diversity, and Ethics (CDE), either by completing an intake form (**diversity.gmu.edu/intake-form**) describing the alleged discrimination and/or harassment, or by contacting the office or the Title IX Coordinator.

The complaint should be filed within 180 calendar days of the most recent incident; however, the university will consider requests to extend this period in instances where the complainant can show they needed additional time due to circumstances beyond their control, or if a pattern of ongoing adverse treatment can be demonstrated. The complainant will meet with the Title IX Coordinator or deputy Title IX Coordinator to discuss whether or not the case rises to the level of a Title IX investigation, and if so, the options (informal, formal) for resolving the matter.

Should the Title IX Coordinator determine that an investigation is warranted, the respondent (the individual accused of discrimination) will be notified of the complaint within 10 working days after it is filed.

## COMPLAINT OPTIONS

**Informal:** Discuss allegations and concerns with respondent (the accused) and attempt to resolve the situation. The respondent is reminded that Mason expects all to adhere to our equal opportunity policies. Respondent is put on notice that his or her behavior has been questioned, and an informal resolution sought, if possible. CDE reserves the right to investigate any allegation brought forward if it finds sufficient information to indicate a serious or continuing violation of university policy.

**Formal:** A full investigation is conducted by CDE in which all relevant parties are interviewed and pertinent documentation is reviewed. At the conclusion of the investigation, a final determination is made on whether or not, based on a preponderance of the evidence, a violation of policy has occurred.

If a violation is found, CDE will recommend corrective actions. These may include a directive to stop any ongoing discrimination, harassment, or retaliation; disciplinary or other corrective action against the respondent or others; relief for the complainant to remedy the effects of the discrimination, harassment, or retaliation; and any other action considered necessary to ensure that this or similar conduct does not happen again.

**Appeal:** A finding may be appealed in writing to the vice president of CDE by either party within 10 working days of receipt of CDE's determination. A party may appeal a decision based on discovery of new evidence previously unavailable or a significant irregularity in the procedural process that could affect the outcome of finding. The appellant should be as specific as possible in setting out a basis for appeal; general dissatisfaction with the decision will not be sufficient. The determination on the appeal from the CDE office is final.

At any time prior to filing a charge, or while a complaint proceeding is in progress, a complainant holds the right to file a complaint with the appropriate external agencies.

## RESOURCES FOR FILING EXTERNAL APPEALS OR COMPLAINTS

**Office for Civil Rights (OCR) Discrimination Complaint Form:**
**wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm**

**The OCR National Headquarters is located at**
U.S. Department of Education
Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100

Phone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-833
Email: **OCR@ed.gov**

**The OCR office for Virginia is located at**
Washington, D.C. (Metro)
Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1475

Phone: 202-453-6020
Fax: 202-453-6021; TDD: 800-877-8339
Email: **OCR.DC@ed.gov**

**U.S. Equal Employment Opportunity Commission:**
The Richmond office's hours of operation are 8:30 a.m. to 5 p.m., Monday through Friday. If you have an employment discrimination question or if you wish to file a charge, please call the EEOC National Contact Center toll-free at 1-800-669-4000 or 1-800-669-6820 (TTY). You may also write the office at 400 N. Eight Street, Suite 350, Richmond, VA 23219.
**www.eeoc.gov/field/richmond/charge.cfm**

## TIMELINE FOR INVESTIGATION PROCESS

Compliance, Diversity, and Ethics (CDE) will complete its investigations as expeditiously as possible. The investigation shall normally be completed within 45 working days from the filing of a formal complaint, including notification of the parties of the outcome of the investigation. In extraordinary circumstances, CDE reserves the right to extend this time to a reasonable period. All parties will be notified if such an extension is necessary. Many factors can interfere with an investigative fact-finder's commitment to complete a determination promptly, including unavailability of witnesses or the complexity of the issues involved.

CDE will maintain contact with the complainant and respondent throughout the course of the investigation to keep them up to date on the process.

## CONFIDENTIALITY AND RETALIATION

Compliance, Diversity, and Ethics takes any allegation of discrimination, harassment, and/or retaliation seriously and is committed to protecting the integrity of the investigation process including confidentiality and the due process rights of all individuals. Note that all those involved (the respondent, the complainant, and the witnesses) have privacy interests. Therefore, outside the scope of the investigation, all parties are cautioned not to publicize or divulge the nature of the proceedings, or the identity of those involved. Additionally, university policy strictly prohibits any form of retaliation, and if this provision is not adhered to, an additional investigation may ensue separate and distinct from the original investigation.

## RIGHT TO ADVISOR

The complainant and respondent each have the right to bring an advisor to the investigative meeting. If either party chooses to exercise this option, he or she shall submit the name of the advisor in writing to Compliance, Diversity, and Ethics (CDE) at least 72 hours prior to the meeting. If either the complainant or respondent's advisor is a person degreed or qualified in law, CDE must be notified.

## POTENTIAL SANCTIONS FOR POLICY VIOLATIONS

1. Formal or informal counseling discussions documented in a written memorandum;
2. Issuance of written notices;
3. Suspensions;
4. Demotions;
5. Transfers;
6. Disciplinary salary actions;
7. Terminations;
8. Pre-disciplinary leave with pay;
9. Mandated training; and/or
10. Reassignments.

## MASON EMPLOYEE SEXUAL MISCONDUCT RESOLUTION PROCESS AT MASON KOREA

The aforementioned information regarding Mason's Employee Sexual Misconduct Resolution Process is applicable to all Mason Employees at Mason Korea. The Offices of Compliance, Diversity, and Ethics and Employee Relations will, in partnership with Mason Korea leadership, facilitate the resolution process via appropriate electronic means, and on-site presence as needed.

*The Environmental Health and Safety Office conducts a mock dorm room controlled burn training with the City of Fairfax Fire Department.*

# 2017 Annual Fire Safety Report

## A Distributed University

Mason is a distributed university, with campuses and locations strategically placed to serve the needs of Virginia and the region. Each site is known for its distinctive academic focus, which plays a critical role in the economy of its area. **Information contained in this report covers the four George Mason University's separate campuses with On-Campus Student Housing Facilities,** including Fairfax Campus, Science and Technology Campus, the Smithsonian-Mason School of Conservation, and Mason Korea.

The Higher Education Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for Mason.

### DEFINITIONS

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

#### On-Campus Student Housing

A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

#### Fire

Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

# Fire Incident Reporting

Students, faculty, and staff are instructed to call 9-1-1 to report a fire emergency. Nonemergency notifications (e.g., evidence that something burned) are made to Mason Police at 703-993-2810. For students living in on-campus housing at Mason Korea, call 1-1-9.

# Student Housing Fire Statistics/ Description of On-Campus Student Housing Fire Safety Systems

**2014/2015/2016 FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES**

| DATE | LOCATION | ADDRESS | CAUSE | DAMAGE AMOUNT | INJURIES | DEATHS |
|---|---|---|---|---|---|---|
| 1/14/14 | Liberty Square Fairfax | Presidents Park Dr. | Unintentional—Cooking | $287.84 | 0 | 0 |
| 2/10/14 | Student Apt. 9 Fairfax | Aquia Creek Ln. | Unintentional—Cooking | $42.82 | 0 | 0 |
| 9/9/14 | Potomac Heights Fairfax | York River Rd. | Undetermined | $0-99 | 0 | 0 |
| 10/18/14 | Townhouse C Fairfax | Chain Bridge Rd. | Unintentional—Open Flame | $0-99 | 0 | 0 |
| 1/28/2015 | Dominion Hall Fairfax | Rivanna River Way | Intentional | $0-99 | 0 | 0 |
| 11/18/2015 | Student Apt. 2 Fairfax | Aquia Creek Ln. | Undetermined | $0-99 | 0 | 0 |
| 12/6/2015 | Eastern Shore Fairfax | Patriot Circle | Unintentional—Cooking | $0-99 | 0 | 0 |
| 7/8/16 | Student Apt. 5 Fairfax | Aquia Creek Ln. | Unintentional—Maintenance | $0-99 | 0 | 0 |
| 12/27/16 | Townhouse C Fairfax | Chain Bridge Rd. | Unintentional—Cooking | $0-99 | 0 | 0 |

## DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEMS

| Building | Area/Campus | Total Fires | | | Fire Extinguishers | Smoke Detectors | Manual Pull Stations | Fire Suppression | Central Fire Alarm System | # Fire Drills[1] |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 2014 | 2015 | 2016 | | | | | | |
| Rogers Hall | Aquia/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Whitetop Hall | Aquia/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Student Apt. 1 | Aquia/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Student Apt. 2 | Aquia/Fairfax | 0 | 1 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Student Apt. 3 | Aquia/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Student Apt. 4 | Aquia/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Student Apt. 5 | Aquia/Fairfax | 0 | 0 | 1 | Yes | Yes | Yes | Yes | Yes | 12 |
| Student Apt. 6 | Aquia/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Student Apt. 7 | Aquia/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Student Apt. 8 | Aquia/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Student Apt. 9 | Aquia/Fairfax | 1 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Townhouse A | Aquia/Fairfax | 0 | 0 | 0 | Yes | Yes | No | No | No | 12 |
| Townhouse B | Aquia/Fairfax | 0 | 0 | 0 | Yes | Yes | No | No | No | 12 |
| Townhouse C | Aquia/Fairfax | 1 | 0 | 1 | Yes | Yes | No | No | No | 12 |
| Amherst | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Blue Ridge | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Brunswick | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Carroll | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Commonwealth | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Dickenson | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Dominion | Rappahannock/Fairfax | 0 | 1 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Eastern Shore | Rappahannock/Fairfax | 0 | 1 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Essex | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Franklin | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Grayson | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Hampton Roads | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Hanover | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Northern Neck | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Piedmont | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Sandbridge | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |

1 The "# Fire Drills" category includes the total number of fire drills for 2014, 2015, and 2016 are combined.

*continued on next page*

## DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEMS

| Building | Area/Campus | Total Fires | | | Fire Extinguishers | Smoke Detectors | Manual Pull Stations | Fire Suppression | Central Fire Alarm System | # Fire Drills[1] |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 2014 | 2015 | 2016 | | | | | | |
| Tidewater | Rappahannock/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Adams | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Eisenhower | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Harrison | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Jackson | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Jefferson | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Kennedy | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Liberty Square | Shenandoah/Fairfax | 1 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Lincoln | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Madison | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Monroe | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Potomac Heights | Shenandoah/Fairfax | 1 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Roosevelt | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Truman | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Washington | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Wilson | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Mason Global Center | Shenandoah/Fairfax | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Beacon Hall | Manassas, VA/ Science and Tech Campus | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Residential Facility | Front Royal, VA/ Smithsonian-Mason | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 12 |
| Building A | Mason Korea | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 6 |
| Building B | Mason Korea | 0 | 0 | 0 | Yes | Yes | Yes | Yes | Yes | 6 |

1 The "# Fire Drills" category includes the total number of fire drills for 2014, 2015, and 2016 are combined.

# Residential Fire Safety Tips

Living in a residence hall is commonly associated with new responsibilities, including keeping your residence hall space safe. A few tips to keep your space fire safe:

- Locate your residence hall's evacuation plans. Learn them and evacuate the building every time the fire alarm goes off.
- Familiarize yourself with the *Residential Student Handbook* to know what items are permitted and what items are prohibited.
- If you discover a fire or smell smoke, activate the building fire alarm by pulling the nearest manual pull station.
- Check your room door before opening by using the back of your hand. If the handle is hot, do not open the door.
- Check for smoke and fire outside your window. If safe to do so, open your window and hang a sheet outside to alert emergency response personnel to your location.
- If your clothes catch on fire, STOP, DROP, and ROLL wherever you are. Cover your face and roll from side to side until the flames are out.
- If you have a disability (permanent or temporary) that could impede your ability to evacuate, make sure to speak with your resident advisor and resident director about alternative arrangements for evacuating. Emergency response personnel are notified of students who have self-identified as having a disability that would impede their ability to evacuate.

## COOKING SAFETY

- Read and follow food product preparation instructions prior to beginning to cook, (e.g., microwave popcorn or microwave macaroni and cheese).
- Never leave oven, stove, or microwave unattended while in use.
- Clean appliances and cookware frequently to prevent the buildup of grease and grease byproducts.
- Turn on overhead exhaust fan prior to cooking to reduce the potential for smoke.
- Prepare food to designated safe temperatures prior to eating. See the following chart for types of food and appropriate temperatures. Visit **www.foodsafety.gov** for more information.

### DECORATING YOUR SPACE

Residents are encouraged to personalize their living space. Follow these guidelines to ensure the safety of all residents:

- All electrical devices must be Underwriters Laboratory-approved.
- Decoration of doors, windows, and common areas must be done in a manner that does not create a fire hazard.
- No more than 20 percent of the side of a door facing the main corridor may be covered at any time. No more than 20 percent of a single wall may be covered or decorated at any time.
- Do not hang materials from ceiling or life safety equipment, especially sprinkler heads.
- All curtains must be fire resistant. It is recommended that residents purchase curtains that have been marked by the manufacturer as certified fire-resistant by the National Fire Protection Association (NFPA 701). If residents choose to use curtains that have not been treated by the manufacturer, residents may purchase fire retardant independently or contact their resident director to arrange their curtains to receive a fire-retardant treatment. Residents are responsible for documenting the time of treatment and the product used, and may be expected to present such information during a health and safety or state fire marshal inspection.

## Residential Fire Safety Policies and Procedures

### ELECTRICAL APPLIANCES

Many electrical appliances are permitted; however, because of the nature of residence halls, some electrical appliances and other items are not permitted because of their associated fire hazard. For an up-to-date listing of which appliances are permitted and which items are prohibited, please visit **housing.gmu.edu** and click on "Resources," then "Policies" and then "Residential Student Handbook."

Sample Permitted Appliances

- multiple-outlet adapters with built-in circuit breakers that are UL listed
- microwaves not exceeding 0.6 cubic feet and 900 watts

- refrigerators no larger than 3 cubic feet and using no more than 1.5 amps

## PROHIBITED OPEN FLAMES

- Open flames are strictly prohibited unless associated with a university supplied grill or as approved by the Environmental Health and Safety Office.
- Students may not, under any circumstances, attempt to ignite material to create a fire or facilitate the growth of an existing fire on campus. Such incidents will be investigated as arson and the responsible individual(s) will be subject to strict disciplinary action by the university as well as criminal prosecution.
- On-campus housing neighborhoods have permanently installed grills. Only charcoal that does not contain a pre-applied lighter fluid (such as Matchlight or similar products) is permitted.
- Lighter fluid, fire logs, fire starter logs, wood, sticks, etc. are also not permitted. For more information on the appropriate use of these grills, please contact the neighborhood desk or a residence life staff member.

## OTHER PROHIBITED ITEMS

- Living spaces that do not have a kitchen are prohibited from containing cooking appliances with open heating elements. These include George Foreman grills, toasters, hot plates, and coffee pots (excluding sealed units such as Keurigs).
- Drug-related paraphernalia (e.g., bong, pipe, hookah)
- Firearms, fireworks, explosives, weapons
- Fuels or other highly combustible items
- Beer pong tables, funnels and tubing, common source containers (e.g., kegs), and other alcohol paraphernalia
- Incense, candles, oil-lamps—lit or unlit
- Barbecue grills (including charcoal and lighter fluid)
- Cinder blocks
- Electrical appliances with an exposed heating element
- Resident-owned air conditioners
- Cut trees (live trees potted appropriately are permitted)
- Extension cords, multiple plugs, multiple plug converters

- Plug-in air fresheners with or without an additional plug adaptor
- Pets, except fish in a 10-gallon (or less) tank
- Halogen lamps, black lights, and octopus/spider lamps
- Outside antennas and satellite dishes
- Water propelling devices, including squirt guns
- Waterbeds
- Unauthorized inflatable pools and slip 'n slides
- Wall-mounted televisions
- NERF and NERF-style guns and projectiles
- Airsoft guns and BB guns
- Non-fire retardant curtains (window or room dividers)
- Non-university supplied lofts

These and other items may be prohibited at the discretion of the Office of Housing and Residence Life, the Environmental Health and Safety Office, and the Virginia State Fire Marshal's Office.

### MISUSE OF LIFE SAFETY EQUIPMENT

Tampering or removal of a fire extinguisher, fire alarm annunciator, smoke detector, or any other life safety equipment is strictly prohibited. The misuse of life safety equipment is a criminal offense and may be subject to prosecution in addition to disciplinary action imposed by the university.

## Inspections

### VIRGINIA STATE FIRE MARSHAL INSPECTIONS

The Virginia State Fire Marshal's Office conducts annual inspections, during which all residences are subject to inspection. Violations found during the State Fire Marshal's inspection must be corrected within 30 days and are subject to re-inspection. If not corrected, students may be subject to fines, judicial procedures, eviction from the halls, and/or criminal prosecution.

### HEALTH AND SAFETY INSPECTIONS

Staff members from University Life Safety and Emergency Management conduct health and safety inspections each semester. The inspections identify violations of university and housing regulations as documented in the *Residential Student Handbook*.

### INSPECTION PROCESS

Residents may be notified at least 24 hours in advance of inspections occurring. Upon notification, a team of two staff members will enter the occupied spaces to conduct a cursory inspection and document violations. Residents are not required to be present for the inspection. A notice of inspection will be posted for the space upon completion of the inspection and residents will be expected to resolve the violation promptly. Spaces found to be in violation are subject to re-inspection and confiscation of items.

## Emergency Evacuations

The following procedures should be followed when a building must be evacuated:

- If you become aware of a dangerous situation that warrants an evacuation, activate the fire alarm by using a manual pull station. If you are unable to activate the fire alarm, notify the building occupants of the dangerous situation and contact the university police immediately.
- Notify university police by dialing 9-1-1 and report the situation and associated details, if known. (For Mason Korea, dial 1-1-9.)
- Do not use elevators during a fire or evacuation.
- Assist individuals with special needs and those unfamiliar with evacuation procedures.
- Exit the building by way of the nearest exit.
- Assemble at the designated assembly area and await further instruction from emergency response personnel.
- Report missing persons to emergency response personnel.
- Do not re-enter the building until authorized to do so by university police or emergency response personnel.

Information identifying the location of designated assembly areas for each building is provided on fire evacuation signage posted throughout university buildings or available upon request from the Environmental Health and Safety Office.

## DESIGNATED ASSEMBLY AREAS

Designated assembly areas have been identified for all university buildings. Designated assembly areas are to be utilized when a building has been evacuated. These designated areas are a safe distance from the building, and keep building occupants safe while allowing emergency response personnel to access the building. In the event that a designated assembly area is inaccessible or inappropriate for the current situation, the following guidelines should be taken into consideration when choosing a more appropriate place. The assembly area should be:

- at least 50 feet away from the building
- upwind from the building to avoid any possible smoke/fume inhalation
- sheltered, if possible, to protect against the elements
- away from fire lanes or other areas that must remain unobstructed to allow emergency response personnel and vehicles access to the building

## INDIVIDUALS WITH A DISABILITY

Persons with a disability may have difficulty evacuating a building without assistance. Individuals who have a mobility impairment and are unable to exit the building should proceed to an Area of Assistance, or remain in their room, to await aid from emergency response personnel. Persons with a disability should attempt to coordinate with an evacuation assistant to receive the proper assistance necessary to remain safe. If they don't have an evacuation assistant with them, they should attempt to make contact with emergency response personnel and relay to them what their location is any other pertinent information. A list of rooms occupied by residents with disabilities or mobility challenges is provided to University Life Safety and Emergency Management and is coordinated with local emergency services for the sole purpose of notifying university police and fire and rescue personnel.

## EVACUATION PLANS

Evacuation Plans are maps that designate primary and alternate routes of evacuation and assembly areas. Evacuation Plans designate the location of automatic external defibrillators (AEDs), if available, fire extinguishers, and fire alarm

pull stations. Evacuation Plans are posted throughout all buildings on campus regardless of use or occupancy classification. Evacuation Plans are reviewed and updated as buildings are renovated by EHS-Fire Safety. EHS provides an *Emergency Evacuation Guide* that outlines building evacuation procedures to assist individuals and units in identifying appropriate designated assembly areas, areas of assistance, procedures for accounting for occupants, and guidelines for people who have mobility impairments. *The Emergency Preparedness Guide* is available on the EHS website at **ehs.gmu.edu**.

# Fire Drills in Residence Halls

1. The Virginia Statewide Fire Prevention Code requires four fire drills per year. One of these drills must take place at least 10 days after the fall semester begins. One of these drills must take place before sunrise and one after sunset. Per Virginia code, the exact time of drills may not be announced.
2. The director, University Life Safety and Emergency Management, is responsible for creating a schedule for testing that includes input from building occupants. The time and date of the drill is negotiated with the building contact.
3. All drills are scheduled at a time with consideration of the burden on the occupants of the building and disruptions to university operations.
4. Emergency evacuation drills are initiated by activating the fire alarm system. Fire alarm systems are provided in each building where drills are required.
5. Records of all evacuations are maintained by EHS-Fire Safety.
6. After all occupants have exited the building, personnel staff silences the alarm and resets the fire alarm control panel.
7. Once the fire system has been reset, personnel staff announces the completion of the drill and allows occupants to return to the building. No one shall re-enter the premises until authorized to do so by the director of University Life Safety and Emergency Management or his/her designee.
8. Personnel contacts Mason Police and advises them that the drill has been completed. All subsequent alarms will be treated as an active fire alarm and the local fire department will be notified.

9. Personnel completes the Emergency Evacuation/Fire Drill Record.
10. George Mason University Korea: Mason Korea and Songdo Global University Foundation follow protocols consistent with Mason's Environmental Health and Safety Programs for fire safety standards including fire drill frequency and facility design/attributes (e.g., sprinkler systems, alarms, etc.) for spaces used by Mason students and employees.

# Programs and Training

Each year, all housing professional staff and student staff receive fire and life safety training including, but not limited to, the following topics:

- fire extinguishers
- emergency evacuation
- health and safety inspections
- scene safety
- campus violence
- statewide earthquake and tornado drills

In October, to commemorate National Campus Fire Prevention Month, University Life, Housing and Residence Life, and EHS host a Life Safety Fair to educate students, faculty, and staff on the importance of safety. Throughout the course of the year, a variety of fire and life safety education opportunities are presented to the entire Mason community.

# Plans for Future Improvements in Fire Safety

Mason continues to monitor trends related to residence hall fire incidents and alarms to provide a fire-safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff.

For more information about public safety and emergency preparedness at Mason, please visit **ready.gmu.edu** or **police.gmu.edu**.

PRIVACY STATEMENT: Compliance with the Annual Security and Fire Safety Report provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act (FERPA) of 1974.

## Questions or concerns about this report?

Contact the Clery Compliance Coordinator
at cleryact@gmu.edu or 703-993-5497.

## Campus Security Authority (CSA)

### Definition:

- Mason has designated all university faculty, staff, contractors, and students with significant responsibility for student activities (e.g., Resident Assistants) as "Campus Security Authorities" (CSAs). See University Policy #1412.
- CSAs have a legal obligation to notify Mason Police of any Clery Act crimes they conclude were made to them in good faith, meaning there is reasonable basis for believing the information is not rumor or hearsay.
- At the request of the victim(s), identifying information may be excluded from the report (e.g., names, initials, contact information, etc.).
- See University Policy #1412 Reporting of Clery Act Crimes and/or Prohibited Sexual Conduct at universitypolicy.gmu.edu/policies

### Exemptions:

1. Counseling and Psychological Services (CAPS)
2. Pastoral counselors (if associated with and recognized by a religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor)

### Procedures:

- The first CSA who becomes aware of any crime, including a Clery Act crime, is responsible for notifying Mason Police. If Mason Police is already aware of the incident, CSAs are not required to report. However, when in doubt, report.
- Clery Act crimes are those that occur on or near property that Mason owns or controls. A list of definitions is available at police.gmu.edu/clery-act-reporting/clery-crime-definitions.
- CSAs are encouraged to report all Clery Act crimes as soon as possible to Mason Police using at least one of the following options:
  1. Calling Mason Police directly at 703-993-2810
  2. Completing the CSA Crime Statistics Reporting Form available at police.gmu.edu/clery-act-reporting/csa-form
  3. Emailing Mason's Clery Compliance Coordinator at cleryact@gmu.edu
     - When interacting with a person reporting a crime, CSAs should gather enough information that would provide sufficient detail to properly classify the incident.
     - CSAs are not responsible for determining authoritatively whether a crime took place, and they should not try to apprehend alleged suspects of crimes.

## Responsible Employee (RE)

### Definition:

- A "Responsible Employee" is any university employee who is not a Confidential Employee. This also excludes any employee with day-to-day duties that are not controlled by George Mason University. See University Policy #1412.
- A Responsible Employee is required to report to Mason's Title IX Coordinator all relevant details (obtained directly or indirectly) about an incident of prohibited conduct of a sexual nature that involves any student or employee.
- Student-employees are considered Responsible Employees when disclosures are made to them in their capacities as employees.
- See University Policy #1412 Reporting of Clery Act Crimes and/or Prohibited Sexual Conduct at universitypolicy.gmu.edu/policies/reporting-ofcleryact-crimes-andor-prohibited-sexual-conduct

### Exemptions:

1. Student Support and Advocacy Center (SSAC)
2. Counseling and Psychological Services (CAPS)
3. Student Health Services
4. George Mason University Korea Health Center
5. Contracted employees and vendors

### Procedures:

- Responsible Employees must promptly report to Mason's Title IX Coordinator all relevant details about an incident of sexual misconduct, sexual harassment, or gender discrimination that involves any student or employee by using at least one of the following options:

1. Calling Compliance, Diversity, and Ethics at 703-993-8730
2. Completing an intake form at diversity.gmu.edu/iintake-form
3. Emailing Mason's Title IX Coordinator at cde@gmu.edu

- Responsible Employees interacting with a person disclosing an incident of prohibited conduct of a sexual nature should explain their obligation to provide Mason's Title IX Coordinator with all relevant details about the incident, offer available support resources, and provide assurance that only people who need to know will be told about the incident.

### On-Campus Confidential Resources for Support:

Student Support and Advocacy Center (SSAC) ....703-993-3686

Counseling and Psychological Services (CAPS) ....703-993-2380

Student Health Services .....703-993-2831

George Mason University Korea
Health Center ..... +82-36-620-0553

**In an emergency, immediately call 9-1-1 for assistance (for Mason Korea, call 1-1-9).**

## Love Your Stuff?

# Keep it Secure!

**Between 2011 and 2016, valuables totaling more than $1.1 million were stolen from Mason.**

**85 percent of reported thefts at Mason are preventable.**

**Never leave valuables unattended or unsecured for any length of time.**

**Report all suspicious activity to Mason Police at 703-993-2810.**

Follow Mason Police on Facebook at facebook.com/gmupolice.

**Arlington Campus** | 3301 N. Fairfax Drive, Arlington, Virginia 22201
**Fairfax Campus** | 4400 University Drive, Fairfax, Virginia 22030
**Science and Technology Campus** | 10900 University Boulevard, Manassas, Virginia 20110
**Mason in Loudoun** | 21335 Signal Hill Plaza, Suite 130, Sterling, Virginia 20166
**Smithsonian-Mason School of Conservation** | 1500 Remount Road, Front Royal, Virginia 22630
**George Mason University Korea** | 119 Songdo Munhwa-so, Yeonsu-gu, Incheon, Korea 406-840