2015

Annual Security Report
and Annual Fire Safety Report

DENVER, COLORADO
This brochure is intended to provide you — the students, faculty and staff of Johnson & Wales University — with information and statistics on crime, crime prevention, fire incidents and fire safety on campus. The brochure describes how the campus security system works and how you can access this system in an emergency. It covers safety and security in student housing and academic and administrative buildings, the university’s policies on alcohol and drugs, and substance abuse prevention and education programs currently in place.

Working through Campus Safety & Security, the university makes every effort to prevent crime on campus. However, Johnson & Wales also recognizes the crucial role that individuals must play in protecting themselves and others from harm. The university encourages all students, faculty and staff to use the personal safety tips provided by Campus Safety & Security and to report immediately all crimes, suspicious activities or emergencies occurring on or off campus to Campus Safety & Security or to local police.
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CAMPUS SAFETY & SECURITY

All Campus Safety and Security personnel are licensed through the City and County of Denver. Safety & security officers respond to calls 24 hours a day and 7 days a week. They routinely patrol campus areas in vehicles or on foot and aid local police by responding to problems on town and city streets whenever Johnson & Wales students are involved. In addition, our campus crime prevention officers have developed relationships with local community police officers.

All campus security personnel attend mandatory in-service training to keep up to date on regulations and to improve their skills, and all are trained in first aid/CPR. Campus Safety & Security has developed highly cooperative relationships with state and local police departments to help ensure prompt and efficient action in apprehending alleged criminals and preventing crime. Denver Police has agreed to notify Campus Safety & Security when police investigate a crime involving a student or when a third party calls the police to campus. Campus Safety & Security also actively participates in local emergency planning efforts toward disaster preparedness.

The university does not have written agreements with local law enforcement agencies: for the investigation of alleged criminal offenses. Campus security officers do not carry firearms and have no arrest powers. Campus security officers enforce university policies and procedures including the Student Code of Conduct on university premises.

The university does not have any officially recognized student organizations with off campus locations.
REPORTING A CRIME OR OTHER EMERGENCY

The university adheres to the following policy regarding the reporting of crime:

Johnson & Wales University strongly encourages the prompt and accurate reporting of all criminal or suspicious activities occurring on or near campus. A student or employee who has witnessed any suspicious or apparent criminal action should immediately contact Campus Safety & Security at 303-256-9500 (24-hour assistance) or local police at 911 or 720-913-2000 especially when the victim is unable to make such a report. Each employee or student designated as a campus security authority has been instructed to report all criminal or suspicious activity occurring on or near campus to safety & security or local police.

Reports of criminal actions or other emergencies occurring on or near campus or in any building or property owned or controlled by the university or recognized student organization, should be made to any safety officer either in person, by picking up a blue campus emergency phone or by dialing 303-256-9500 from any other phone. Criminal actions and other emergencies can also be reported to the local police or fire department by dialing 911 or 8-911 from a university phone.

The Campus Safety & Security front desk and dispatch center are located in Legacy Hall which is on the main level of the Academic Center Building, room 050 at 1900 Olive Street, Denver, Colo., 80220. It is staffed 24 hours a day, 7 days a week.

Campus Safety & Security personnel will immediately evaluate each report and take appropriate actions, such as calling an emergency medical team or reporting the matter to local police. Campus Safety & Security will also respond to the scene. When an officer arrives, a preliminary investigation will be completed, and further action will be coordinated with the Denver Police Department, if appropriate. In all cases, an incident report will be completed. Additional investigation may be conducted as necessary. If a student is identified as a suspect, the report will be forwarded to appropriate university officials for Student Conduct Review and possible disciplinary action.

Information signed or anonymous on any criminal or safety issue can be mailed to Campus Safety & Security at the address listed on Page 1. Reports can also be made using the Silent Witness form on the Campus Safety & Security website at www.jwu.edu/denver/safety. The university can not guarantee confidentiality in all cases. Statistics related to confidential and/or anonymous reports of crime that occur in the Clery reportable jurisdiction will be included in the Annual Security Report.

Johnson & Wales University is not required to include crimes reported only to a pastoral or professional counselor in the crime statistics published in this report. Students who seek personal counseling on campus are advised that if they disclose information that the university counselor considers to be a current threat to others, the counselor may release the information to appropriate authorities including university administration, Campus Safety & Security, the local police, or the student’s parents or guardians. Students are also advised that the university will release information when required by law.

In order to keep the campus community informed on an ongoing basis, the university will alert the community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. An alert will be issued and posted for all Clery Act crimes that are reported to campus security authorities, or are reported to Campus Safety & Security by local police agencies, and are considered by the university to represent a serious or continuing threat to students and employees.

These alerts will be posted on the Campus Safety & Security’s website at www.jwu.edu/denver/safety. Links to all crime alerts are located in the Crime and Community Alerts section of the jwuLink Web portal. Additionally, alerts are also posted on designated safety & security posting locations throughout campus. Crime alerts will also be emailed to the campus community. Crime Alerts can also be found under Crime & Community at www.jwu.edu/alerts/find-alerts/denver/.

The alert will include the following content: nature and description of the incident,
location, date and time of the incident, suspect/vehicle descriptions (if applicable) and a relative crime prevention tip. Crime alerts will withhold the names of the victims as confidential.

These postings inform community members of the nature of the critical incident, the manner in which to report similar incidents, and, in addition, provide prevention tips to avoid being victimized. Campus Safety & Security also maintains a written Daily Crime Log listing the nature, date, time and general location of each crime and the disposition of criminal complaints and incidents, if known. The Daily Crime Log is available for review upon request.

SECURITY OF CAMPUS FACILITIES

Residence Halls: To protect students, staff and guests, Campus Safety & Security officers patrol the perimeters of residence halls 24 hours a day on foot, bicycle and in marked vehicles. Additional patrols are assigned to problem areas as needed. Residents access the residence halls with student ID card readers. Students will only be given access to the residence hall they are assigned. Residents are authorized to offer entrance to their guests only. Knowingly offering entrance to or aiding entrance of a non-resident is a serious violation of university policy. In addition, students are obligated to make all reasonable attempts to address violations of residence hall safety including reporting violations to Campus Safety & Security at 303-256-9500.

To further control access to residence halls, all halls have exit door alarms, closed circuit television cameras/monitors and electronic card access door locks.

During school breaks and vacations, Campus Safety & Security officers continue to patrol and check residence halls.

Administrative and Academic Facilities: Card readers have been installed on all academic building entrances allowing Campus Safety & Security to secure buildings and still allow students and staff access. Campus Safety & Security administers the access control system that performs the unlock and secure functions. Closed circuit security cameras have been installed at all building entrances and in all parking lots. Cameras will be used for investigative purposes and may not be monitored at all times.

Timely Maintenance for Security: Any maintenance problem affecting a residence hall, administration or classroom building receives a work order, prioritized for safety issues.

KEEPING THE UNIVERSITY COMMUNITY INFORMED

A major goal of the university is to keep students, faculty and staff informed about campus security procedures and to encourage them to act responsibly to ensure their own safety and the safety of others. Incoming freshmen students are instructed on how to report a crime or emergency, on the functions of Campus Safety & Security, and on the consequences of possessing drugs, alcohol or other contraband on and off campus. In addition, annual faculty and staff training is provided as requested. Periodic information is distributed to all community members in newsletters and other sources or at meetings and other events in the form of electronic or hard copy flyers and campus or class announcements. Information will also be displayed in public places. The Denver Campus Safety & Security department makes available a safety services brochure that provides information on contacting CS&S and other local emergency services, discusses crime prevention programs, and provides tips on awareness and crime prevention.

Emergency Notification System to Enhance Emergency Preparedness. The safety of students, faculty and staff is a constant priority at Johnson & Wales University (JWU). The ability to quickly provide notice, accurate information and instructions with minimum delay during a situation is crucial. To accomplish this JWU has selected Blackboard Connect, a multi-modal communication service that allows JWU campus leaders and security personnel to deliver time-sensitive voice mail notifications and SMS text messages to our students,
faculty and staff during unforeseen events or emergencies.

This system complements our existing campus emergency response plans, which are continuously updated to be responsive to both man-made and natural disasters. University and campus leaders have integrated our computer systems with the system. The system is only used during emergencies (and for related tests.)

**Missing Student Policy:** Any person who believes a JWU student is missing should immediately report the situation to Campus Safety & Security or to any member of the JWU residential life staff.

In the event another university office or employee other than a member of Campus Safety & Security receives a report of a missing student, that person shall immediately notify Campus Safety & Security of the report received.

Upon receipt of a missing student notification, Campus Safety & Security will make a determination of when to implement missing student procedures based on whether there are unusual or suspicious circumstances surrounding the student's absence and/or whether the student has been absent from campus without explanation for more than 24 hours.

**Official Notification Procedures:** Campus Safety & Security together with other authorized JWU officials will, after the student has been missing for 24 hours or sooner if they deem it advisable to do so based upon the circumstances presented, initiate official notification procedures according to the Missing Student Response Policy then in place. If no such policy is in place, Campus Safety and Security shall notify local police and/or other local law enforcement and shall also contact the following in the order they deem advisable:

- The missing student’s “confidential contact,” if any (see below for information on registering a “confidential contact”)
- The parent(s) or legal guardian as well as any other designated contact person of any missing unemancipated student or student under the age of 18
- The regular emergency contact provided to Health Services by the student
- Once the student has been located, further notifications will not be made.

**Confidential Contact Option for Resident Students:** A confidential contact is someone in addition to the student’s regular emergency contact whom the student would like JWU to contact if the student is missing.

Only Campus Safety & Security and a limited number of other authorized JWU officials will have access to the identity of a student’s confidential contact in the event a student is missing. JWU will not disclose the identity of a confidential contact to anyone else (other than local law enforcement if needed for the investigation of the student’s disappearance).

Only students who live in a university residential building have the option of registering a confidential contact.

Confidential contacts may be registered by email from a student’s JWU-issued email address. Instructions for registering a confidential contact can be found at [www.jwu.edu/denver/safety](http://www.jwu.edu/denver/safety).

Any student who would like to receive assistance concerning the registration of his or her confidential contact information may contact Campus Safety & Security.

**Statement of Policy Regarding Emergency Response and Evacuation Procedures**

Johnson & Wales University has adopted a University Emergency Management Plan as a guide for emergency management and coordination of emergency operations. This Statement of Policy describes the following procedures to facilitate notification and evacuation responses in an emergency:

- The procedures to notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus and/or at a non-campus residential building.
- The process that JWU will use to confirm that there is a significant emergency and to determine whether to initiate the notification system, whom to notify, and the
• A list of the titles of the JWU employees responsible for carrying out the above process.
• Procedures for disseminating emergency information to the larger community.
• JWU’s procedures to test the emergency response and evacuation procedures; and
• Where to obtain JWU’s emergency response and evacuation procedures.

Notification Procedures in the Event of Significant Emergencies or Dangerous Situations Pursuant to the University Emergency Management Plan. JWU will, without delay, taking into account the safety of the community, immediately notify the appropriate campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on campus unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Each campus has implemented an emergency notification system, called Blackboard Connect that can send notices via voice messages and text messages to student cell or home numbers and employee cell or office phone numbers. This system is used in order for JWU to quickly provide notice and accurate information and instructions to the university community during an unforeseen event or emergency. In order for the university to communicate effectively and in a timely manner, including in emergency situations, all students are required to manage and update, via jwuLink, their permanent and on-campus/commuter addresses and telephone contact information (including cell phone numbers) so that they are current at all times (Go to the Registration & Grades tab > under Personal Information, select Update Addresses & Phones). Employees should visit the Help Desk website at [http://helpdesk.jwu.edu/facst_acctupdate.htm](http://helpdesk.jwu.edu/facst_acctupdate.htm) to update office phone numbers. To update home or cell phone numbers, employees should email connected.pvd@jwu.edu (Providence Campus), connected.mia@jwu.edu (North Miami Campus), connected.den@jwu.edu (Denver Campus) or connected.clt@jwu.edu (Charlotte Campus), as applicable. Other forms of communication may be used to relay emergency messages including, but not limited to, email, voice mail, and campus hotlines.

Process To Confirm that There Is a Significant Emergency and Initiate the Emergency Notification System. JWU will follow the following process to determine whether there is a significant emergency and whether to initiate the system, and if so, who to notify and the content of the notification. Upon discovery or report of a possible emergency, the situation will be assessed by the ranking Campus Safety & Security officer to determine:

• Type of crime if situation is a criminal incident.
• The hazards involved, including whether there is an immediate threat to the health or safety of students or employees occurring on campus.
• The magnitude of the problem.
• The resources threatened.
• Whether access to a particular area must be restricted to first responders from local/area emergency service providers or evacuation of a building is required.

The ranking Campus Safety & Security officer and the chair of the Emergency Management Planning Team will determine if it is appropriate to activate the University Emergency Management Plan and whether to make an emergency notification, who to notify, and the content of the notification. In addition, they will also determine whether a notification will, in their professional judgment or in consultation with appropriate police, fire, or other federal, state, and local emergency services personnel, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Follow-up notifications will continue as the situation progresses until the immediate threat is resolved.

Titles of JWU Employees Responsible for Carrying Out the Emergency Notification Process. The following JWU employees (or their designees) have primary responsibility for determining whether there is an emergency requiring a notification and/or
carrying out the notification process:
- The director of Campus Safety & Security.
- The emergency management director, Providence Campus
- The chief security officer
- The director of Facilities Management.
- The campus president.
- The campus vice president.
- Dean of students.
- The director of public relations.

**Procedures for Disseminating Emergency Information to the Larger Community.**
JWU will liaise with local, state, and federal emergency services personnel and with regulatory agencies, as applicable, during an emergency.

**Procedures to Test Emergency Response and Evacuation Procedures.** JWU will test its emergency response and evacuation procedures on at least an annual basis, through regularly scheduled drills, exercises and appropriate follow-through activities designed for the assessment and evaluation of emergency plans and capabilities, including by publicizing its procedures in conjunction with at least one test per calendar year and documenting a description of each test as well as the date and time of the test and whether it was announced or unannounced. JWU will conduct drills to assess its emergency plans and procedures, to determine the readiness of emergency responders for resolving questions of coordination and clarifying roles and responsibilities, and to promote awareness of potential hazards. Whenever feasible, observers from outside agencies will be present throughout the drill to analyze and evaluate each component of the response and to make recommendations as needed.

Tabletop exercises will be conducted periodically with various response team members as a technique for evaluating specific aspects of the Emergency Response Plan. These exercises will be developed and coordinated by the campus Crisis Management Team and will seek to include external community members and government emergency service providers.

**Where to Obtain Emergency Response and Evacuation Procedures.** Students and employees may access the University Emergency Management Plan and procedures for their campus on public folders under all public folders>_emergency procedures>jwu emergency plan and procedures. We urge you to familiarize yourself with the emergency and evacuation procedures for your campus.

See the emergency quick reference procedures which are published at the end of the Annual Security Report.

**CAMPUS SEX CRIMES PREVENTION ACT (CSCPA)**

The CSCPA provisions appear in section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) and subsection (j) of the Wetterling Act [42 U.S.C. 14071(j)]. As provided in subsection (j), any person required to register under a state sex offender registration program must notify the state concerning each institution of higher education in the state at which the person is a student or works, and of each change in enrollment or employment status of the person at such an institution.

State procedures must also ensure that information concerning a registrant enrolled or working at an institution of higher education is promptly made available to a law enforcement agency having jurisdiction where the institution is located, and entered into the appropriate state records or data system.

In accordance with requirements of the CSCPA, information concerning registered sex offenders employed, enrolled as a student, or carrying on a vocation at this institution can be obtained, to the extent permitted by law, by contacting the Denver Police Department — Sex Offense Registration Unit (1331 Cherokee Street, Denver, CO 80204) at 720-913-6152 or 720-913-6154 or online at http://sor.state.co.us.
CRIME PREVENTION

Because Johnson & Wales believes crime prevention begins with awareness, the university takes every opportunity to heighten that awareness. A Crime Prevention initiative has been established within Campus Safety & Security to help students, faculty and staff understand the potential hazards of campus life. This is achieved through valuable safety training and tips provided to community members in different facets of personal safety and awareness. Crime prevention programs, which include the following list, are presented on a monthly basis in residence halls or other community gathering places.

Sexual Assault Education: In order to teach students how to prevent all types of sexual assault, including date rape, educational programs are held in each residence hall. These programs are sponsored by resident assistants and the Student Health & Counseling Center.

New student orientations cover topics such as crime prevention and victim awareness, safety and security on campus, sexual assault prevention and education, residence hall safety, and drug and alcohol awareness.

Project I.D. is a program which gives students the ability to record serial numbers and engrave initials on valuables or school related tools.

Safewalk program allows students and staff to call safety officers at any time of the day or night for an escort on campus.

Silent Witness: The Campus Safety & Security crime prevention initiative, “Silent Witness,” was implemented for the purpose of providing our students a means to convey safety and security concerns discreetly. We continue to emphasize the importance of direct reporting incidents to members of Campus Safety & Security because the chances for successful mitigation and non-reoccurrence are far greater. See www.jwu.edu/denver/safety for more information.

Blue Light Phones: Blue light emergency phones have been installed in strategic locations throughout the campus.

STUDENT SEXUAL ASSAULT AND RELATIONSHIP VIOLENCE POLICY — DENVER CAMPUS

Johnson & Wales University prohibits sexual assault and relationship violence, which may include dating violence, domestic violence, stalking and sexual exploitation. These offenses constitute violations of university policy, including the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy and the Student Code of Conduct. These offenses can also constitute violations of State and Federal Laws.

The university provides proceedings and resources for community members affected by sexual assault and relationship violence (see Getting Help), and offers programming designed to educate the community and prevent the occurrence of such offenses (see Education and Prevention).

Definitions

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

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

**Sexual assault** means any sexual act directed against another person, by force, threat of force, coercion or without consent, including instances where the person is incapable of giving consent. Sexual assault includes rape, fondling, incest and statutory rape.

**Fondling** means the touching (with a hand or any other part of the body) of another person’s clothed or unclothed sex organs, breasts, groin, buttocks or anus for the purpose of sexual arousal, sexual gratification or abuse, without consent of the person, including instances where the person is incapable of giving consent. Fondling also includes being forced to touch (with a hand or any other part of the body) another person’s clothed or unclothed sex organs, breasts, groin, buttocks or anus, without consent, including instances where the person is incapable of giving consent.

**Consent** means conduct that signifies through words or behaviors that the parties have indicated agreement to engage in sexual activity.

• Past consent does not imply future consent.
• Silence or absence of resistance, by itself, does not imply consent.
• Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
• Consent can be withdrawn at any time.
• Coercion, force or threat of force invalidates consent.

**Coercion** means express or implied threats of any harm that would place a reasonable individual in fear of immediate or future harm and that is employed to make someone engage in sexual activity.

**Force** means the actual use or threat of physical violence that is employed to make someone engage in sexual acts.

Incapable of giving consent means that because of the person’s age or because of the person’s temporary or permanent mental incapacity they cannot give intelligent, knowing and voluntary consent.

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

**Rape** means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without consent, including instances where the person is incapable of giving consent.

**Statutory rape** means sexual intercourse with a person who is under the statutory age of consent.

**Sexual exploitation** means taking sexual advantage of another individual’s nudity or sexuality without consent and includes

• causing, or attempting to cause, the incapacitation of another person in order to make that person vulnerable to sexual acts;
• recording or photographing of private sexual activity and/or an individual’s intimate parts (including genitalia, groin, breasts or buttocks);
• dissemination, streaming or posting of recordings, photos or other images of an individual's sexual acts and/or intimate parts (including genitalia, groin, breasts or buttocks);
• voyeurism (watching or taking pictures, videos or audio recordings of another person engaging in sexual acts);
• allowing third parties to observe private sexual acts;
• knowingly or recklessly exposing another person to a significant risk of sexually
transmitted infection or virus; and/or
• exposing one's genitals to another individual.

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

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

**Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

**Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

If there is reason to believe that Johnson & Wales University's rules prohibiting sexual assault and relationship violence have been violated, either on or off campus, the administration may pursue disciplinary action through the university's Conduct Review Process, Human Resources & Payroll, and/or through any other available proceedings.

In considering these offenses, the university will, if required by law, refer to the laws of Rhode Island, Florida, Colorado, North Carolina and/or Massachusetts.

See additional information:
• Education and Prevention (Page 9)
• Steps to Follow (Page 10)
• Getting Help (Page 13)
• Criminal and Disciplinary Action (Page 13)

**EDUCATION AND PREVENTION**

Johnson & Wales University takes a proactive stance to educate its community regarding issues of sexual assault and relationship violence, including retaliation, and methods of prevention.

Johnson & Wales University's education and prevention programming includes programs, initiatives, strategies and campaigns intended to address sexual assault, dating violence, domestic violence and stalking. These programs are both in-person and online. In addition, the programs are a mix of guest speakers, university staff members, externally-created programs and university-created programs.

For students, education about sexual assault and relationship violence awareness and prevention begins at new student orientation, where new students and their parents participate in sessions dedicated to illustrating Johnson & Wales University's stance against sexual assault and relationship violence. New student orientation staff members are trained to handle issues of sexual violence and relationship violence and participate in programming designed to help students understand university expectations and policy; the intersection between alcohol, sexual assault and relationship violence; and ways to reduce the risk of sexual assault, dating violence, domestic violence and stalking. As part of the education on risk reduction, programming explores options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and help individuals and communities address conditions that facilitate violence.

Students also learn about safe and effective forms of bystander intervention to prevent harm or intervene when there is a risk of sexual assault, dating violence, domestic violence or stalking. Bystander intervention means safe and positive options that may be carried out by an individual or individuals that proactively promote safe and respectful interactions before the precursors to harm are ever witnessed. 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. Examples of bystander intervention include

• walking someone home
• distracting the parties by engaging in conversation with them
• involving others, including the friends of the parties
• inviting one of the parties to go get a glass of water or redirect their attention
• calling Campus Safety & Security
• providing someone with information on university policies and resources, including providing them with a copy of this Sexual Assault and Relationship Violence Policy.

To promote a safe and engaged community, the university addresses bystander behavior by participating in Green Dot as a core component of its comprehensive violence prevention efforts. Each campus has Green Dot certified staff member(s). These individuals promote safe and effective bystander intervention through presentations and training. Each term, community members have the opportunity to participate in an eight-hour bystander intervention training program.

Prevention and education efforts continue throughout the year and are supported by multiple departments such as Student Involvement & Leadership (including student clubs and organizations and fraternities and sororities), Residential Life and Athletics. These efforts are targeted at awareness raising, self-defense, alcohol use, definition of consent, healthy sexuality and relationships, risk reduction and bystander behavior. The university provides education through its “Consent is….” campaign, which educates students about the university’s policies related to sexual assault; the definition of consent; the intersection between alcohol, sexual assault and relationship violence; where to obtain resources; and where to report violations. Literature addressing issues of sexual assault and relationship violence is available from multiple departments including Campus Safety & Security, Counseling Services, Health Services, Health Education, the Gender Equity Center, Student Involvement & Leadership, Athletics, Residential Life and the Title IX Coordinator.

Many of the educational programs and events offered to students are open to all community members, and employees have the opportunity to participate in a variety of educational programs. In addition, employees are offered programming on the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy, and the Sexual Assault and Relationship Violence Policy. These programs inform employees of the university’s stance against sexual assault and relationship violence and the university’s prohibition against retaliation.

For information regarding sexual assault and relationship violence awareness and prevention programming, contact the Title IX Coordinator or the director of the Gender Equity Center. For more information about Green Dot contact the director of the Gender Equity Center. Upcoming programs can also be found on jwuLink and the student calendar.

See additional information: Sexual Assault and Relationship Violence, Steps to Follow, Getting Help and Criminal and Disciplinary Action.

**STEPS TO FOLLOW IF AN OFFENSE OCCURS**

If you believe you are the victim of sexual assault or relationship violence (including dating violence, domestic violence, stalking or sexual exploitation), you are encouraged to take the following steps:

1. Go to a safe place.
2. You may seek medical attention. Immediate medical attention is strongly encouraged for any possible injuries. Medical attention is critical so that any injuries (including internal injuries) or infections which may have resulted from the offense can be treated. Getting an exam does not mean that you have to press charges; however, a medical exam will help to preserve evidence if you should choose to press charges or
seek a protective order at some point.

**Time sensitive steps:** Some actions are more effective or only may be taken within a few days after a sexual offense. You may wish to consult with medical personnel quickly regarding these items:

- Preventative treatments for pregnancy and sexually transmitted infections
- Evidence collection
- Toxicology testing if there are signs that drugs or alcohol may have facilitated the assault/violence

Individuals of any gender can be victims of sexual assault or relationship violence. JWU encourages victims to go to the appropriate hospitals for their campus listed in Getting Help.

3. Consider your reporting options. Your options include

- reporting the offense to law enforcement authorities by dialing 911 or contacting the appropriate police at the numbers listed in Getting Help. Campus authorities will assist you with notifying law enforcement authorities, if desired; and/or
- filing a disciplinary complaint and reporting the offense to the university for investigation by Campus Safety & Security (see Getting Help for your campus information):
  - reporting the offense directly to Campus Safety & Security;
  - reporting the offense confidentially to Campus Safety & Security (silent witness, online only);
  - reporting the offense to a Residential Life staff member (such as your R.A. or R.D.);
  - reporting the offense to the university's Title IX coordinator, deputy Title IX coordinators or nondiscrimination campus liaisons; and/or
  - reporting the offense to any of the other organizations or departments listed in Getting Help.

Johnson & Wales University strongly urges students to report criminal offenses to local police and Campus Safety & Security so that the university can take appropriate measures to provide help to the victim and prevent future crimes. However, you have the right not to report the matter.

4. Consider steps to preserve and record evidence. If you wish to press charges or seek a protective order, it is important to preserve and record evidence, including recording a description of the perpetrator (including type of clothing, race, age, height, weight, hair color, eye color, distinguishing marks, etc.), details of events, where events occurred and the direction of travel of any vehicle involved. Best practices to preserve evidence with respect to sexual offenses include seeking medical attention shortly after the event and

- avoid washing anything (including your hands, mouth and face)
- avoid washing or combing your hair
- avoid showering, going to the bathroom, brushing your teeth, eating, drinking, douching or changing your clothes. It is recommended that you bring an extra set of clothes with you to the hospital.

You may also consider preserving other relevant information such as communications from the perpetrator (i.e., social media posts, emails, texts or other materials). If you do change or have access to other materials like sheets or blankets present during the assault/violence, those materials can be brought to the hospital or given to law enforcement for evidence collection. Please use a paper bag, not plastic bag, if you choose to transport any of these materials on your own.

5. You may seek free confidential counseling services. You can obtain free confidential counseling assistance whether or not you file a report:

- Contact Counseling Services directly (see Getting Help for your campus information as well as assistance available in the community)
• Without disclosing any details of the incident, ask a Residential Life staff member or Campus Safety & Security to contact the on-call counselor. Campus Safety & Security will also provide you with written information about university counseling resources.

6. You may seek assistance regarding obtaining interim or protective measures at the university, including no contact orders and changes to university academic, living, student financial aid, visa and immigration, working, and transportation situations, regardless of whether you choose to report the crime to local law enforcement. Campus Safety & Security will provide you with written information about university and community resources for changing situations or addressing needs.

7. You may also wish to create a safety plan with the assistance of people and organizations listed as offering this service under Getting Help.

8. You may seek an order of protection, a court-ordered no contact order, a restraining order or similar lawful orders from a court. Please note that the local police are responsible for the enforcement of these items and not Campus Safety & Security, but Campus Safety & Security will provide you with assistance. When an allegation of sexual assault or relationship violence is made against a student, that student will receive a university issued “no contact” order, which will remain in effect until at least the Conduct Review Process has been completed.

9. You may seek additional help, counseling, advocacy, legal assistance and other assistance. People and organizations offering these services are listed under Getting Help.

REPORTING OFFENSES TO THE UNIVERSITY
Johnson & Wales University strives to be supportive and accommodating for all victims of sexual assault and relationship violence. University representatives will make every effort to help in these ways:

1. We will meet with you privately at a place of your choice on campus to take a statement, explain your options and provide you with a written list of rights and resources.

2. We will treat information that you share with the highest level of discretion.

3. CONFIDENTIALITY: We will do our best to honor your request to maintain confidentiality, provided your request does not interfere with our obligation to provide a safe, non-discriminatory environment for all students.
   • The university's crime log will not include identifying information about the complainant to the extent permissible by law.
   • Please be advised that if we honor a request to maintain confidentiality, our ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited.
   • Any accommodations or protective measures provided to you will be kept confidential, to the extent that maintaining such confidentiality will not impair the ability of the university to provide the accommodation or protective measures.
   • If we cannot honor your request to maintain confidentiality, we will inform you and, to the extent possible, only share information with people responsible for handling our response to the incident.

4. We will not prejudge you.

5. We will treat you and your particular situation with courtesy, sensitivity, dignity, understanding and professionalism.

6. If you feel more comfortable talking with either a counselor or representative of a specific gender, we will do our best to accommodate your request.

7. We will assist you in arranging for any hospital treatment or medical needs.
8. We can assist you in privately contacting local law enforcement officials, counseling, Campus Safety & Security, advising and other available resources, both on campus and in the community as set forth in Getting Help.

9. We will fully investigate your report with respect and discretion.

10. We will continue to be available for you — to answer your questions, explain the systems and processes involved, and be willing listeners.

11. We will consider your report seriously, without bias based on a protected category.

12. We will provide written notification of rights and options, including interim and protective measures.

See additional information: Sexual Assault and Relationship Violence Policy, Education and Prevention, Getting Help, Criminal and Disciplinary Action and Retaliation.

GETTING HELP

After a sexual assault or an incident of dating violence, domestic violence, stalking, sexual exploitation and/or retaliation, there are many options. Understanding and choosing between these options can feel confusing and overwhelming. You are not alone.

Information, support and resources are available on and off-campus to help students. The university provides a list of organizations and departments by campus that offer or arrange for immediate support and response, including arrangements for emergency services, if needed; transportation to medical resources; contact with local authorities; information regarding criminal and civil proceedings and/or the university's Conduct Review Process or Human Resources procedures, as appropriate; advocacy services; referrals/advice about university and community counseling services; and assistance with personal safety concerns.

Many of these resources are available to respondents as well. Community members are encouraged to seek assistance and locate resources that are right for them.


CRIMINAL AND DISCIPLINARY ACTION:
WHAT ACTION MAY BE TAKEN

1. Criminal Prosecution: If you choose to pursue criminal prosecution through the courts, the incident should be reported to the police. Remember, a police report does not require a victim to prosecute and campus personnel are available to assist you when notifying the police. Please see Getting Help for sources of assistance for victims when moving through the prosecution process.

2. University Disciplinary Action: If you choose to report the matter to the university, the incident should be reported to Campus Safety & Security. Please see Getting Help for contacting Campus Safety & Security. Sexual assault and relationship violence (including dating violence, domestic violence, stalking and sexual exploitation) are violations of the university's Sexual Assault and Relationship Violence Policy, the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy, the Student Code of Conduct, as well as state and federal law, including Title IX of the Education Amendments of 1972 (Title IX). Sexual assault, sexual harassment and relationship violence alleged to have been committed by students are addressed through the university's Conduct Review Process and, as applicable, in accordance with Title IX and relevant state and federal law. Please see the Conduct Review Process for more information about the rights of parties related to complaints of sexual assault and relationship violence. Possible sanctions for a violation of the Student Code of Conduct regarding sexual assault and relationship violence are set forth in Sanctions.

When any one of the options above is pursued, you do not forfeit your right to pursue the
remaining options. Compliance with the items listed above does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

See also the following pages:
- Education and Prevention (Page 9)
- Steps to Follow (Page 10)
- Getting Help (Page 13)

**CONDUCT REVIEW PROCESS**

The Johnson & Wales Conduct Review Process, like the Student Code of Conduct, is designed to help the university maintain a safe, healthy and positive environment for living, learning and working, where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and for the university community and the communities in which we live. The Conduct Review Process is used to support and enforce the Student Code of Conduct by providing procedures for determining whether a student is responsible or not responsible for a violation of the Student Code of Conduct.

The university administers the Conduct Review Process in good faith, making every reasonable effort to be fair to all involved. Students have the right to participate in the Conduct Review Process without having past student conduct violations discussed or used when a decision of responsibility is being made concerning a current alleged violation; however, past violations may be considered when determining a sanction for an individual found to be responsible for a violation of the Student Code of Conduct. All students have the obligation to participate in the Conduct Review Process, as a witness or otherwise, when asked by a university representative.

Student Conduct generally follows the procedures under JWU Communications with Students whenever contact with students is necessary.

The university’s Conduct Review Process does not serve as an extension of or replacement for the local, state or federal civil or criminal court system. In addition, the outcome of civil or criminal proceedings concerning a violation will not control or be binding on the outcome of the Conduct Review Process for the same violation.

All students should be aware that it is the policy of the university to cooperate with local, state and federal law enforcement authorities in the investigation of crime. The university will not provide a sanctuary against criminal prosecution.

**HOW THE CONDUCT REVIEW PROCESS WORKS**

**Reports of Violations and Notification**

Any individual who witnesses or becomes aware of an alleged violation of the Student Code of Conduct should report the violation to Campus Safety & Security, any member of the Residential Life staff, the dean of students or Student Conduct. Once an alleged violation is reported, an incident report will be prepared by Campus Safety & Security (or by a faculty member when appropriate) describing the nature and circumstances of the incident and the parties involved. Campus Safety & Security may conduct further investigation if additional or supplemental information is needed. All incident reports are reviewed in Student Conduct and those that warrant action are then referred for either an educational conversation or a hearing, depending upon the nature of the alleged violation.

There are two types of hearings at Johnson & Wales: administrative hearings and panel hearings. Administrative hearings are held before a single hearing officer from Residential Life or Student Conduct, depending on the nature of the violation. Panel hearings are conducted in front of a panel made up of trained faculty and staff. In both cases, the role of the hearing officer or panel is to consider information provided from the investigation, from the respondent and, to the extent necessary, from any complainants or witnesses, in order to make a finding of “responsible” or “not responsible.” More serious violations that may result in a sanction of dismissal or suspension, and violations of academic integrity, are referred to a
panel hearing, while less serious violations are referred for an administrative hearing.

When an incident report is referred for a hearing, the student will receive a notification describing the alleged violation and indicating the time and place for the hearing or pre-hearing conference. Students have the right to access their education records under certain conditions (see Family Educational Rights and Privacy Act for university policies on access to and release of student records).

Student Conduct will consult the student’s academic schedule prior to scheduling any conferences or hearings. Any unexcused failure to attend a hearing or conference will result in the hearing being held in the student’s absence, at which the hearing officer or panel will not have heard the student’s side of the story. If there is a legitimate need to reschedule a hearing or conference, the student must contact the hearing officer as early as possible before the scheduled date to request rescheduling.

HEARING PROCEDURES
A student may bring any relevant materials and witnesses with personal, relevant knowledge of the incident to the hearing. A student may also bring an advisor. Advisors may attend the hearing with the student, but cannot participate in any manner. Other than witnesses and advisors, other people may not attend the hearing with the student.

At a pre-hearing conference (for panel hearings) or before the hearing gets underway (for administrative hearings), the student may be asked whether the student wishes to waive the hearing by acknowledging responsibility. If the student acknowledges responsibility, sanctions will be imposed and the student will not be entitled to an appeal. If the student does not acknowledge responsibility, the hearing will proceed and the hearing officer or panel will

1. Outline the process
2. Review the incident report and/or allegations, and any supplemental information
3. Hear any statements relating to the incident
4. Hear or review the statements of witnesses with personal, relevant knowledge of the incident (but other witnesses, such as character witnesses, will not be allowed to attend or be heard)
5. Hear or review the statements of other relevant witnesses (and where confidentiality is a consideration, the identity of such witnesses will not be disclosed to the student)
6. Either defer the decision or render a decision of responsible or not responsible.
Hearing officers and panels use the “more likely than not” standard to evaluate alleged violations
7. If the student is found responsible, recommend one or more sanctions to the director of student conduct

The director of student conduct will review the recommendation and make a final determination of appropriate sanction(s) (taking into consideration prior conduct violations).

The student will receive a final written decision, which will set forth the final result and the sanction(s) imposed. The written decision will include information regarding the appeal process and the deadline for filing an appeal.

* A student who acknowledges responsibility is not entitled to an appeal.

APPEAL
The decision of the hearing officer (for administrative hearings) or the panel (for panel hearings) is final unless it can be demonstrated that one of the following has occurred:

1. Relevant, new information has come to light since the decision was made, or
2. The Conduct Review Process, as outlined, was not followed.

To request an appeal, a student must submit a request in writing to Student Conduct. The request must be submitted within three business days after the date of notification of the outcome of the hearing and must state clearly the basis for the appeal. The appeal will be reviewed upon receipt, and a decision concerning the appeal will be available within a reasonable time. The decision of the appeal officer will be final.
The student will receive a final written decision from the appeal officer, which will set forth the outcome of the appeal.

**RIGHTS OF THE COMPLAINANT AND RESPONDENT (THE “PARTIES”) FOR COMPLAINTS OF SEXUAL HARASSMENT, SEXUAL ASSAULT, SEXUAL EXPLOITATION, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING**

For complaints of sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence and stalking, the Parties will have the following rights in connection with the Conduct Review Process:

- The right to an investigation and resolution that is prompt, fair and impartial from the initial investigation to the final result as required by applicable law
- The right to a hearing conducted by unbiased university officials who receive annual training on issues related to sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence and stalking and how to conduct an investigation
- The right to a hearing process that protects the safety of the Parties and promotes accountability. Hearing officers and panels use the “more likely than not” standard to evaluate alleged violations
- The right to present relevant materials and witnesses with personal, relevant knowledge of the incident as outlined above
- The right to be accompanied to the hearing and any related meeting by an advisor of their choice. The advisor may accompany the student, but may not participate in any manner
- The right to be informed in writing of the outcome of the hearing and any appeal, including when such results become final. This includes disclosure to the Parties of any sanction imposed that pertains to a sex offense and any sanction imposed that directly relates to the Complainant with respect to other alleged sexual harassment violations. The Parties do not need to submit a request for such information. In addition, for any crime of violence, the university will, upon written request and in accordance with applicable law, disclose to the complainant all sanctions imposed against the respondent. If the complainant is deceased as a result of the crime of violence, the outcome of the hearing and sanctions will be provided to the complainant's next of kin if so requested.
- The right to request an appeal as outlined above under “Appeal.” A student who acknowledges responsibility will not be entitled to an appeal.

The university will take steps to prevent the recurrence of any harassment, correct any discriminatory effects on the complainant and others, and implement protective or interim measures (such as no contact orders, room relocations, classroom relocations, interim suspensions, etc.) as requested and as required by law. The university will complete the Conduct Review Process within a reasonably prompt time frame, usually within sixty days, but will allow for the extension of time frames for good cause with written notice to the Complainant and Respondent of the delay and the reason for the delay. Retaliation, including intimidation, threats, coercion or discrimination, against any individual who has made a good faith complaint, or who has participated in the Conduct Review Process, is unlawful and in violation of university policy. Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal or termination from the university.

*Questions?*

For questions regarding the Student Code of Conduct, the Conduct Review Process or Sanctions, please contact Student Conduct at:

- 303-256-9400 (Denver Campus)
SANCTIONS FOR INDIVIDUALS (STUDENTS)
If a student is found responsible for a violation of the Student Code of Conduct, the student will be given one or more sanctions. Sanctions are designed to help prevent future Student Code of Conduct violations, to educate students on appropriate behavior required to succeed in the workplace and live in society, and where appropriate, to remedy any damage done.

University Dismissal
Permanent dismissal from the university (noted in the student’s education records), which prohibits the student from attending the university (at any campus or learning site) or any university events and from entering or being present without permission on any property of the university. A student who is dismissed from the university will still be responsible for certain tuition and housing charges, subject to any applicable refund policy.

University Suspension
A temporary suspension from the university, which prohibits the student from attending the university (at any campus or learning site) or any university events and from entering or being present without permission on any property of the university. During a university suspension, a Student Conduct Hold is placed on the student's academic record, which prevents the student from registering for classes and/or graduating. Requests for reinstatement after a university suspension will not be granted until all conditions of the suspension have been met and all other sanctions have been completed. As with dismissal, a student who is suspended from the university will still be responsible for certain tuition and housing charges, subject to any applicable refund policy. When a student returns from suspension, the student will be placed on conduct probation for a minimum of two terms. In certain instances, a student may be suspended until the complainant graduates.

Dismissal from Housing
Permanent dismissal from university housing, which prohibits the student from living or being a guest in any university or campus housing. In the case of dismissal from housing, the student is required to pay room and board charges for the remainder of the term during which the dismissal takes effect.

Suspension from Housing
A temporary suspension from university housing, which prohibits the student from living or being a guest in any university or campus housing and from entering into a new housing contract for the duration of the suspension. Requests for new housing contracts after a suspension are handled by the dean of students or his/her designees; a new student housing contract will be permitted only if the student is able to demonstrate to the satisfaction of the dean or his/her designees that the student will not engage in any further violations of the Student Code of Conduct, and that all other conditions of the suspension, if any, have been met and all sanctions have been completed. As with dismissal from housing, the student will be responsible to pay room and board charges for the remainder of the term during which the suspension takes effect.

Suspension of Privileges
A suspension of privileges, which prohibits the student from participating in specified activities (such as intercollegiate or intramural athletics, campus events, extracurricular activities, student life activities, student leadership positions, student clubs or organizations, etc.) or from entering certain university buildings or facilities (such as residence halls, dining centers, university fitness or athletic facilities, certain administrative or academic buildings, parking garages/lots, etc.) or other areas of the university during the period of the suspension.

Interim Suspensions
An immediate, temporary suspension that remains in effect until the Conduct Review Process has been completed. An interim suspension can be a suspension from the university, from housing, from a classroom, from an academic course, lab, practicum, and/or a suspension of privileges. Interim suspensions are used when the university perceives that because of the nature of the alleged violation or other factors, an interim suspension is advisable to help protect an individual or the university community, property or the normal
operations of the university until the Conduct Review Process has been completed. Since the university may, at the request of a student who is facing both Student Conduct and criminal proceedings for the same violation, delay the Conduct Review Process while the criminal proceedings take place, an interim suspension may also be used until that student’s criminal proceedings have been completed.

**Conduct Probation**
A student who receives a sanction of conduct probation will, at a minimum, be suspended from the university if the student is found responsible for the same or for a similar violation of the Student Code of Conduct while on conduct probation.

**Conduct Warning**
A warning given to the student, which indicates that additional sanctions will be imposed if the student engages in future violations of the Student Code of Conduct.

**Fines/Fees**
Monetary penalties, which must be paid by the date specified when the sanction is given.

**Restitution**
The purpose of restitution is to make good or compensate the university for loss, damage or injury. Restitution can take the form of a monetary payment, the repair or replacement of damaged property, or participation in a campus or community work or service project. Restitution must be completed by the date specified when the sanction is given.

**Letters of Apology**
Letters of apology must be submitted to Student Conduct, and Student Conduct may forward them to the appropriate parties. Letters of apology must be submitted by the date specified when the sanction is given.

**Campus/Community Service**
Campus/community service includes providing services to the university or to a recognized nonprofit agency of the student’s choice for a specified number of hours or for a particular work or service project. Campus/community service must be completed by the date specified when the sanction is given.

**No Contact Order**
A no contact order is a requirement to avoid another person or persons and not have any direct or indirect contact with such person(s), including email, text messages, mail, telephone, instant messaging, face-to-face contact, social media interactions or any contact through a third party. A no contact order requires the student to take action to avoid encounters with the other person(s). In cases where a no contact order impacts class, lab or work activities, the student should notify the student’s professors and/or supervisors to address any situations that may conflict with the No Contact Order. A no contact order may also be imposed as an interim action while a case is pending. If a student fails to abide by the no contact order, the student may be placed on interim suspension from the university.

**Housing Relocation**
Required relocation to another room within the university housing system.

**Educational Sanctions**
In addition to other sanctions, a student found responsible for violating the Student Code of Conduct may be assigned educational sanctions, such as: required attendance at an educational program relevant to the violation for which the student was found responsible, reflective/research papers, classes, seminars, interviews, presentations, projects and/or other creative sanctions. Educational sanctions must be completed by the date specified when the sanction is given.
GETTING HELP
Community Help

Medical
Victims of sexual assault are encouraged to request a specially trained Sexual Assault Nurse Examiner (SANE) at the emergency department.
University of Colorado Hospital 720-848-1000
12605 East 16th Ave., Aurora, CO, 80010
Denver Health Medical Center 303-436-6000
777 Bannock St., Denver, CO, 80204
Porter Adventist Hospital 305-778-1955
2525 S Downing St., Denver, CO, 80210

Emergency 911
Denver Police Department, non-emergency line 720-913-2000

Community
Denver Victims Advocate 720-913-6035

The Blue Bench (formerly known as the Rape Assistance and Awareness Program, or RAAP) provides confidential services to help and inform victims of sexual violence, including advocacy, referral and counseling services.
303-322-7273 (24-hour)

SafeHouse Denver provides victims of dating/domestic violence and stalking with information, emergency shelter and support services.
303-318-9989 (24-hour)

Colorado Anti-Violence Program provides specialized support services for people in the lesbian, gay, bisexual, transgender and queer community who are victims of sexual assault, dating/domestic violence or stalking.
303-852-5094 (24-hour)

Restraining Orders can be requested at the Protection Order Courtroom in the City and County Building at 1437 Bannock Street, in Courtroom 170 on the first floor. For assistance please contact the Court Clerk at 720-865-7275, or the Project Safeguard Office also in the City and County Building in room 117 at 303-863-7233. Protective Order paperwork must be submitted before 9 a.m., Monday through Friday.

National Sexual Assault Hotline 1-800-656-HOPE (4673) (24-hour)

National Domestic Violence Hotline 1−800−799−SAFE (7233) (24-hour)
The National Stalking Resource Center provides online tools and information for victims of stalking, and links to local resources nationwide.
Text “loveis” to 77054 to text with an advocate via loveisrespect for support and information regarding dating violence.

On-campus Help
*For students to obtain confidential on-campus services
Confidential reporting to Campus Safety & Security through Silent Witness (online only)

Counseling Services 303-256-9448
(Fall, winter and spring academic terms)
Centennial Hall, second floor (by appointment, 9:00 a.m.—4:00 p.m.)
In case of emergency, the on-call counselor is available after hours through Campus Safety & Security (303-256-9500).

Health Services 303-256-9448
Centennial Hall, second floor, CEN213
(9 a.m.—4 p.m.)
*University confidential resources can be used to anonymously provide information to be counted for the Annual Security Report.

For employees to obtain confidential counseling services:
Employees may contact the university’s employee assistance provider

**Coastline EAP** 1-800-445-1195

**Campus Safety & Security** 303-256-9500
Student Center, second floor (24 hours a day, seven days a week)

**Title IX Coordinator/Nondiscrimination Coordinator**
Elizabeth Canning, Providence Campus 401-598-2716
8 Abbott Park Place, Providence, RI 02903

**Nondiscrimination Campus Liaisons**
Chris Chavez, campus human resources manager 303-256-9306
Sara Miller, assistant director of student academic services 303-256-9584
Stephen Pyle, college chair and associate professor, College of Management 303-256-9351
Timothy Stein, associate professor, College of Management 303-256-9303
Marleen Swanson, department chair and assistant professor, College of Culinary Arts 303-256-9539

**Residential Life** 303-256-9400
Centennial Hall, first floor, Office Suite CEN 125 (8:30 a.m. - 4:30 p.m.)
Residential Assistants, Residence Director are available on an on-call basis when the institution is closed.
Resident Assistants, Residence Director available 24 hours a day in each residence hall (fall, winter and spring academic terms).

**Dean of Students** 303-256-9440
Centennial Hall, second floor, Office Suite 212 (8:30 a.m. - 4:30 p.m.)

**Human Resources** 303-256-9309
Student Center, second floor

**Gender Equity Center** 401-598-2248
Providence Campus, 8 Abbott Park Place, Providence, RI 02903

Any student or employee who reports to the university pursuant to one of the above reporting options that he or she has been a victim of sexual assault, dating violence, domestic violence or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee’s rights and options under this policy and other relevant university procedures.
DENVER CAMPUS COMPLAINANT RESOURCE INFO SHEET

On-campus Resources
For information about services available with regard to financial aid, visa and immigration and to find out about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations as well as protective measures, please contact:

Chris Chavez 303-256-9306
Deputy Title IX Coordinator
Aspen Hall
For counseling or health services, please contact:
Counseling Services 303-256-9448
Health Services 303-256-9448

Off-campus Legal Resources
Johnson & Wales University does not provide legal assistance, however, legal resources are available in the community.

Find a Lawyer
This online attorney directory maintained by the Colorado Bar Association provides contact information for lawyers. http://www.cobar.org/

Colorado Legal Services 303-866-9306
CLS provides legal advice and representation to low-income eligible persons and seniors in civil and immigration matters throughout the state.
http://coloradolegalservices.org/co/homepage.html

Colorado State Public Defender’s Office 303-764-1400
This office provides referrals for those seeking assistance with criminal warrants.
http://www.state.co.us/defenders

Colorado Legal Initiatives Project, Legal Helpline 303-733-7743
Provides agency and GLBT-friendly attorney referrals and general information regarding discrimination on the bases of sexual orientation, gender identity or HIV status.
www.glbtcolorado.org

Project Safeguard 303-317-4157
Legal advocacy services, crisis intervention, and assistance for women who are victims of domestic violence.
www.projectsafereguard.org

Rocky Mountain Immigrant Advocacy Network 303-433-2812
RMIAN is a nonprofit organization dedicated to providing legal information and representation to non-citizens detained by the Department of Homeland Security and lacking access to legal counsel.
http://www.rmian.org/

Denver Center for Crime Victims 303-894-8000
Non-profit organization which provides legal assistance to immigrants in Denver judicial districts 2, 17 and 18, who have suffered substantial physical or mental abuse as a result of a crime. http://www.denvervictims.org

Metro Volunteer Lawyers 303-830-8210
MVL assists low-income residents in the metropolitan Denver area.
http://metrovolunteerlawyers.org/

Servicios de la Raza 303-458-5851
Offers counseling, safe housing, legal advocacy, and trial support to Hispanic/Latino victims of domestic violence; it also provides educational groups for adult and child/youth victims of domestic violence. http://www.serviciosdelaraza.org/
San Luis Valley Immigrant Resource Center 719-587-3225
This organization provides immigrants with a safe place to address immigration-related questions and concerns.
http://www.slvirc.org/

University of Denver Student Law Office 303-871-6140
The DU Student Law Office offers legal help through student-staffed clinics.

For other resources, please see JWU’s Sexual Assault and Relationship Violence Policy.
http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/
DENVER CAMPUS RESPONDENT RESOURCE INFO SHEET

On-campus Resources
For information about services available with regard to academic matters, counseling, financial aid, visa and immigration please contact:
Chris Chavez 303-256-9306
Deputy Title IX Coordinator
Aspen Hall
For counseling or health services, please contact:
Counseling Services 303-256-9448
Health Services 303-256-9448

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For other resources, please see JWU’s Sexual Assault and Relationship Violence Policy. http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/
COLORADO STATE LAWS

Sexual Assault:
Colo. Rev. Stat. § 18-3-402
(1) Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:
(a) The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
(b) The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
(c) The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
(d) At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
(e) At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
(f) The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or
(g) The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
(h) The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

Dating Violence:
Colorado State Law does not provide a definition for Dating Violence.

Domestic Violence:
Colo. Rev. Stat. § 18-6-800.3
(1) “Domestic violence” means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. “Domestic violence” also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.
(2) “Intimate relationship” means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

Stalking:
Colo. Rev. Stat § 18-3-602
(1) A person commits stalking if directly, or indirectly through another person, the person knowingly:
(a) Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
(b) Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
(c) Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that
person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

(2) For the purposes of this part 6:
(a) Conduct “in connection with” a credible threat means acts that further, advance, promote, or have a continuity of purpose, and may occur before, during, or after the credible threat.
(b) “Credible threat” means a threat, physical action, or repeated conduct that would cause a reasonable person to be in fear for the person's safety or the safety of his or her immediate family or of someone with whom the person has or has had a continuing relationship. The threat need not be directly expressed if the totality of the conduct would cause a reasonable person such fear.
(c) “Immediate family” includes the person's spouse and the person's parent, grandparent, sibling, or child.
(d) “Repeated” or “repeatedly” means on more than one occasion.

Consent:
Colo. Rev. Stat § 18-3-401
(1.5) “Consent” means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent under the provisions of this part 4. Submission under the influence of fear shall not constitute consent.
EMPLOYEE SEXUAL ASSAULT AND RELATIONSHIP VIOLENCE POLICY

Johnson & Wales University prohibits sexual assault and relationship violence, which may include dating violence, domestic violence, stalking and sexual exploitation. These offenses constitute violations of university policy, including the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy and the Student Code of Conduct. These offenses can also constitute violations of State and Federal Laws.

The university provides proceedings and resources for community members affected by sexual assault and relationship violence (see Getting Help), and offers programming designed to educate the community and prevent the occurrence of such offenses (see Education and Prevention).

The Sexual Assault and Relationship Violence Policy for Students is located in the Student Handbook.

Definitions

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

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

**Sexual assault** means any sexual act directed against another person, by force, threat of force, coercion or without consent, including instances where the person is incapable of giving consent. Sexual assault includes rape, fondling, incest and statutory rape.

**Fondling** means the touching (with a hand or any other part of the body) of another person's clothed or unclothed sex organs, breasts, groin, buttocks or anus for the purpose of sexual arousal, sexual gratification or abuse, without consent of the person, including instances where the person is incapable of giving consent. Fondling also includes being forced to touch (with a hand or any other part of the body) another person's clothed or unclothed sex organs, breasts, groin, buttocks or anus, without consent, including instances where the person is incapable of giving consent.

**Consent** means conduct that signifies through words or behaviors that the parties have indicated agreement to engage in sexual activity.
- Past consent does not imply future consent.
- Silence or absence of resistance, by itself, does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent can be withdrawn at any time.
- Coercion, force or threat of force invalidates consent.

**Coercion** means express or implied threats of any harm that would place a reasonable individual in fear of immediate or future harm and that is employed to make someone engage in sexual activity.
Force means the actual use or threat of physical violence that is employed to make someone engage in sexual acts.

Incapable of giving consent means that because of the person's age or because of the person's temporary or permanent mental incapacity they cannot give intelligent, knowing and voluntary consent.

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

Rape means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without consent, including instances where the person is incapable of giving consent.

Statutory rape means sexual intercourse with a person who is under the statutory age of consent.

Sexual exploitation means taking sexual advantage of another individual's nudity or sexuality without consent and includes:
- causing, or attempting to cause, the incapacitation of another person in order to make that person vulnerable to sexual acts;
- recording or photographing of private sexual activity and/or an individual's intimate parts (including genitalia, groin, breasts or buttocks);
- dissemination, streaming or posting of recordings, photos or other images of an individual's sexual acts and/or intimate parts (including genitalia, groin, breasts or buttocks);
- voyeurism (watching or taking pictures, videos or audio recordings of another person engaging in sexual acts);
- allowing third parties to observe private sexual acts;
- knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection or virus; and/or
- exposing one's genitals to another individual.

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

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

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

If there is reason to believe that Johnson & Wales University’s rules prohibiting sexual assault and relationship violence have been violated, either on or off campus, the administration may pursue disciplinary action through the university's Conduct Review Process for students, Human Resources for employees, and/or through any other available proceedings.

In considering these offenses, the university will, if required by law, refer to the laws of Rhode Island, Florida, Colorado, North Carolina and/or Massachusetts.

EDUCATION AND PREVENTION

Johnson & Wales University takes a proactive stance to educate its community regarding issues of sexual assault and relationship violence, including retaliation, and methods of prevention.

Johnson & Wales University’s education and prevention programming includes programs, initiatives, strategies, and campaigns intended to address sexual assault, dating violence, domestic violence and stalking. These programs are both in person and online.
In addition, the programs are a mix of guest speakers, university staff members, externally-created programs and university-created programs.

For students, education about sexual assault and relationship violence awareness and prevention begins at new student orientation, where new students and their parents participate in sessions dedicated to illustrating Johnson & Wales University's stance against sexual assault and relationship violence. New Student Orientation staff members are trained to handle issues of sexual violence and relationship violence and participate in programming designed to help students understand university expectations and policy, the intersection between alcohol, sexual assault and relationship violence, and ways to reduce the risk of sexual assault, dating violence, domestic violence and stalking. As part of the education on risk reduction, programming explores options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Students also learn about safe and effective forms of bystander intervention to prevent harm or intervene when there is a risk of sexual assault, dating violence, domestic violence or stalking. Bystander intervention means safe and positive options that may be carried out by an individual or individuals that proactively promote safe and respectful interactions before the precursors to harm are ever witnessed. 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. Examples of bystander intervention include:

- walking someone home
- distracting the parties by engaging in conversation with them
- involving others, including the friends of the parties
- inviting one of the parties to go get a glass of water or redirect their attention
- calling Campus safety & security
- providing someone with information on university policies and resources, including providing them with a copy of this Sexual Assault and Relationship Violence Policy.

To promote a safe and engaged community, the university addresses bystander behavior by participating in Green Dot as a core component of its comprehensive violence prevention efforts. Each campus has Green Dot certified staff members. These individuals promote safe and effective bystander intervention through presentations and training. Each term community members have the opportunity to participate in an eight-hour bystander intervention training program.

Prevention and education efforts continue throughout the year and are supported by multiple departments such as Student Involvement & Leadership (including student clubs and organizations, fraternities and sororities), Residential Life and Athletics. These efforts are targeted at awareness raising, self-defense, alcohol use, definition of consent, healthy sexuality and relationships, risk reduction and bystander behavior. The university provides education through its “Consent is……” campaign, which educates students about the university’s policies related to sexual assault: the definition of consent: the intersection between alcohol, sexual assault and relationship violence: where to obtain resources: and where to report violations. Literature addressing issues of sexual assault and relationship violence is available from multiple departments including Campus Safety & Security, Counseling Services, Health Services, Health Education, the Gender Equity Center, Student Involvement & Leadership, Athletics, Residential Life and the Title IX Coordinator.

Many of the educational programs and events offered to students are open to all community members, and employees have the opportunity to participate in a variety of educational programs. In addition, employees are offered programming on the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy, and the Sexual Assault and Relationship Violence Policy. These programs inform employees of the university's stance against sexual assault and relationship violence and the university's
prohibition against retaliation.

For information regarding sexual assault and relationship violence awareness and prevention programming, contact the Title IX Coordinator or the director of the Gender Equity Center. For more information about Green Dot contact the director of the Gender Equity Center. Upcoming programs can also be found on JWULink and the student calendar.

STEPS TO FOLLOW IF AN OFFENSE OCCURS

If you believe you are the victim of sexual assault or relationship violence (including dating violence, domestic violence, stalking or sexual exploitation), you are encouraged to take the following steps:

1. Go to a safe place.
2. You may seek medical attention. Immediate medical attention is strongly encouraged for any possible injuries. Medical attention is critical so that any injuries (including internal injuries) or infections which may have resulted from the offense can be treated. Getting an exam does not mean that you have to press charges; however, a medical exam will help to preserve evidence if you should choose to press charges or seek a protective order at some point.

Time sensitive steps: Some actions are more effective or only may be taken within a few days after a sexual offense. You may wish to consult with medical personnel quickly regarding these items:

- Preventative treatments for pregnancy and sexually transmitted infections
- Evidence collection
- Toxicology testing if there are signs that drugs or alcohol may have facilitated the assault/violence

Individuals of any gender can be victims of sexual assault or relationship violence. JWU encourages victims to go to the appropriate hospitals for their campus listed in Getting Help.

3. Consider your reporting options. Your options include

- reporting the offense to law enforcement authorities by dialing 911 or contacting the appropriate police at the numbers listed in Getting Help. Campus authorities will assist you with notifying law enforcement authorities, if desired; and/or
- filing a disciplinary complaint and reporting the offense to the university for investigation by Campus Safety & Security (see Getting Help for your campus information):
- For incidents where a student is the respondent (accused party), your options include
  » reporting the offense directly to Campus Safety & Security or the Title IX coordinator;
  » reporting the offense confidentially to Campus Safety & Security (silent witness, online only);
  » reporting the offense to a Residential Life staff member (such as your R.A. or R.D.);
  » reporting the offense to the university's Title IX coordinator, deputy Title IX coordinators or nondiscrimination campus liaisons; and/or
  » reporting the offense to any of the other organizations or departments listed in Getting Help.

- For incidents where a university employee is the respondent (accused party), your options include:
  » reporting the offense to the university's Title IX coordinator, deputy Title IX coordinators or nondiscrimination campus liaisons; and/or
  » reporting the offense to any of the other organizations or departments listed in Getting Help.
Johnson & Wales University strongly urges students and employees to report criminal offenses to local police and Campus Safety & Security so that the university can take appropriate measures to provide help to the victim and prevent future crimes. However, you have the right not to report the matter.

4. Consider steps to preserve and record evidence. If you wish to press charges or seek a protective order, it is important to preserve and record evidence, including recording a description of the perpetrator (including type of clothing, race, age, height, weight, hair color, eye color, distinguishing marks, etc.), details of events, where events occurred and the direction of travel of any vehicle involved. Best practices to preserve evidence with respect to sexual offenses include seeking medical attention shortly after the event and

- avoid washing anything (including your hands, mouth and face)
- avoid washing or combing your hair
- avoid showering, going to the bathroom, brushing your teeth, eating, drinking, douching or changing your clothes. It is recommended that you bring an extra set of clothes with you to the hospital.

You may also consider preserving other relevant information such as communications from the perpetrator (i.e., social media posts, emails, texts or other materials). If you do change or have access to other materials like sheets or blankets present during the assault/violence, those materials can be brought to the hospital or given to law enforcement for evidence collection. Please use a paper bag, not plastic bag, if you choose to transport any of these materials on your own.

5. You may seek free confidential counseling services or referral. You can obtain free confidential counseling assistance or referral whether or not you file a report:

- Students: Contact Student Counseling Services directly (see Getting Help for your campus information as well as assistance available in the community)
- Students: Without disclosing any details of the incident, ask a Residential Life staff member or Campus Safety & Security to contact the on-call counselor. Campus Safety & Security will also provide you with written information about university counseling resources.
- Employees: Employee Assistance Program. This program provides employees the opportunity to obtain a referral and access professional and confidential counseling services for help in dealing with issues that may be causing difficulties at home or at work. It also provides referrals for child care, elder care, financial and legal services. Contact Coastline EAP at 1-800-445-1195 or online at www.coastlineeap.com.

6. You may seek assistance regarding obtaining interim or protective measures at the university, including no contact orders and changes to university academic, living, student financial aid, visa and immigration, working, and transportation situations, regardless of whether you choose to report the crime to local law enforcement. Campus Safety & Security, the Title IX coordinator, a Deputy Title IX coordinator or a nondiscrimination campus liaison will provide you with written information about university and community resources for changing situations or addressing needs.

7. You may also wish to create a safety plan with the assistance of people and organizations listed as offering this service under Getting Help.

8. You may seek an order of protection, a court-ordered no contact order, a restraining order or similar lawful orders from a court. Please note that the local police are responsible for the enforcement of these items and not Campus Safety & Security, but Campus Safety & Security will provide you with assistance. When an allegation of sexual assault or relationship violence is made against a student, that student will receive a university issued “no contact” order, which will remain in effect until at least the Conduct Review Process has been completed.
9. You may seek additional help, counseling, advocacy, legal assistance and other assistance. People and organizations offering these services are listed under Getting Help.

REPORTING OFFENSES TO THE UNIVERSITY

Johnson & Wales University strives to be supportive and accommodating for all victims of sexual assault and relationship violence. University representatives will make every effort to help in these ways:

1. We will meet with you privately at a place of your choice on campus to take a statement, explain your options and provide you with a written list of rights and resources.
2. We will treat information that you share with the highest level of discretion.
3. CONFIDENTIALITY: We will do our best to honor your request to maintain confidentiality, provided your request does not interfere with our obligation to provide a safe, non-discriminatory environment for the community.
   • The university’s crime log will not include identifying information about the complainant to the extent permissible by law.
   • Please be advised that if we honor a request to maintain confidentiality, our ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited.
   • Any accommodations or protective measures provided to you will be kept confidential, to the extent that maintaining such confidentiality will not impair the ability of the university to provide the accommodation or protective measures.
   • If we cannot honor your request to maintain confidentiality, we will inform you and, to the extent possible, only share information with people responsible for handling our response to the incident.
4. We will not prejudge you.
5. We will treat you and your particular situation with courtesy, sensitivity, dignity, understanding and professionalism.
6. If you feel more comfortable talking with either a counselor or representative of a specific gender, we will do our best to accommodate your request.
7. We will assist you in arranging for any hospital treatment or medical needs.
8. We can assist you in privately contacting local law enforcement officials, counseling, Campus Safety & Security, advising and other available resources, both on campus and in the community as set forth in Getting Help.
9. We will fully investigate your report with respect and discretion.
10. We will continue to be available for you — to answer your questions, explain the systems and processes involved, and be willing listeners.
11. We will consider your report seriously, without bias based on a protected category.
12. We will provide written notification of rights and options, including interim and protective measures.

GETTING HELP

After a sexual assault or an incident of dating violence, domestic violence, stalking, sexual exploitation and/or retaliation, there are many options. Understanding and choosing between these options can feel confusing and overwhelming. You are not alone. Information, support and resources are available on and off-campus to help members of the Johnson & Wales community. The university provides a list of organizations and departments by campus that offer or arrange for immediate support and response, including arrangements for emergency services, if needed; transportation to medical resources; contact with local authorities; information regarding criminal and civil proceedings and/or the university’s
Student Conduct Review Process or Human Resources procedures, as appropriate; advocacy services; referrals/advice about university and community counseling services; and assistance with personal safety concerns. The university will assess and, if necessary, implement interim and long-term protective measures. These may include, but are not limited to, escorts, changes in housing or class schedules for students, no-contact orders and changes in supervisor or work location for employees and student employees. Many of these resources are available to respondents as well. Community members are encouraged to seek assistance and locate resources that are right for them.


CRIMINAL AND DISCIPLINARY ACTION
WHAT ACTION MAY BE TAKEN

1. Criminal Prosecution: If you choose to pursue criminal prosecution through the courts, the incident should be reported to the police. Remember, a police report does not require a victim to prosecute and campus personnel are available to assist you when notifying the police. Please see Getting Help for sources of assistance for victims when moving through the prosecution process.

2. University Disciplinary Action: If you choose to report the matter to the university, the incident should be reported to Campus Safety & Security, the Title IX coordinator, or Human Resources. Please see Getting Help for contacting Campus Safety & Security and Human Resources. Sexual assault and relationship violence (including dating violence, domestic violence, stalking and sexual exploitation) are violations of the university’s Sexual Assault and Relationship Violence Policy, the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy, the Student Code of Conduct, as well as state and federal law, including Title IX of the Education Amendments of 1972 (Title IX). Sexual assault and/or relationship violence alleged to have been committed by students are addressed through the university’s Conduct Review Process and, as applicable, in accordance with Title IX and relevant state and federal law. Please see the Conduct Review Process for more information about the rights of parties related to complaints of sexual assault and relationship violence. Possible sanctions for a violation of the Student Code of Conduct are set forth in Sanctions.

Sexual assault and relationship violence alleged to have been committed by employees are addressed through Human Resources and, as applicable, in accordance with Title IX and relevant state and federal law. Possible sanctions for a violation of the Employee Code of Conduct regarding sexual assault and relationship violence range from additional training to termination of employment.

When any one of the options above is pursued, you do not forfeit your right to pursue the remaining options. Compliance with the items listed above does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

RIGHTS OF THE COMPLAINANT AND EMPLOYEE-RESPONDENT (THE “PARTIES”) FOR COMPLAINTS OF SEXUAL ASSAULT, SEXUAL EXPLOITATION, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

For complaints of sexual assault, sexual exploitation, dating violence, domestic violence and stalking alleged to have been committed by an employee, the parties will have the following rights in connection with the examination of the complaint by Human Resources:

• The right to an investigation and resolution that is prompt, fair and impartial from the initial investigation to the final result as required by applicable law
• The right to a proceeding conducted by unbiased university officials who receive
annual training on issues related to sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence and stalking and how to conduct an investigation

• The right to a proceeding that protects the safety of the parties and promotes accountability. University officials use the “more likely than not” standard to evaluate alleged violations

• The right to be accompanied to the proceeding by an advisor of their choice. The advisor may accompany the party, but may not participate in any manner during the proceeding

• The right to bring any relevant materials and witnesses with personal, relevant knowledge of the incident to the proceeding

• The right to be informed in writing of the outcome of the proceeding, including when such results become final. This includes disclosure to the parties of any sanction imposed that pertains to a sex offense and any sanction imposed that directly relates to the complainant with respect to other alleged sexual harassment violations. The parties do not need to submit a request for such information. In addition, for any crime of violence, the university will, upon written request and in accordance with applicable law, disclose to the complainant all sanctions imposed against the respondent. If the complainant is deceased as a result of the crime of violence, the outcome of the proceeding and sanctions will be provided to the complainant’s next of kin if so requested.

The university will take steps to prevent the recurrence of any harassment, correct any discriminatory effects on the complainant and others, and implement protective or interim measures as requested and as required by law. The university will complete the examination of the complaint within a reasonably prompt time frame, usually within sixty days, but will allow for the extension of time frames with written notice to the complainant and respondent of the delay.

Johnson & Wales University prohibits retaliation, including intimidation, threats, coercion or discrimination, against any individual who has made a good faith complaint, who has cooperated as a witness or a complainant in the investigation of such a complaint, or who has participated as a witness or complainant in any university proceeding. Any person found to have engaged in retaliation, or to have encouraged others to engage in retaliation, will be subject to disciplinary action up to and including termination of employment or dismissal from the university.

DRUGS AND ALCOHOL

The following statement constitutes Johnson & Wales University’s policy regarding drugs and alcohol on campus:

Johnson & Wales University prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, or other controlled substances at the workplace and in the education setting. In addition, possession or use of alcoholic beverages anywhere on university premises is prohibited, with the following exceptions:

• Alcohol is permissible for lawful use at events, operations or programs sanctioned by university officials.

• Residents of Gaebe and Triangolo Halls, and Founders Hall apartment suites, who are age 21 years or older who have signed a “Special Agreement Regarding Residents of Gaebe ,Triangolo, Founders Halls Ages 21 or Older” and participated in a required university alcohol workshop may possess and use alcoholic beverages in their own apartment/room in accordance with the Special Agreement and applicable laws. The Special Agreement (as well as The Guide to Residence Living) sets forth detailed requirements for such residents, including approved types of alcohol, the amount of alcohol permitted per resident and rules on hosting guests.

• Alcohol is not permitted to be possessed or used by any other residents of Gaebe ,Triangolo, or apartment suites in Founders Hall who do not meet such requirements. Alcohol is not permitted in the other residence halls regardless of a student being of legal drinking age. (See residence hall alcohol policy in The Guide to Residence Living for more information.)
Unlawful for these purposes means in violation of federal, state, or local statutes, regulations, or ordinances. Workplace is defined as university premises or any place where university business is conducted away from university premises. Educational setting includes both university premises and approved educational sites off campus.

University policies and relevant laws regarding the possession or use of illegal drugs, narcotics or drug paraphernalia and illegal alcohol use are strictly enforced at the university through Campus Safety & Security and/or Human Resources, together with federal, state, and local law enforcement officials when appropriate. Johnson & Wales University is not, and cannot be considered, a protector or sanctuary from the existing laws of the city, state, and federal governments.

A violation of this policy by a student constitutes a violation of the Student Code of Conduct. Disciplinary sanctions which may be imposed on a student’s violation of this policy include, but are not limited to: reprimand, revocation of certain privileges, campus service, conduct probation, deferred suspension, suspension, or permanent dismissal from the university.

To ensure that all incoming students are aware of the alcohol and drug laws of the state of Colorado, an outline of Colorado penalties for drug- and alcohol-related offenses is included in the Student Handbook.

All employees of the university, as a condition of employment, must also agree to abide by the terms of this policy. In addition, all employees must notify the university of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

As a reminder of the university’s policy, a copy of the drug-free policy statement is distributed to each faculty and staff member once a year.

**Substance Abuse Prevention:** Given the problems associated with consumption of alcohol or drugs, Johnson & Wales offers a variety of assessment and prevention programs for students. The university provides all students with a short, educational program on alcohol/substance abuse as part of new student orientation. One section of the program contains a substance abuse presentation. The university has a mandatory alcohol course for any students who are age 21 or older and would like to use alcohol in one residential facility sanctioned by the university.

**Rehabilitation Programs:** Students who have been disciplined through the university’s conduct review system for substance abuse or for negative behavior resulting from substance abuse receive sanctions underscoring the consequences for repeating similar behavior.

Counseling is available through the university’s Health & Counseling Center. Each student is entitled to three free clinical visits. Counselors refer any students with chronic abuse problems who need additional visits to an outpatient program.

**Substance Abuse Awareness:** The university community takes an active role in raising awareness of substance abuse among its students, faculty and staff. Campus activities and the resident assistants sponsor various events and faculty, students and staff are encouraged to attend these events, which are publicized through employee and student newsletters, flyers, posters and electronic mediums.

**CRIME STATISTICS**

Crime statistics for Johnson & Wales University are prepared by Campus Safety & Security. Johnson & Wales University compiles its crime statistics using the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, including any modifications pursuant to the Hate Crime Statistics Act and the Violence Against Woman Reauthorization Act of 2013 (VAWA).

Please note that the university’s crime statistics include not only crimes that have been reported to state and local police authorities, but also crimes reported to campus security authorities which may not have been reported to the police (for example, minor violations
of the Student Code of Conduct or crimes where the victim chooses not to press criminal charges).

The primary source for Johnson & Wales University’s statistics is reports received by the university's Campus Safety & Security. All crimes involving university students, personnel, and/or property are required to be reported to Campus Safety & Security. Other individuals who have significant responsibilities for student and campus activities are also surveyed. If these individuals disclose any crimes that may not have been reported to Campus Safety & Security, the crimes are also included in the crime statistics.

Finally, the crime statistics include crimes that have occurred in or on non-campus buildings and property owned or controlled by Johnson & Wales University or by an officially recognized student organization, as well as on public property (including thoroughfares, streets, sidewalks, and parking facilities) that is adjacent to and accessible from the campus. The university requests information on these crimes from state and/or local police agencies for inclusion in the crime statistics whether or not they were previously reported to campus security authorities.

This brochure is published in compliance with U.S. Public Law 101-542, The Student Right-To-Know and Campus Security Act. Published in October 2012. For additional copies, contact Johnson & Wales Campus Safety & Security at 303-256-2500 or visit www.jwu.edu/uploadedFiles/Documents/General/Reports/JWUSecurityReport2015.pdf.

MISSION & GUIDING PRINCIPLES

Johnson & Wales University ...an exceptional education that inspires professional success and lifelong personal and intellectual growth.

In support of our mission and recognizing the importance of preserving our unique student-centered culture we will be guided by the following principles:

• Undertake continuous improvement and planning for a sustainable future
• Foster a teaching-focused university that encourages appropriate scholarship and offers relevant programs that maximize student potential
• Enrich our academic programs with experiential and work-integrated learning
• Be cost-conscious in our endeavor to provide an affordable private university education and be a good steward of our resources
• Embrace diversity for a richly inclusive community
• Model ethical behavior and local, national and global citizenship
• Value our faculty and staff by investing in their quality of life and professional development
• Provide facilities, technology and other resources to meet the needs of students, faculty and staff
STATISTICAL SUMMARIES OF CRIME REPORTED OFFENSES
### 2014 STATISTICAL SUMMARY OF CRIME: REPORTED OFFENSES

Johnson & Wales University Denver Campus 2014 Statistical Summary of Crime: Reported Offenses (Including Attempts)

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* This category includes all on-campus incidents, including those listed in the category below, “In dormitories or other residential facilities.” Therefore, the two categories are not cumulative, but duplicative.
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<td>The Violence Against Woman´s Act (VAWA) Disclosure of Campus Security Policy and Campus Crimes Statistics Act</td>
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Unfounded Reports: "0"-There were no Clery reportable incidents removed from the foregoing crime statistics due to being determined unfounded in 2014.
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<tr>
<td>HATE CRIMES</td>
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</table>

**VAWA ACT REPORTING TEMPLATE**

The Violence Against Woman’s Act (VAWA) Disclosure of Campus Security Policy and Campus Crimes Statistics Act

| **Domestic Violence**         | On campus*                 | 0    |
|                               | In dormitories or other    | 0    |
|                               | residential facilities     | 0    |
|                               | In or on a noncampus       | 0    |
|                               | building or property       | 0    |
|                               | On public property         | 0    |
| **Dating Violence**           | On campus*                 | 3    |
|                               | In dormitories or other    | 0    |
|                               | residential facilities     | 0    |
|                               | In or on a noncampus       | 0    |
|                               | building or property       | 0    |
|                               | On public property         | 0    |
| **Stalking**                  | On campus*                 | 1    |
|                               | In dormitories or other    | 0    |
|                               | residential facilities     | 0    |
|                               | In or on a noncampus       | 0    |
|                               | building or property       | 0    |
|                               | On public property         | 0    |

*This category includes all on-campus incidents, including those listed in the category below, “In dormitories or other residential facilities.” Therefore, the two categories are not cumulative, but duplicative.
# 2012 Statistical Summary of Crime: Reported Offenses

## Criminal Statistics:

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<tr>
<th>Category</th>
<th>Venue</th>
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<td>In or on a non-campus building or property .................................. 0</td>
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<td>On public property .................................................. 0</td>
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<td>On campus .................................................. 0</td>
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<td>HATE CRIMES</td>
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</table>

* This category includes all on-campus incidents, including those listed in the category below, “In dormitories or other residential facilities.” Therefore, the two categories are not cumulative, but duplicative.
WHAT TO DO IN CASE OF:

**Fires**
- Activate the nearest fire alarm pull station.
- **Call 911** and Campus Safety & Security at 303-256-9500.
- Notify other building occupants.
- Help those needing assistance to leave the area.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Go to your rally point and stay with your class.
- DO NOT re-enter the building until authorized to do so by emergency personnel.

**Building Evacuation Procedures**
- When the fire alarm is activated, evacuation is **MANDATORY**.
- Do not use elevators.
- Take personal belongings with you.
- Shut off stoves and ovens in kitchens and culinary labs.
- Close doors as you exit.
- Move away from the building to your rally point or a safe area.

**Shelter-in-Place**
- Suspend all activities.
- Proceed immediately to an interior room or if available, a designated shelter-in-place location for the building.
- Do not use elevators.
- Close all windows and doors and ensure that all HVAC systems and elevators are shut down.
- Remain calm.
- Stay in the shelter area until otherwise instructed by university personnel or the authorities.

**Active Shooter/Lockdown**
- If possible, exit the building and **call 911** and Campus Safety & Security at 303-256-9500.
- If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room.
- Stay away from windows and lock them, if possible.
- Shut off lights and close blinds and shades.
- Remain calm and quietly **call 911** and Campus Safety & Security at 303-256-9500.
- Leave the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see what is happening.
- Do not attempt to confront the hostile intruder unless as a last resort.
- Do not assume someone else has called 911 or Campus Safety & Security.

**Suspicious Behavior/Persons of Concern**
- Do not physically confront the person.
- Do not let anyone into a locked room or building.
- Do not block a person's access to an exit.
- **Call Campus Safety & Security** at 303-256-9500.

**Suspicious Packages**
- Do not touch or disturb the object or package.
- Evacuate the area immediately.
- **Call Campus Safety & Security** at 303-256-9500.
- Notify your professor, RD, RA or other university administrator.

**Weather Emergencies**
Call the Alert Information Line at 980-598-4636 for class cancellation and other emergency information

In an emergency, call 911 and Campus Safety & Security at 303-256-9500.
Shelter-in-Place

Building Evacuation Procedures

WHAT TO DO IN CASE OF:

- Close all windows and doors.
- Suspend all activities.
- Activate the nearest fire alarm pull station.
- Remain calm.
- Proceed immediately to an interior room or if available, do not use elevators.
- When the fire alarm is activated, evacuation systems and elevators are shut down.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Do not use elevators.
- Take personal belongings with you.
- Move away from the building to your rally point or close blinds and shades.
- Leave the room only when authorities have arrived and instructed you to do so.
- If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room.
- Call the Alert Information Line at 980-598-4636 for class Weather Emergencies
- Call 911 and Campus Safety & Security at 303-256-9500.
- Call or instruct someone to call 911 and Campus Safety & Security at 303-256-9500.
- Locate an Automatic External Defibrillator (AED), if one is available.
- Perform CPR if trained and willing to do so.

Blasts

- Do not touch or disturb the object or package.
- Do not physically confront the person.
- Call Campus Safety & Security at 303-256-9500.
- Notify your professor, RD, RA or other university personnel or the authorities.
- Call Campus Safety & Security at 303-256-9500.
- Do not let an individual or group enter the area, if it is safe to do so.
- From a safe area call Campus Safety & Security at 303-256-9500.
- Be prepared to provide the following information:
  o Name and quantity of the material
  o Time and location of the incident
  o If anyone is injured or exposed to the material
  o If fire or explosion is involved
  o Your name, phone number and location
- Evacuate if necessary.

Medical

Cardiac Arrest or Heart Attack
- Assess the scene for danger.
- Check the victim.
- Call or instruct someone to call 911 and Campus Safety & Security at 303-256-9500.
- Locate an Automatic External Defibrillator (AED), if one is available.
- Perform CPR if trained and willing to do so.

Bleeding
- Apply firm but gentle pressure to the wound with a clean cloth or tissue.
- Have the person lie down.
- Call 911 and Campus Safety & Security at 303-256-9500.

Burns
- Remove the cause of the burn.
- Flush the area with water.
- Do not apply a dressing, creams or lotions.
- Call 911 and Campus Safety & Security at 303-256-9500.

Hazardous Materials Spills
If the incident is indoors, close all doors in order to isolate the area, if it is safe to do so.
- From a safe area call Campus Safety & Security at 303-256-9500.
- Be prepared to provide the following information:
  o Name and quantity of the material
  o Time and location of the incident
  o If anyone is injured or exposed to the material
  o If fire or explosion is involved
  o Your name, phone number and location
- Evacuate if necessary.

Bomb Threats
- Remain calm.
- Get as much information as possible.
- Call 911 and Campus Safety & Security at 303-256-9500.

Gas Leaks, Fumes & Vapors
If you smell natural gas
- Do not pull the fire alarms.
- Do not touch light switches or electrical equipment.
- Go to a safe place and call Campus Safety & Security at 303-256-9500.
- Clear the area immediately if instructed to do so.
- Provide your name, phone number and location along with the location of the odor.
- Provide as many details as possible.

Flooding
Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:
- If you can do so safely
  o Secure vital equipment, records, and hazardous materials.
  o Shut off non-essential electrical equipment.
  o Move all people to a safe area away from the building in danger.
  o Call Campus Safety & Security at 303-256-9500.
  o Do not return to the building until instructed to do so by Campus Safety & Security or Facilities.

Media Inquiries
Direct ALL media inquiries to Communications and Media Relations at 303-256-9452.

911 (or 8+911 from university phones)
Maintenance/Facilities: 303-256-9340
Campus Safety & Security: 303-256-9500
Alert Information Line: 303-256-9348
2015 ANNUAL FIRE SAFETY REPORT
All fires are to be reported to the ranking Campus Safety & Security officer or to one of the following administrators at each campus (these JWU employees and their designees also have primary responsibility for determining whether there is an emergency requiring a notification and/or carrying out the notification process):

- The director of campus safety & security
- The campus president
- The campus vice president
- Dean of students
- The director of communications and media relations.

Campus Safety & Security Contact Information:

Denver Campus  303-256-9500

Fire Logs
A fire log with the nature, date, time, and location of any fire that occurred in an on-campus housing facility for the most recent 60-day period is available for review during normal business hours at Campus Safety & Security at your campus. Requests for fire log information dated prior to the 60-day time period will be provided upon request.
### Fires in Residential Facilities - 2014

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire**</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s Hall, 7110 Montview Blvd</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
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<tr>
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<tr>
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*Values are in dollars

### Fires in Residential Facilities - 2013

<table>
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<th>Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
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<tr>
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*Values are in dollars

### Fires in Residential Facilities - 2012

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<th>Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire**</th>
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*Values are in dollars
FIRE SAFETY EQUIPMENT

All residence halls (Johnson Hall, Wales Hall, President’s Hall, Gaebe Hall and Triangolo Halls) all have full sprinkler and smoke detection systems, manual fire extinguishers, and evacuation placards in place. Fire alarm monitoring is done by the Denver Fire Department.

Founders Hall, an existing building on the Denver Campus which has been newly renovated into a residential facility, will open in September 2015. It is equipped with full sprinkler and smoke detection systems, manual fire extinguishers, rescue phones on each elevator landing and evacuation placards. Alarm monitoring will also be done by the Denver Fire Department.

Fire Drills and Fire Equipment – Calendar Year 2014

Two fire drills were completed for each residence hall for the reporting year 2014.

Smoking Policy

Smoking is strictly prohibited in all campus facilities. This includes, but is not limited to, common work areas, classrooms, conference and meeting rooms, private offices, elevators, hallways, stairs, restrooms, vehicles and all other enclosed facilities.

Emergency Procedures

Note: For campus-specific procedures, please go to Public Folders under All Public Folders>Emergency Procedures>JWU Emergency Plan and Procedures.

Effective emergency response requires the coordinated efforts of staff, faculty, and students. Each member of the JWU community should be prepared to act promptly when faced with an emergency. This includes knowing the following:

• Evacuation routes, exit points and rally points; where rally point leaders, or their designee(s), will attempt to take an accounting (roll call) of employees, students, guests and visitors, after evacuation.
• When and how to evacuate a building.
• Locations of emergency supplies and materials, such as fire extinguishers, pull alarms and first aid kits.
• Proper procedures for notifying emergency responders about an emergency in your building or work area.
• Potential exposures to hazardous materials or processes in and around your work area, as well as any means of protecting yourself in the event of an emergency.
• Proper procedures for location specific emergencies (i.e. snowstorm, hurricane, ice storm, etc.).
• Campus emergency contact phone numbers.

Emergency Evacuations

In the event of evacuation, campus procedures shall be followed as closely as possible. Evacuations may be the correct course of action in some instances, and direction in these cases will be provided by the incident commander, his/her designee and/or a local emergency services agency.

If the decision is made to evacuate one or more university buildings:

• Stay calm, do not rush, and do not panic.
• Safely stop your work. If time permits and it is safe to do so, shut off all computers, copy/fax machines, cooking equipment including ovens, stoves, fryolators, etc.
• Gather your personal belongings if it is safe to do so (Reminder: take prescription medications out with you if at all possible.)
• No one shall remain in the building, no one shall re-enter the building without the authorization of the incident commander or the responding emergency services agency.
• Upon exiting the building, students, faculty, and staff should report to the designated rally point. See the table(s) in the appropriate campus plan for the list of evacuation procedures and rally point locations.
• Once at the rally point, students, faculty and staff shall remain at the rally point unless otherwise directed by university or emergency response personnel. Students, staff and faculty MUST check in with their rally point leader or building manager to attempt to provide an account of occupants to the incident commander. The incident commander must be notified if students, staff and/or faculty have not successfully evacuated or are missing.

Evacuation Procedures for People with Disabilities
• Evacuate people with disabilities if possible.
• DO NOT use elevators, unless authorized to do so by police or fire personnel.
• If the situation is life threatening, call 911.
• Check on people with special needs during an evacuation. A “buddy system” where people with disabilities arrange for volunteers, alert them and assist them in an emergency, is a good method.
• Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
• Always ask someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations that need to come with that person.

For campus-specific procedures, please go to public folders under all public folders> emergency procedures>jwu emergency plan and procedures. Emergency Response and Evacuation Procedures are also available on the jwuAlerts page at http://www.jwu.edu/alerts/find-alerts/denver/.

Training & Exercises
Training and exercises are an integral part of the university’s emergency response program. The level and type of training received by each individual will vary according to that individual’s responsibilities within the program. The training shall be developed and provided by the appropriate departments or external agencies.

It is the responsibility of each (building) occupant to become familiar with general evacuation procedures, and to know the evacuation routes and assembly areas that are listed in the emergency plan. Faculty and staff shall also attend training(s) given by their department leads on an annual basis.

Conducting drills is essential for assessing emergency plans and procedures, for determining the readiness of emergency responders for resolving questions of coordination and clarifying roles and responsibilities, and for promoting awareness of potential hazards. In addition to drills, tabletop exercises shall be conducted periodically with various response team members as a less involved technique for evaluating specific aspects of the emergency response program. These exercises will be developed and coordinated by the Crisis Management Team and will seek to include external community members and government emergency service providers.

Whenever feasible, observers from within JWU and from outside agencies should be present throughout the drill to analyze and evaluate each component of the response, and to make recommendations as needed.
Maintenance of the University Emergency Management Plan

The University Emergency Management Plan will be subject to ongoing changes (and improvements) based on the results of actual events, post-exercise drills and activities, and input from units and departments tasked in the plan. There shall be an annual review process; however incremental changes, modifications and adjustments to the plan will be made as conditions change. The Emergency Operations Team shall be responsible for documenting the training of staff and for retaining that documentation.

FIRE SAFETY INFORMATION FOR STUDENTS

Fire Safety Rules

Residence hall fire exits and fire escapes (if present) are to be used in the event of actual emergency conditions and must be kept clear of obstacles and impediments at all times. Fire escapes (if present) are off limits except during emergencies. Violators are subject to fines and disciplinary action.

Fire alarms and extinguishers are placed in residence halls for your safety and that of other residents. You are reminded that use of the equipment, except in the case of fire, jeopardizes the safety of all residents, subjects the violator to fines and disciplinary action (up to and including dismissal from the university) and constitutes a serious criminal offense under the laws of the state.

You must exit the building whenever a fire alarm sounds, during routine fire drills and when illegal or unauthorized use of this equipment has occurred. Fire drills are conducted periodically in each residence hall.

Residence Hall — Fire/Explosion Evacuation Procedures

The person who discovers a fire should pull the fire alarm and leave the immediate area. All building occupants should evacuate the building via the nearest safe exit upon sounding of the fire alarm. If the primary route is blocked by fire, the secondary route should be used.

- DO NOT RUN.
- DO NOT use elevators for evacuation.
- Once outside, occupants should proceed to their building’s designated rally point.
- When an alarm is sounded in a residence hall reception area personnel shall call Campus Safety & Security.
- Every effort will be made for R.A.s/R.D.s, or other assigned person(s), to knock on the doors of the rooms on their floor to alert residents to evacuate the building. Reception area personnel will also take the guest check-in book and residence list before leaving the building unless there is fire or smoke in the immediate area.
- Once occupants arrive at their rally point, students shall report to their R.A./R.D., or other assigned person(s). If they are exiting from a residence hall, or their professor if exiting from a classroom. University employees shall report to their supervisors.
- Resident hall staff shall attempt to account for all occupants and ask questions as necessary to determine if all students have left the building.
- The highest-ranking Campus Safety & Security staff member at the site shall attempt to account for all occupants. Resident hall staff, professors and supervisors shall notify Campus Safety & Security of any missing persons. Campus Safety & Security will report any missing occupants to the fire department.
- The student/employee who discovers the situation and begins the evacuation shall contact Campus Safety & Security (at the rally point) to give the location and type of fire (oil, paper, etc.). As a back-up, once Campus Safety & Security is contacted, they will notify the fire department of the alarm situation.
- Upon fire department arrival, the highest ranking Campus Safety & Security
employee and the student/employee who discovered the fire shall report the location and type of fire and any missing occupants.

- Campus Safety & Security (or the incident commander) shall contact an ambulance and hospital if students/employees are injured.
- The fire department will notify Campus Safety & Security when it is safe to re-enter the building. Campus Safety & Security will then inform R.A.s/R.D.s, professors, and employees of their decision.

For campus-specific Evacuation Procedures, please go to Public Folders under All Public Folders> Emergency Procedures> JWU Emergency Plan and Procedures. University emergency management and fire safety training programs are available students via jwuLink. Emergency Response and Evacuation Procedures are also available on the jwuAlerts page at http://www.jwu.edu/alerts/find-alerts/denver/.

Prohibited Items in Residence Halls
Many items which you have in your room at home are not allowed in our residence halls due to fire safety regulations, federal, state and local laws, or university policy. For health, safety and insurance liability reasons, residents are prohibited from having the following items in their rooms:

- Flammable liquids, chemicals of any kind, combustible decorations, explosive materials, and other similar materials, except for sealed containers not exceeding one-ounce capacity.
- Gasoline, kerosene & other fuels.
- Large power tools, air conditioners, open-coil appliances, heaters.
- Cooking equipment including, but not limited to: immersion coils, pottery water-warmers, ovens, hot plates, blenders, fryers, grills (including George Foreman grills), toaster ovens/toaster, hot pots, fry pans, stoves and exposed burners (including popcorn poppers without self-contained heating units), griddles, crock pots, mixers, food processors, dehydrators. (Students living within Triangolo/Gaebe Halls and Founders rooms 50-65 and 150-165 are permitted the above mentioned cooking items but must stay in kitchen/kitchenette area.)
- Microwaves are prohibited unless part of an approved MicroFridge® unit. Students living in Gaebe Hall are permitted one small microwave per apartment.
- Personal refrigerators are prohibited unless part of an approved MicroFridge unit or if provided by the University.
- Fire/open flame materials or unapproved high-heat producing devices, including, but not limited to, candles, lanterns, incense, incense burners, halogen lights and lamps, camping stoves, fireworks, fire crackers, hookahs, lava lamps, neon signs, rope lights, charcoal grills and sunlamps.
- Antennas or wires extending outside room windows.
- Additional furniture without prior approval of the residence director.
- Firearms (including realistic replicas of firearms), weapons (including realistic replicas of weapons), including, but not limited to knives with a blade over 3 inches (excluding university-issued culinary knife kits), brass knuckles and swords; ammunition (not limited to live ammunition), including shell casings, & related paraphernalia, BB guns & air guns are prohibited. Refer to the University’s Firearms Policy for more information.
- Mopeds, motorcycles, scooters and other similar vehicles including gasoline-powered toys or mini bikes are prohibited. Bicycles may not be kept in hallways, stairwells, or public areas inside the residence halls.
- Alcoholic beverages and containers including empty ones; wine glasses, margarita glasses, martini glasses and shot glasses (possession of alcohol is not permitted anywhere on university property, except for legal use at events, operations, programs
or facilities sanctioned by the university).

- Narcotics, drugs (including alternative drugs such as synthetic THC and prescription medications that are not in your name) and drug-related items (including hookahs) or items perceived to be for drug use. Refer to the university's Drug and Alcohol Policy for more information.
- Oversized radios or speakers.
- Unlawfully obtained street, traffic & construction signs.
- Wall/ceiling tapestries, flags, or other wall coverings or ceiling coverings.
- Satellite devices (i.e., Direct TV).
- Items that may affect the safety or security of the residence hall.

**Student Code of Conduct**

1. Harming or Endangering
   a. Use of physical force or violence
   b. Threatened use of physical force or violence
   c. Dating violence or domestic violence
   d. Fighting (physical or verbal)
   e. Endangering or threatening health or safety
   f. Intentional possession of a dangerous article or substance that may be used to injure or cause discomfort to any person
   g. Possession of firearms, ammunition, shell casings, BB guns, air guns, airsoft guns, fireworks, incendiary devices, explosives and items that resemble a firearm
   h. Initiating or circulating a report or warning of an impending bombing, fire or other crime, emergency, or catastrophe, knowing that the report is false
   i. Intentionally or recklessly starting a fire
   j. Misuse of or tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, exit signs and pull stations)
   k. Hazing
   l. Aiding, abetting, encouraging or participating in a riot, commotion or disturbance, or other disorderly conduct
   m. Possession of weapons, including, but not limited to, knives with a blade of three inches or longer (excluding university-issued culinary knives), brass knuckles, swords and items that resemble a weapon
   n. Animal abuse or neglect

If Student Conduct assigns a charge of dating violence or domestic violence, the university is required by law to inform the complainant of the Conduct Review Process outcome.

For more information on dating violence or domestic violence, see the university’s Sexual Assault & Relationship Violence Policy.

For more information on Hazing, see the university’s Hazing Policy.

(See the Student Handbook posted at www.jwu.edu for additional information regarding the Student Code of Conduct.)

**Residence Hall Safety Rules**

Do not:

- Sit on window ledges or climb in and out of windows.
- Place objects on window ledges.
- Leave your door unlocked.
- Leave valuables unsecured.
- Use roofs, awnings or balconies.
- Cook in residence halls (with the exception of approved areas).
• Use athletic equipment in halls, common areas or rooms.
• Hang items on sprinklers.
• Check in or sponsor visitors you do not know (see also Guest and Visitor policy below).

Residence hall fire exits and fire escapes (when present) are to be used in the event of actual emergency conditions and must be kept clear of obstacles and impediments at all times. Fire escapes (when present) are off limits except during emergencies. Violators are subject to fines and disciplinary action.

Fire alarms and extinguishers are placed in residence halls for your safety and that of other residents. You are reminded that use of the equipment, except in the case of fire, jeopardizes the safety of all residents, subjects the violator to fines and disciplinary action (up to and including dismissal from the university) and constitutes a serious criminal offense under the laws of the state.

You must exit the building whenever a fire alarm sounds, during routine fire drills and when illegal or unauthorized use of this equipment has occurred. Fire drills are conducted periodically in each residence hall.

Residence Hall Safety Inspections and Room Searches

Johnson & Wales University reserves the right to key-in and search bags (upon entry), residence hall rooms, MicroFridges, refrigerators, room safes and packages at any time for fire, health and safety hazards, for prohibited items and for maintenance and inventory reasons.

The university also reserves the right to inspect and search residents’ rooms in the event that a violation of the Student Code of Conduct occurs or is believed to have occurred. Resident Assistants will perform routine safety inspections of students’ rooms each term. Room searches are conducted by members of Campus Safety & Security.

Additional fire safety information regarding residence halls is available in The Guide to Residence Living.

NOTICE OF NONDISCRIMINATION

Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis in admission to, access to, treatment of, or employment in its programs and activities. For our full nondiscrimination policy, visit www.jwu.edu/compliance.