



**2021** WEBSTER UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY

# Annual Security Report

Containing Crime Statistics for 2018, 2019, and 2020



**Southern Maryland Higher  
Education Center Campus**

## QUICK REFERENCE RESOURCES

### Emergency Contacts

Emergency	911
St. Mary's County Sheriff (non-emergency)	301-475-8008
Webster University – SMHEC	301 737-2500x216
Webster University Department of Public Safety	314-246-7430 (non-emergency)
Sexual Offense Advocate (main campus)	314-649-8474 (24 hours a day)

*The Department of Public Safety and Sexual Offense Advocate are located on the main campus in Webster Groves, Missouri; however, staff members can assist callers remotely or make appropriate referrals to local resources.*

### Webster Alert System

This is the University's free mass notification service, which is used to alert all students, faculty & staff regarding important information regarding campus crimes, emergencies and other potentially life-threatening events at their webster.edu email address. *Users are strongly encouraged to add a personal email address and mobile number to their account by logging into Connections and clicking on the Webster Alerts banner.*

*The following telephone numbers connect callers with personnel at the main campus; however, staff and administrators at the main campus can either assist callers at branch campuses remotely or make appropriate local referrals.*

### University Title IX Coordinator

University Title IX Coordinator	314-246-7780
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### Other Campus Resources

Dean of Students Office	314-968-6980
Academic Resource Center	314-246-7620
Financial Aid Office	314-968-6992
Counseling Services	314-968-7030
Immigration/Visa Information	314-246-7860

# SOUTHERN MARYLAND HIGHER EDUCATION CENTER (SMHEC) CAMPUS ANNUAL CRIME STATISTICS

This section of the Annual Security Report explains what type of crimes institutions are directed to include under the Clery Act, as well as how the University obtains and tabulates these statistics each year. Reporting tables are provided which include crime statistics for the calendar years 2018-2020.

## Preparation of the Annual Crime Statistics

The statistics included in the Annual Security Report are compiled by the Department of Public Safety (DPS) with assistance from a wide range of other University administrative departments, including but not limited to Campus Directors and Assistant Directors at branch campuses, Student Affairs, Human Resources, and Title IX. DPS collects statistics from these departments and other University Campus Security Authorities (CSAs),<sup>1</sup> on an ongoing basis throughout the year and follows up with an annual request for confirmation that all reports of crimes received by CSAs have already been reported to DPS. DPS also annually requests crime statistics from local law enforcement agencies which could potentially respond to calls anywhere on this campus' Clery reportable geography.

## Explanation of the 2018-2020 Crime Statistics Reporting Tables

Under the Clery Act, institutions are only directed to disclose statistics for specific offenses, (collectively referred to as Clery Act Crimes) which were reported to have occurred in one of the following four<sup>2</sup> geographical locations associated with the University:

**On-Campus:** 1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; or 2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Public Property:** All public property, including but not limited to thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

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<sup>1</sup> CSAs include members of DPS, as well as other University employees or volunteers with responsibility for campus security who are not members of DPS, and University officials with significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings. Because official responsibilities and job titles vary significantly on campuses, CSAs are classified by job function, not job title.

<sup>2</sup> Statistics for incidents occurring in on-campus student housing facilities are separately reported as a subset of on-campus property. However, there are no on-campus student housing facilities associated with this campus at this time.

**Non-campus Buildings or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. *Note that none of Webster University's officially recognized student organizations own or control any property.*

Clery Act Crimes are categorized in four general categories. The Criminal Offenses category includes: Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson. The Hate Crimes category includes: any of the Criminal Offenses and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias. The VAWA Offenses category includes: any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes). The final category of Clery Act Crimes is referred to as Arrests and Referrals for Disciplinary Action and includes: Violations of Weapons Laws, Drug Abuse Violations and Liquor Law Violations. **Definitions of each offense are provided in Appendix A.**

**It is also important to note:**

- statistics are based on reports of **alleged** criminal offenses – and offenses are included regardless of whether or not the crime has been investigated, or whether a finding of guilt or responsibility has been made; and
- statistics are tabulated based on the date the Clery Act Crime was reported, not the date it allegedly occurred.

**Criminal Offenses Reporting Table 2018-2020 (SMHEC Metro Campus):**

Offense	Year	Geographic Location		
		On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Manslaughter by Negligence	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Rape	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Fondling	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Incest	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Statutory Rape	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Robbery	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Aggravated Assault	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Burglary	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Motor Vehicle Theft	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Arson	2020	0	0	0
	2019	0	0	0
	2018	0	0	0

**VAWA Offenses Reporting Table 2018-2020 (SMHEC Metro Campus):**

Offense	Year	Geographic Location		
		On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Dating Violence	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Stalking	2020	0	0	0
	2019	0	0	0
	2018	0	0	0

**Arrests and Disciplinary Referrals Reporting Table 2018-2020 (SMHEC Metro Campus):**

Offense	Year	Geographic Location		
		On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, Etc.	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Arrests: Drug Abuse Violations	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Arrests: Liquor Law Violations	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0	0
	2019	0	0	0
	2018	0	0	0

**Hate Crimes**

In addition to the statistics presented in the Reporting Tables on the preceding pages, institutions are required to report the statistics for hate crimes. There were no reported Hate Crimes during 2018, 2019, or 2020.

**Unfounded Crimes**

Institutions are also required to disclose whether any crime reports were “unfounded” and subsequently withheld from crime statistics during each of the three most recent calendar years. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

There were no unfounded crimes in 2018, 2019, or 2020.

# CAMPUS SAFETY

## POLICIES AND PROCEDURES

This section of the Annual Security Report includes information about Webster University's Department of Public Safety, how to report crimes or suspicious activity to the University, and how the University communicates important safety information to its students, faculty, and staff.

### Campus Safety

The Webster University Department of Public Safety (DPS) is located at the University's main campus in Webster Groves, Missouri. DPS is led by Director Rick Gerger who has over 20 years of law enforcement experience and holds a Bachelor of Science in Administration of Justice and a Master of Arts in Business and Organizational Security Management. DPS is a member of the University's Finance and Administration division, and reports to the President of the University.

The Director of Public Safety and other department personnel work collaboratively with local law enforcement and administrators and staff at the University's branch campuses. DPS and the branch campus administrators and staff are dedicated to providing protective and safety services to the campus community.

### Jurisdiction and Enforcement Authority

Local law enforcement has jurisdiction over all Webster University owned or controlled property associated with this branch campus; however, the Campus Director, DPS, and administrators and staff on the main campus work collaboratively with local law enforcement to enforce University policy, as well as local and federal laws. Only local law enforcement has the power to make arrests on the Webster University property associated with this campus; however, University administrators or staff may assist local law enforcement with making arrests on University property, or with any search or seizure in connection with an arrest related to a crime committed on University property.

There are no written "memorandum of understanding" (MOU) agreements between the University and local law enforcement regarding the investigation of alleged criminal offenses. However, campus administrators and DPS work cooperatively with local law enforcement to enhance public safety services and campus security. None of the University's recognized student organizations own or control any on campus or non-campus buildings or structures.

Local law enforcement and campus administrators are responsible for the day-to-day campus security for all of the facilities on campus. DPS works closely with administrative departments on this branch campus on a dual approach to campus security – which entails both minimizing criminal opportunities whenever possible and encouraging members of the campus community to take an active role in their own personal safety and the safety of others.

The Campus Director and other campus staff also employ a number of techniques to minimize criminal opportunities on campus generally.



## **Facility Maintenance**

The campus' facilities and landscaping are maintained in a manner that minimizes hazardous conditions.

## **Access to Campus Facilities**

This campus includes well-equipped classrooms and administrative space. The University's facilities are generally open during normal business hours and when classes are in session. Campus administrators are responsible for coordinating the issuance of any necessary access cards, keys and access codes for students, faculty and staff, and authorized visitors.

## **Security Awareness & Crime Prevention Programs**

Education is another key component of maintaining a secure campus. The Department of Public Safety at the main campus in Webster Groves offers certain online resources which are available to campus community members at all of its branch campuses. The Department of Public Safety and the Campus Director plan to continue to work collaboratively to continue to develop additional security awareness and crime prevention programming for students, employees or faculty at this campus.

### **Crime Prevention Programs**

The University provides all students, staff and faculty with access to a variety of videos on Campus Safety, including crime prevention tips. These videos can be accessed from student, staff, and faculty's Webster University Connections page under the "Crisis Response" tab. Additional crime prevention tips are provided in Appendix A to this Report.

Regardless of the specific focus of the programs presented, the University's security awareness and crime prevention presentations emphasize the need for participants to be responsible for their own security and safety, as campus safety requires collaboration between the University, students, faculty and staff.

Additional crime prevention, security awareness programs and resources (including Active Shooter training) are also available to interested individuals and groups of students, parents, staff and faculty by request.

## Reporting Criminal or Suspicious Activity and Emergencies

The University strongly encourages all members of the campus community (as well as visitors) to promptly and accurately report any criminal or suspicious activity and emergencies as outlined below as soon as possible, even if the victim of a crime elects to, or is unable to, make such a report. It is essential that all crimes are reported using these methods so that the Campus Director can determine whether a Timely Warning<sup>3</sup> needs to be issued to the campus community and consider whether the incident should be included annual crime statistics.

The University also strongly encourages individuals to report any crimes which occur off campus to the Campus Director. While these crimes are not included in the Annual Security Report,<sup>4</sup> the Campus Director can work with DPS to determine which local law enforcement agency to contact for assistance.

### Contacting the University about Criminal Actions, Suspicious Activities or Emergencies on Campus

Campus community members should report criminal action, suspicious activity or other emergencies occurring on campus to the Campus Director at the main campus number listed in the Quick Reference section of this Report. If a reporting party cannot reach the Director, or the crime, suspicious activity or emergency is taking place outside of regular business hours, reporting parties should contact law enforcement/first responders by calling 911. Anytime an individual reports an incident directly to law enforcement instead of the Campus Director, he or she should follow up with a brief voicemail to the Director.

### Confidential Reports

The University understands that there are times when a victim of a crime does not want to pursue action within the university system or the criminal justice system; however, reporting parties may still want to consider making a confidential report. With a reporting party's permission, the Campus Director (or the Campus Director's designee) can file a report without revealing the reporting party's identity. The purpose of a confidential report is to comply with a reporting party's desire to keep the matter confidential, while allowing the University to take the necessary steps to ensure the future safety of the reporting party and campus community. Confidential reports also allow the University to determine where there is a pattern of crime with regard to a particular location, method, or assailant, and assess whether a Timely Warning (described in more detail in the Timely Warning section of this document) is needed. These Confidential reports are also included in the University's annual crimes statistics.

**Important note: confidential reporting is not available for reports of sexual assault, dating violence, domestic violence or stalking.** As explained in later sections of the Annual Security Report, the University must share the reporting party's identity with a Title IX Coordinator anytime it receives a report involving one of those crimes. See the section of the Report titled "Reporting Sexual Assault,

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<sup>3</sup> Timely Warnings are Clery mandated safety alerts that are issued to the campus community under certain circumstances. The University's policies and procedures regarding Timely Warnings are explained in a later section of this Report.

<sup>4</sup> Unless the incident took place on reportable non-campus property as that term is defined by the Department of Education.

Dating Violence, Domestic Violence or Stalking” for additional detail on how to report these types of offenses confidentially.

The University communicates annually with the individuals on the main campus in Webster Groves who act in the role of a licensed pastoral or professional counselors regarding the procedures for Confidential Reporting described above and asks these counselors to inform their clients about confidential reporting as they deem appropriate. Regardless of whether a report is made confidentially or not, statistics included in the Annual Security Report never include any identifying information for any of the involved parties.

### **University Response to Reports of Crime or Suspicious Activity**

Whenever the Campus Director receives a report of a crime or suspicious activity, the Campus Director will relay that information to DPS at the main campus, and work with DPS to document the incident. If the reporting party requests the involvement of the local law enforcement, the Campus Director and DPS can assist reporting parties with this request. Reporting parties should be aware that reports (and any associated investigation) involving students may be referred to Student Affairs and/or a Title IX Coordinator for review and possible disciplinary referral depending on the nature of the report. Likewise, reports involving employees/faculty members may be forwarded to Human Resources and/or a Title IX Coordinator for review and possible disciplinary referral.

### **Higher Education Opportunity Act Victim Notification**

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

### **Webster Alerts Mass Notification System**

Webster University’s Webster Alerts system is powered by Rave Alert™, a global leader in higher education emergency notification. Webster Alerts are used to notify the campus community about certain crimes and emergencies as described more fully below in the following sections of the Annual Security Report related to Timely Warnings and Emergency Notifications. The University may also use Webster Alerts to communicate unexpected school closures from time to time; however, it is never used to send information regarding advertising or campus activities.

Students, faculty and staff are automatically enrolled in the Webster Alerts system; however, their account initially only lists their webster.edu email address, and they are only signed up to receive alerts for the campus(es) they attend classes at or are employed at. Students, faculty and staff cannot opt out of receiving communications at their webster.edu email address related to certain crimes or emergencies which may affect their campus(es).

The University strongly encourages students, faculty and staff to also add additional contact information such as personal email addresses and mobile numbers to their Webster Alerts account. Individuals are provided an opportunity to add up to three personal email addresses and three mobile numbers to their

account. This also allows account holders to add other individuals such as parents or guardians to their account if they wish. Other individuals who are interested in signing up for a Webster Alerts account can request an account by contacting the Director of Public Safety, Rick Gerger at 314-246-8708 or [rickgerger06@webster.edu](mailto:rickgerger06@webster.edu). Instructions for accessing Webster Alerts accounts is provided in new student, faculty and staff orientation materials. Account holders can always edit their current contact information and campus preferences at any time simply by logging onto Connections and clicking on the Webster Alerts banner.

## Timely Warning Policies and Procedures

### What Are Timely Warnings?

It is the University's policy to issue Timely Warnings to the campus community any time a campus security authority (or local law enforcement agency) receives a report of a Clery Act crime that has occurred on Clery Act geography that, in the judgment of the Campus Director (or his/her designee)<sup>5</sup>, constitutes a serious or continuing threat to students, faculty or employees. The University's Timely Warnings are known as "Campus Safety Alerts," and these Alerts will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, with the goal of aiding in the prevention of similar crimes.

### When Are Timely Warnings Issued?

Whenever the Campus Director receives a report of a Clery Act crime that has occurred on Clery Act geography, the Director evaluates that crime on a case-by-case basis to determine whether, based on the facts known at that time, there is an ongoing threat to the campus community. Factors taken into consideration include but are not limited to: the nature of the crime and the continuing danger to the campus community. Campus Safety Alerts are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter;
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger campus community);
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis);
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Campus Director) – in cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community; however, all cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice;
- Major incidents of Arson;

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<sup>5</sup> Note that any of the Campus Director's responsibilities outlined anywhere in the "Timely Warning Policies and Procedures" section of this Report may also be fulfilled by a designee of the Director's choosing.

- Other Clery Act Crimes as determined necessary by the Campus Director.

**The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.**

#### **What Is Included in a Timely Warning?**

Once the Campus Director determines that a Campus Safety Alert should be issued to the campus community, he or she will draft the content of the Alert. The Campus Director has primary responsibility for developing the content of the Campus Safety Alert; however, the Director of Public Safety (or designee) or Chief Communications Officer (or designee) at the Webster Groves campus are also authorized to draft Alerts if necessary.

The content of Campus Safety Alerts varies depending on what information is known at the time and the type of offense involved; however, the following information (if known) is typically included unless it could potentially compromise law enforcement efforts or victim confidentiality:

- Date/time/location of the crime;
- Brief description of the crime;
- Suspect description(s);
- Local law enforcement contact information;
- Relevant crime prevention or safety tips.

#### **How Are Timely Warnings Issued?**

Campus Safety Alerts are always communicated via blast emails to all email addresses associated with this campus which are registered with Webster Alerts. This will always include every student, faculty, and staff's [webster.edu](http://webster.edu) email address, as well as any additional email addresses which these individuals have added to their Webster Alerts accounts. The University may also choose, on a case-by-case basis, to supplement the primary methods of issuing Campus Safety Alerts with one or more of the following additional methods of communications: text messages to mobile numbers registered with the Webster Alerts system associated with this campus, posting information to the University's official social media pages, posting information to the University's official website, or posting paper flyers in strategic locations on campus.

The Campus Director has primary responsibility for issuing the Campus Safety Alerts to the campus community using the methods described above; however, the Director of Public Safety (or designee) or Chief Communications Officer (or designee) at the Webster Groves campus are also authorized to issue Alerts via any of these methods if necessary.

#### **Updates to Timely Warnings**

In the event that the Campus Director determines that an update to the original Campus Safety Alert should be issued, the update will be prepared and issued using the same procedures and methods as the initial Campus Safety Alert.

## **Campus Safety Advisories**

While the Clery Act does not require universities to issue Timely Warnings for non-Clery Act Crimes or crimes which do not occur on Clery Act Geography; the Campus Director may choose from time to time to issue notices to the campus community of other types of crimes or crimes which occur nearby the University but outside its Clery Act Geography. These notices are known as “Campus Safety Advisories” and they may be issued in a variety of ways to all or a portion of the members of the campus community. The Director of Public Safety (or designee) may from time to time assist the Campus Director in communicating these voluntary Advisories to the appropriate members of the campus community at times.

# EMERGENCY RESPONSE AND EVACUATION POLICIES AND PROCEDURES

The University understands that taking proactive steps regarding emergency planning is an important step in maintaining a safe campus for students, faculty, staff and visitors. This section of the Annual Security Report addresses the University's emergency response and evacuation policies and procedures and explains how the University communicates information about emergencies or dangerous situations on campus to the campus community.

## Immediate Emergency Response Procedures

Broadly speaking, the University's Emergency Operations Plan (EOP) establishes policies, procedures and organizational structures and roles essential for Webster University to respond to, and recover from, crisis and emergency situations that threaten lives, property, public health and the safety of faculty, staff, students and visitors in any location controlled, leased, or owned by Webster University. DPS leads the University's efforts to develop and implement the Plan; however, department heads, building managers on campus, and the Campus Directors at Webster University's branch campuses are also responsible for developing emergency response plans, contingency plans and continuity of operations plans for their staff and areas of responsibility as appendices to and under the umbrella of the Plan. The Plan calls for the University to respond to crisis situations using the standards of the nationally recognized Incident Command System. DPS officers and other University personnel at the main campus in Webster Groves, Missouri receive training in the Incident Command System and Responding to Crisis Incidents on campus and undergo refresher training annually.

The University's Plan focuses on the following objectives:

- Establishing the basic organizational and operational roles and procedures to be used in the event of any emergency or crisis situation occurring within or on a campus or site controlled, leased, or owned by Webster University.
- Articulating clear command and control mechanisms that, when deployed, positions the University to secure and/or commit all appropriate resources toward minimizing the threat of the crisis and protecting lives, property, services and normal operations of the University.
- Creating a learning-centered environment that emphasizes community responsibility through an understanding of key concepts prevention, intervention, and response. By focusing on prevention, we reduce the necessity of intervention and response.

The Plan also identifies broad response measures for various types of crisis/incidents, including but not limited to: bomb threats, civil protests, explosions, fires, hazardous materials incidents, infrastructure failure, severe weather, natural disasters, violent/criminal incidents, terrorism and public relations emergencies.

In the event of an emergency on campus, local administrators and staff at this campus will work collaboratively with local law enforcement and first responders to respond to, and summon the necessary resources, to mitigate, investigate, and document the emergency or dangerous situation. It is essential that the Campus Director remains an active part of emergency response so that the Campus Director (or the Campus Director's designee) can ensure the appropriate emergency notifications go out to the appropriate segment(s) of the campus community.

## Evacuation Procedures

The University's EOP includes general evacuation guidelines; however, any time the University determines that an evacuation is necessary, the specific evacuation procedure would be affected by a myriad of factors, including the type of threat, the occupancy of the other buildings and areas of the campus at the time of the incident, etc. Students, faculty, staff and visitors to the campus community are expected to follow the instructions of any first responders on the scene. These first responders may instruct you to evacuate the building you are inside of, or shelter in place. You may be instructed to shelter in place if circumstances dictate that evacuation outside the building/area is not advisable. These situations include, but are not limited to, tornados, severe weather and chemical attack.

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and dial 911.

1. Remain calm.
2. Do NOT use elevators, use the stairs.
3. Assist individuals with physical mobility issues evacuate if you can do so safely. If you are aware of an individual with mobility issues who is unable to exit without using an elevator, assist that individual with securing a safe location near a stairwell, and immediately inform the responding Fire Department of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

### **Shelter-in-Place Procedures – What It Means to “Shelter-in-Place”**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. To “shelter-in-place” simply means that you should make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

If the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest building quickly. If emergency responders are on the scene, follow their directions.



### **How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from University personnel or local first responders.

### **How to “Shelter-in-Place”**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by campus administrators or local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University personnel will coordinate with the property manager to turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone to call the list in to local law enforcement so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

## **Emergency Notifications Policies & Procedures**

### **What Are Emergency Notifications?**

It is the University’s policy to immediately notify the campus community (in the form of an Emergency Notification) any time the Campus Director (or his/her designee)<sup>6</sup> confirms that there is a significant emergency or dangerous situation which poses an immediate threat to the health or safety of students, faculty or staff occurring on the campus. The Campus Director is also responsible for determining the appropriate segments or segments of the campus community to receive a notification based on the type of incident involved and its location.

### **When Are Emergency Notifications Issued?**

Any time the Campus Director is notified about a potential emergency or dangerous situation on the University’s Clery Act Geography, the Campus Director will then reach out to the appropriate University administrators, DPS personnel on the main campus, local first responders and/or the National Weather

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<sup>6</sup> Note that any of the Campus Director’s responsibilities outlined anywhere in the “Emergency Notification Policies and Procedures” section of this Report may also be fulfilled by a designee of the Director’s choosing.

Service to quickly gather enough basic information to evaluate whether the situation poses an immediate threat to the health or safety of students, faculty or staff at that time. If the Campus Director confirms that there is not a significant emergency or dangerous situation which poses an immediate threat to the health or safety of students, faculty or staff at this time, the Director will continue to monitor the situation closely.

Examples of situations which would require an Emergency Notification include, but are not limited to: an active shooter on campus, serious inclement weather such as a tornado, or a serious spill of hazardous materials. Whenever there is confirmation of a significant emergency or dangerous situation as described above, Webster University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

### **What Is Included in an Emergency Notification?**

Once the Campus Director determines that an Emergency Notification should be issued, the Director will draft the content of the Emergency Notification. The Campus Director has primary responsibility for developing the content of the Emergency Notifications, however, the Director of Public Safety (or designee) and Chief Communications Officer (or designee) at the Webster Groves campus are also authorized to draft Notifications if necessary.

The content of Emergency Notifications varies depending on what information is known at the time and the type of emergency involved, however, the following information (if known) is typically included:

- The nature of the emergency;
- The action to be taken (e.g., Evacuate; Seek Storm Shelter; Shelter in Place);
- Additionally, “GO TO” and “AVOID” may be used in the event normal response procedures would place personnel at risk; and
- Where to obtain further information and/or updates on the emergency.

### **How Are Emergency Notifications Issued?**

Emergency Notifications are always communicated via the following methods: blast emails to all addresses<sup>7</sup> associated with this campus which are registered with Webster Alerts; text message alerts to any mobile devices associated with this campus which are registered with Webster Alerts; broadcast announcements through all IP phones located on campus; and an alert posted on the University’s official website.<sup>8</sup>

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<sup>7</sup> This will always include every students, faculty, and staff’s webster.edu email address, as well as any additional email addresses these individuals have added to their Webster Alerts accounts.

<sup>8</sup> Anytime there is an emergency notification posted to the University’s website it will appear in a banner at the top of the page: [www.webster.edu](http://www.webster.edu).

The University may also choose, on a case-by-case basis, to supplement the primary methods of issuing Emergency Notifications with one or more of the following additional methods of communications: posts on the University's official social media pages; alerts posted to digital signage located on campus; and desktop alerts to any computers on campus which are connected to the University's network.

The Campus Director has primary responsibility for disseminating the Emergency Notifications in the primary and secondary methods described above; however, the Director of Public Safety (or designee) and Chief Communications Officer (or designee) at the Webster Groves campus are also authorized to disseminate Notifications via any of these methods if necessary.

### **Communicating Emergency Notifications to the Larger Community**

The University always provides information regarding any emergency notifications to the larger community by posting information on the University website's main page ([www.webster.edu](http://www.webster.edu)). The University may also decide on a case by case basis to utilize its official social media accounts or provide information directly to local or national media.

### **Follow Up Information Regarding Campus Emergencies**

The Campus Director will stay in close contact with appropriate University administrators, DPS personnel on the Webster Groves campus, local first responders and/or the National Weather Service as the situation unfolds, so that the Director can determine when it is appropriate to provide follow up information to the community. Any follow up information will be provided using the same procedures and methods as the initial Emergency Notification.

## **Publication & Tests of Emergency Response and Evacuation Procedures**

The University publicizes its emergency response and evacuation procedures annually by blast email to all "webster.edu" email addresses, in conjunction with at least one test per calendar year. This same information is also publicly available year-round on the DPS website at: <https://webster.edu/public-safety/crisis.php>. Additional crisis response materials can also be found on students, faculty, and staff's Connections home page on the right hand side of the home screen of the Connections home page under the "Crisis Response" heading after you have logged into your account.

The University conducts a variety of tests of its emergency plans and evacuation policies and procedures. Tests include regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Drills are relatively small-scale activities that are designed to focus on specific areas or specific sections of this plan which are normally developed and evaluated by internal personnel to help acquire knowledge/skills. Exercises are generally larger in scale and are formal events and are designed to be as close to "real-life" as possible. They are typically not stopped or interrupted to make corrections except for safety concerns or real incidents that could impact the participants. The exercises have a debriefing and a critique at the conclusion. The purpose of exercises is to test the knowledge/skills of the participants.

For example, Public Safety on the Webster Groves campus works collaboratively with other departments to annually test the University's Webster Alerts systems which is used by this and all other branch campuses. The University also conducts annual tabletop exercises involving a different hypothetical emergency or crisis to test its emergency response and evacuation procedures.

After each the conclusion of each drill or exercise, a University official responsible for coordinating the drill/exercise will document: a description of the drill/exercise, the date/time of the drill/exercise, and whether it was announced or unannounced.

## ALCOHOL AND DRUG POLICY & EDUCATION PROGRAMS

The University recognizes that effective Alcohol and Drug policy and education programs are another important aspect of campus safety. The University's full Drug and Alcohol Policy is available at: <https://www.webster.edu/documents/student-handbook/webster-student-handbook.pdf>. Select portions of the University's Drug and Alcohol Policy and the associated education programs are explained in this section of the Annual Security Report.

### University Alcohol Policy

The University expects its students to observe all federal, state and local laws, including those related to the possession, use, sale and consumption of alcoholic beverages. The Campus Director and the Dean of Students Office at the main campus in Webster Groves work collaboratively to enforce these laws.

The Dean of Students Office, other offices and departments in Student Affairs, and the Campus Director work together to maintain standards governing the allowable use of alcohol on campus and at campus events. When on campus, students who are 21 years of age or older may consume alcoholic beverages only at University sanctioned events. The University prohibits drinking games on campus. While off-campus, students are expected to uphold the policies of the Student Code of Conduct. Behavior occurring off-campus that is that is detrimental to the University or members of the campus community is governed by this Code. Webster reserves the right to take actions that address the violations through educational intervention or sanctions.

Students, faculty or staff in violation of the University's Alcohol Policy are referred to Student Affairs (students) or Human Resources (faculty/staff) and may be referred to local law enforcement if they are in violation of any local or federal alcohol laws.

### University Drug Policy

The possession, use and sale of illegal drugs is prohibited on this campus and illegal under both state and federal law. Administrators and staff at this campus work collaboratively with administrators and staff members at the Webster Groves campus to enforce these laws. Students, faculty or staff in violation of the University's Drug Policy will be referred to Student Affairs (students) or Human Resources (faculty/staff) and may be referred to local law enforcement if they are in violation of any local or federal drug laws.

### Drug and Alcohol-Abuse Education Programs

Oversight for the University's Alcohol and other Drug Education and Prevention (AOD) program is formally housed within Student Affairs. Dr. Patrick Stack, Director of Counseling/Life Development is a Certified Reciprocal Advanced Alcohol Drug Counselors (CRAADC) and provides leadership and education in this area. A CRAADC credential requires a minimum of a Master's degree in mental health

counseling, didactics in substance abuse education and prevention, 100 hours of supervision, and candidates must successfully pass a national exam.

Drug and Alcohol programs are coordinated through the collective efforts of Student Affairs on the Webster Groves campus, which includes the key offices of the Dean of Students Office, Counseling/Life Development, Student Health Services, Housing and Residential Life, Multicultural Center and International Student Affairs (MCISA), First-Year Experience Program (FYE), Office of Student Engagement, the University Center, and Campus Dining. Collectively, Student Affairs supports and promotes healthy decision making that leads to a healthy learning environment.

Specifically, our efforts include developing programs associated with student involvement, relationships, personal development, social responsibility and the use of alcohol, tobacco, and other drugs. Some of the program elements related to drug or alcohol-abuse education programs include:

*Counseling/Life Development:* Counseling/Life Development at the main campus is available to assist students at branch campuses with alcohol/drug issues. Professional counselors provide treatment for substance abuse. Specifically, Counseling staff engage the University community in the following ways:

Counseling /Life Development provides an on-line self-evaluation for alcohol that can be accessed worldwide through the counseling/life development website. This evaluation will provide recommendations and resources, including contacting a member of the counseling staff for guidance. Students are also able to take a comprehensive on-line wellness screening for alcohol/drugs provided through the National Wellness Institute (NWI).

#### *Dean of Students Office*

The Dean of Students Office partners with other departments and administration at the branch campuses to assist with programming efforts as needed.

#### *Title IX*

- The effects of alcohol and drug usage are addressed within the University's sexual misconduct prevention programming.
- Issues related to alcohol and drug usage are included in the training provided to individuals serving on the University Conduct Board.

#### *Human Resources*

The Office of Human Resources is required to communicate with all employees regarding drug/alcohol abuse in the workplace.

## POLICIES AND PROCEDURES RELATED TO SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

This section of the Annual Security Report discusses the serious topic of sexual assault, dating violence, domestic violence, and stalking. The following pages include important information on topics such as prohibited conduct, and options for reporting sexual assault, dating violence, domestic violence, and stalking. This section also includes information on associated disciplinary proceedings, as well as information about the University's education and awareness campaigns, and local resources (both on campus and in the community) available to assist reporting parties with a wide range of issues.

### Policy on Sex Discrimination, Including Sexual Harassment

Webster University is committed to maintaining a safe learning and working environment that is free of discrimination, harassment, sexual violence, and other forms of sexual misconduct that undermine its educational mission. Our training programs and educational tools related to sexual assault, harassment and other sexual offenses inform Webster students and employees of these prohibited activities and the corresponding obligations and procedures for reporting and responding to related complaints.

While the University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, we are also committed to providing support to those affected when this behavior does occur. The University's Policy on Sex Discrimination, Including Sexual Harassment (referred to hereinafter as the "Title IX Policy") describes the University's programs to prevent dating violence, domestic violence, sexual assault, and stalking. The full policy is available at: <http://www.webster.edu/titleix/policy.html>. The University's Policy prohibits (among other conduct) the crimes of domestic violence, dating violence, sexual assault, and stalking.

The definitions of the offenses of sexual assault, dating violence, domestic violence, and stalking used in reporting Clery Act crimes in the annual statistics appear below.<sup>9</sup> These definitions of dating violence, domestic violence, and stalking come from the Violence Against Women Act (VAWA), and the definition of sexual assault comes from the FBI's UCR program and which can be found in Appendix A of 34 CFR Part 668.

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

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<sup>9</sup> Appendix D provides applicable state law definitions for these crimes. The definitions under state law are not used to classify crimes in the included annual statistics; however, they are provided for education and awareness purposes.

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

**Domestic violence:** A Felony or misdemeanor crime of violence<sup>10</sup> committed –

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

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for her, his, or others' safety; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including but not limited to, acts 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.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

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

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<sup>10</sup>The term “crime of violence” is defined by 18 U.S. Code Section 16 as follows:

- (a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
- (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.



- **Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

While all sexual assaults reported to a Campus Security Authority or DPS are included in the annual crime statistics without regard to the issue of consent, the definition of consent (both in regard to the Title IX Policy and any applicable state law) is an essential component of the Title IX Policy and the University's primary and ongoing prevention and awareness programs.

The University's Title IX Policy defines Sexual Consent as an "affirmative and willing agreement to engage in a specific form on sexual contact with another person."

The Title IX Policy expands on this definition by explaining that,

Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has voluntarily chosen to engage in a specific form of sexual contact.

Consent cannot be achieved through manipulation, coercion, force or by taking advantage of the incapacitation of another individual.

An individual can withdraw consent at any time prior to or during any form of sexual contact, and when consent is withdrawn during any form of sexual contact, the sexual contact must end immediately.

When the issue of consent is placed in dispute by a complainant or respondent, the University will consider all relevant facts and circumstances, including without limitation (i) the presence or absence of affirmative words or actions indicating a willingness to engage in sexual contact, (ii) whether a reasonable person would have understood the words and acts at issue as expressing consent; and (iii) whether there are any circumstances, known or reasonably apparent to any of the involved parties, demonstrating incapacitation or any other inability to make a voluntary choice to engage in sexual contact.

The Title IX Policy uses the University's definition of consent provided above; however, any applicable state law definition will be provided in Appendix D for education and awareness purposes. The University's definition of consent is used to identify potential misconduct from a sexual assault perspective in connection with disciplinary procedures.

## Webster University's Title IX Team

Webster University's Title IX Team is led by the University's designated Title IX Coordinator, Kimberley Pert. Ms. Pert is the person Webster University has designated to ensure Webster complies with Title IX. The Title IX Coordinator's duties include overseeing all Title IX reports of alleged policy violations and identifying and addressing any pattern or systemic problems that arise during the review of such reports of alleged policy violations.

The Title IX Coordinator has ultimate oversight responsibility and works with a Deputy Title IX Coordinator and investigators who assist in fulfilling the Title IX Coordinator's responsibilities. Members of the Title IX Office receive training at least on an annual basis related to carrying out their roles and responsibilities. Contact information for Ms. Pert appears below. Ms. Pert is located at the Webster Groves main campus, but she handles Title IX at all of the University's U.S. branch campuses.

### **Designated Title IX Coordinator**

Kimberley Pert  
University Title IX Coordinator  
200 Hazel Ave.  
St. Louis, MO 63119  
314-246-7780  
[pertk61@webster.edu](mailto:pertk61@webster.edu)

### **Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking**

The University offers individuals a number of reporting options which are outlined below; however, the University strongly encourages reporting to the Sexual Offense Advocate. The Sexual Offense Advocate is trained to provide assistance in making decisions about pursuing medical attention, counseling/support services, filing campus disciplinary procedures, preserving evidence, and filing criminal and/or civil charges. In cases where the alleged perpetrator poses a perceived threat to the campus community, the Sexual Offense Advocate may work with the appropriate administrators to issue a temporary ban from or restricted access to campus for that person. Regardless of which reporting option an individual ultimately chooses, he or she, at his or her discretion, may choose anyone he or she would prefer to serve as a support person at all times.

### **Confidential Reports to the Sexual Offense Advocate**

A person who is the reporting party of a sexual offense, or who witnesses a sexual offense, is encouraged to make a report to the Sexual Offense Advocate. **Individuals are encouraged to first report any issues to the Sexual Offense Advocate as such initial reports will be kept completely confidential as the Sexual Offense Advocate is not required to report any information about an incident to the Title IX Coordinator without a reporting party's permission.** Reports of sexual assault, dating violence, domestic violence or stalking made to the Sexual Offense Advocate which meet the definition of a Clery Act Crime and which occur within this campus' Clery Act Geography are still included in the annual crime statistics, but the statistics never include any personal-identifying information. Sexual assaults reported to the Sexual Offense Advocate which meet the definition of a Clery Act Crime and which occur within the University's Clery Act Geography may also result in a Timely Warning (Campus Safety Alert); however, Timely Warnings never include information that identifies the reporting party.

The Sexual Offense Advocate can advise reporting parties regarding their options in making a report about any sexual offense pursuant to these policies and procedures to the Title IX Coordinator.

**The Sexual Offense Advocate is located on the Webster Groves campus but is available to assist individuals at any of the University's campuses. The Advocate can be reached 24 hours a day, seven days a week at: 314-649-8474.**

The Sexual Offense Advocate is designated by the University as the support and resource person for all students and employees who believe they have experienced sexual assault or a sexual offense. The Sexual Offense Advocate is available to assist campus community members with the following areas of concern:

- The Sexual Offense Advocate has training in crisis intervention and support techniques, and provides emotional, medical, and/or judicial support either directly or through on- or off-campus referral.
- The Sexual Offense Advocate informs the person of all rights under this policy and provides procedural information and support as needed. The Advocate also works with Campus Directors when necessary to advise the person regarding options available for filing civil and/or criminal charges related to the offense. Those who believe they have experienced a sexual offense may also report the offense directly to the Title IX Coordinator, the Chief Human Resources Officer, the Department of Public Safety at the Webster Groves campus, or local law enforcement as explained below.
- The Sexual Offense Advocate may serve as the reporting party's support person during all proceedings carried out under University auspices. The Sexual Offense Advocate may designate an alternate to act as representative in the event the Sexual Offense Advocate is unable to perform the duties due to illness or other professional conflicts.

The Sexual Offense Advocate can assist the reporting party in understanding options related to pressing civil and/or criminal charges as well as in the process of working with DPS and/or local law enforcement authorities.

#### **Reports to the Department of Public Safety (Located on the Webster Groves Campus)**

Reporting parties also have the option of reporting sexual offenses the Department of Public Safety (DPS) at the Webster Groves campus. DPS can be reached at 314-968-6911 (emergency) or 314-968-7430. Anytime an individual reports a sexual assault or incident of dating violence, domestic violence or stalking to DPS, DPS will automatically contact the Sexual Offense Advocate, and the incident will be forwarded to the Title IX Coordinator for review regardless of whether the reporting party chooses to participate in a university disciplinary proceeding or pursue criminal charges.

#### **Reports to Local Law Enforcement**

As noted above, both the Sexual Offense Advocate and DPS can assist reporting parties with notifying local law enforcement agencies. Alternatively, reporting parties also have the option of reporting incidents directly to local law enforcement authorities themselves. The first page of this Report titled "Quick Reference Resources" lists the non-emergency number for local law enforcement with jurisdiction over this branch campus.

Sexual assault, dating violence, domestic violence and stalking also constitute potential criminal acts that could be grounds for criminal and/or civil action. Reporting parties have the right to file a criminal complaint against the perpetrator of the sexual offense and a complaint with Webster University

simultaneously, however, reporting parties also always have the right to decline to notify law enforcement.

### **Reports to a Title IX Coordinator or Chief Human Resources Officer**

The Sexual Offense Advocate will strongly recommend that all individuals confidentially reporting sexual offenses to the Sexual Offense Advocate file a formal report with the Title IX Coordinator or Chief Human Resources Officer. Individuals also have the option to make reports directly to a Title IX Coordinator. Once reported to the Title IX Coordinator or Chief Human Resources Officer, any necessary interim steps will be taken pursuant to the Title IX Policy. Additionally, such reports will be handled consistent with the University's Title IX Policy regarding investigation, adjudication, and resolution.

### **Important Information Regarding Confidentiality**

This Policy requires the University to keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA) or U.S. Department of Education regulations pursuant to FERPA (34 CFR part 99), as otherwise required by applicable law, or as needed to carry out the purposes of the Title IX Regulations, including the conduct of any investigation, hearing, or judicial proceeding arising the Title IX Regulations. Of course, where the University is required by applicable law to disclose information in a report or formal complaint of sexual harassment, such disclosures will be made. Nothing in this shall be construed to prohibit a complainant or respondent from freely discussing the details of a report or formal complaint of sexual harassment. **There are only two types of University employees who are not required to forward these types of reports to a Title IX Coordinator: 1) the Sexual Offense Advocate,<sup>11</sup> 2) a Professional or Pastoral Counselor<sup>12</sup> who is who is employed by the University in that capacity and is acting in that role at the time the disclosure is made.**

As required by law, disclosures to any other Webster University employee of a sexual assault, incident of dating violence, domestic violence or stalking will be forwarded to a Title IX Coordinator, and in the event that the incident meets the definition of a Clery Act Crime and allegedly took place on the

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<sup>11</sup> As explained previously, reports of sexual assault, dating violence, domestic violence or stalking made to the Sexual Offense Advocate which meet the definition of a Clery Act Crime and which allegedly occur on Clery Act Geography are still included in the University's annual crime statistics, but these statistics never include any personal-identifying information. Sexual assaults reported to the Sexual Offense Advocate may also result in a Timely Warning (Campus Safety Alert); however, Timely Warnings never include information that identifies the reporting party.

<sup>12</sup> Note that disclosures to a professional or pastoral counselor at the University, who is acting in that role at the time the information is received, will not be included in the University's annual crime statistics, and will not result in a Timely Warning (Campus Safety Alert) unless the reporting party gives his or her permission for the counselor to forward information about the incident to another employee or department at the University such as the Sexual Offense Advocate, a Title IX Coordinator, or the Department of Public Safety.

University's Clery Act Geography associated with this campus will be included in this campus' annual crime statistics and may result in a Timely Warning (Campus Safety Alert). However, the annual crime statistics and Timely Warnings never include any personally identifying information<sup>13</sup> about the reporting party.

## **Other Considerations Regarding Incidents of Sexual Assault, Dating Violence, Domestic Violence or Stalking**

### **Seeking Prompt Medical Attention**

Regardless of whether (or to whom) an individual chooses to make a report, the University strongly encourages anyone who has experienced sexual intrusion, sexual penetration, dating or domestic violence to seek prompt medical attention. A medical examination can identify any internal trauma, test for sexually transmitted diseases, as well as obtain appropriate medical evidence should one choose to pursue legal charges at some later date. In the event that an individual chooses not to participate in forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases.<sup>14</sup>

The section of this Report titled "Community Resources Available to Reporting Parties" contains local resources which can provide information about sexual assault and forensic exams, including referrals to medical providers. The Sexual Offense Advocate can also assist individuals with finding local medical resources.

### **Preserving Evidence**

Regardless of when and to whom an individual chooses report to, it is important that a reporting party immediately preserve any evidence that may assist in establishing the facts of the alleged violation so that authorities and relevant administrators may ultimately take appropriate action against the responding party. The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Such evidence may include, but is not necessarily limited to, physical evidence or electronic or written communications.

### **Preserving Physical Evidence through a Forensic Exam**

Any individual who believes he or she may wish to pursue legal charges are advised not to bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted (if the offense occurred within the past 96 hours) prior to a medical exam. However, individuals who have already engaged in any of these activities, can still choose to have an exam performed.

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<sup>13</sup> The term personally identifying information is defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 1395(1)(20)).

<sup>14</sup> Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

### Preserving Other Forms of Evidence

In cases where individuals believe they may be interested in pursuing criminal and/or civil charges, it is also important to work with local law enforcement agencies so that statements can be taken and evidence can be collected immediately. Reporting parties are also encouraged to save evidence such as letters, notes, emails, records of phone calls, videos, photos, texts, social media postings (Facebook, Twitter, etc.), computer screenshots, voicemails, or any other form of evidence that may be helpful to a criminal investigation or campus judicial proceeding.

### Amnesty from University Drug and Alcohol Policy

The University encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for his/her/their own conduct, which may violate other University policies and codes of conduct.

An individual who reports sexual misconduct will not be subject to disciplinary action by the University, for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. This amnesty policy applies to the University's student conduct process as well as related policies applicable to students, faculty and staff.

While the University may waive disciplinary action under its policies related to use of alcohol and drugs as indicated above, it retains the responsibility to report any illegal use of these substances as required by law and will act in compliance with those laws.

### University Response to Reports of Sexual Assault, Dating Violence, Domestic Violence or Stalking

The University will promptly and effectively respond to reports of sexual offenses and harassment and will take appropriate action to prevent, correct, and if necessary, discipline behavior that violates this policy. While the University takes reporting parties' confidentiality very seriously, it is important for reporting parties to recognize that the level of confidentiality their report will receive under law varies depending on who they make their report to. **The only way in which an individual can report a sexual offense with complete confidentiality is to contact the Sexual Offense Advocate or another professional or pastoral counselor at the University.** Note that these individuals are located on the Webster Groves campus but are available to assist individuals at the U.S. branch campuses by phone.

As explained above, the University also strongly encourages reporting parties to notify local law enforcement authorities (and can assist in doing so); however, it is important to know that regardless of who the incident is reported to, reporting parties<sup>15</sup> always have the right to decline to notify local law enforcement authorities. Similarly, the University never requires reporting parties to participate in any investigation or disciplinary proceeding.

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<sup>15</sup> The only exception is in cases involving a minor, as the University must notify law enforcement pursuant to certain states' law.

The University strictly prohibits retaliation, including intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by the Title IX Regulations, or because the individual has made a report or complainant, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under such regulations.

Any time a student or employee reports to the University that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of the student or employee's rights and options, including:

- the procedures affected individuals should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of reporting parties and other necessary parties;
- a statement that the institution will provide written notification to students and employees about support services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request interim protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Anytime a reporting party is referred to the Title IX Office, the Title IX Coordinator will also provide the reporting party with the same written explanation of rights and options.

## Orders of Protection

Webster University encourages reporting parties of sexual misconduct to make a formal report to the appropriate local law enforcement authorities for the purpose of filing a criminal complaint and/or seeking and enforcing a no contact, restraining or similar Court Order. The University Sexual Offense advocate (314-649-8474/24 hours a day) or one of the contacts listed below in the "Community Resources Available to Reporting Parties" section of this Report can assist individuals with information regarding obtaining a protective order under applicable state law.

Members of the Webster University community who receive a lawful order of protection (including ex parte orders) should provide a copy to the Campus Director and to the applicable University appointed Title IX Coordinator. The University also suggests that individuals with orders of protection meet with the Campus Director to develop a Safety Action Plan – a plan intended to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts and special parking arrangements.

In addition to orders of protection issued by the courts, Webster University may impose a mutual no contact directive. Mutual No Contact directives prohibit an individual from contacting a specific person or specific people until rescinded. Contact includes, but is not limited to in person, by phone, text messaging, social media, by third person, etc. Mutual No Contact directives may be issued by the Title IX Office, the Hearing Officers, and the Appeal Officers.

Students or staff also have the right to request that their campus directory information on file be removed from public sources by directing a request to the Office of the Registrar, Loretto Hall 63, Webster Groves Main Campus, 314-968-7450/800-987-3447, [registraroffice@webster.edu](mailto:registraroffice@webster.edu).

## Interim Protective Measures

The University provides written notification to reporting parties about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The institution will provide such protective measures if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Whenever an individual reports a sexual assault, incident of dating violence, domestic violence or stalking, the written explanation of the reporting party's rights and options provided by the University will include information regarding how to request changes to academic, living, transportation and working situations or protective measures; and the University is obligated to comply with any reasonable requests following a report of an alleged sexual assault, incident of domestic violence, dating violence or stalking. The Title IX Coordinator is responsible for coordinating the effective implementation of such measures.

These options include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures, if requested and reasonably available, regardless of whether the reporting party chooses to file a formal report. No contact measures may also be implemented.

Any interim protective measures imposed should avoid any lasting negative effects on the any party before any findings of responsibility are made as much as is possible in the circumstances presented.

The University maintains the confidentiality of any protective measures provided to any involved party to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The Title IX Coordinator reviews options and interim protective measures with the reporting party, and in doing so explains that he or she will limit the information shared with University employees in other campus departments involved in certain accommodations/protective measures (e.g., Housing and Residential Life, Academic Affairs, Human Resources, etc.) The Title IX Coordinator provides the most minimal amount of information possible in order to affect the accommodation/protective measure, and never communicates the reason for the requested accommodation/protective measure to anyone outside of the Title IX Office.



## On Campus Resources Available to Parties Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

Whenever an individual reports a sexual assault, incident of dating violence, domestic violence or stalking, the written explanation of the reporting party's rights and options provided by the University will include information on the following resources:

**Counseling & Mental Health Services** – There are no counseling or mental health services available on site at this branch campus, but the University's Sexual Offense Advocate can assist with referrals to local resources in addition to the Community Resources listed below.

**Health Services** - There are no health services available on site at this branch campus, but the University's Sexual Offense Advocate can assist with referrals to local resources in addition to the Community Resources listed below.

**Victim Advocacy Services** – As explained above, the University's Sexual Offense Advocate can assist reporting parties with a full range of advocacy services.

**Legal Assistance** – The University does not offer reporting parties legal assistance on campus, but the University's Sexual Offense Advocate can assist with referrals to local resources in addition to the Community Resources listed below.

**Visa & Immigration Assistance** - Blerina Polovina, Director of International Admissions International Recruitment, can assist reporting parties at any of the branch campuses with visa or immigration matters. Ms. Polovina is located on the Webster Groves campus and can be reached at 314-246-7860 or by email at [kongjble@webster.edu](mailto:kongjble@webster.edu).

**Student Financial Aid** - The Office of Financial Aid can assist reporting parties at any of the branch campuses with financial aid matters. This office is located on the Webster Groves campus and can be reached at 314-968-6992 or by email at [financialaid@webster.edu](mailto:financialaid@webster.edu).

**Additional Services** – Reporting parties can always contact the University's Sexual Offense Advocate or a Title IX Coordinator for assistance with other related services which are not included here.

## Community Resources Available to Parties Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

Whenever an individual reports a sexual assault, incident of dating violence, domestic violence or stalking, the written explanation of the reporting party's rights and options provided by the University will include information on the following community resources:

**Counseling, Mental Health, Health Services, Victim Advocacy Services, & Legal Assistance** – The D.C. Rape Crisis Center (DCRCC) can provide a wide range of referrals to local resources. DCRCC can be reached at 202-333-7273. More information is available at: <http://dcrcc.org/>.

**Visa & Immigration Assistance** – The National Customer Service Center for the U.S. Citizenship and Immigration Service (USCIS) is: 1-800-375-5283. The closest field office is located at: 3701 Koppers Street, Baltimore, MD 21227. More information is available at: <https://www.uscis.gov/about-us/find-uscis-office/field-offices/maryland-baltimore-field-office>.

**Student Financial Aid** - The Department of Education’s Federal Student Aid office’s website is: <https://fafsa.ed.gov/>. They can be reached by phone at 1-800-433-3243.

## **General Information Regarding Institutional Disciplinary Proceedings Related to Reports of Sexual Assault, Dating Violence, Domestic Violence or Stalking**

The University will take disciplinary action against an individual found to have engaged in sexual assault, domestic violence, dating violence, and/or stalking. The type and severity of disciplinary action taken will depend upon the specific violation(s) and the specific circumstances of each case. A person may be found responsible for violating more than one section of Title IX Policy.

Webster is committed to providing prompt, fair, and impartial investigation and resolution of reports of violations under the Title IX Policy. The University’s disciplinary process is consistent with the University’s policy, transparent to the reporting party and responding party and will include a prompt, fair, and impartial investigation and resolution process. All reports received by the Title IX Coordinator are handled consistent with the Title IX Policy regarding investigation, adjudication, and resolution.

The Title IX Policy states that both parties will be notified regarding procedures used in the hearings. Information can also be provided regarding legal options; however, it is recommended that legal advice be obtained from a competent attorney. The University’s proceedings also provide the reporting party and the responding party with the same opportunities to have an advisor of his/her choice present during any institutional disciplinary proceeding. This includes the right to be accompanied by an advisor (i.e., any individual who provides the reporting party or responding party support, guidance, or advice) to any related meeting or proceeding. The University will not limit the choice of or presence of an advisor for either party in any meeting or institutional disciplinary proceeding.

## **Timeframe for Disciplinary Proceedings**

The University endeavors to complete the grievance process for a formal complaint within 90 days from the date on which a complainant files, or the Title IX Coordinator signs, the formal complaint through the date on which a decision-maker issues a decision in such case. Further, the Title IX Policy states “The University intends to adhere to the time frames set forth in this Policy whenever possible; however, the University reserves the right to extend the grievance process time frames for good cause, and when exercising that right, will provide written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as unscheduled breaks and campus closures and may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

## **Officials Conducting Disciplinary Proceedings**

The University will ensure that all Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual harassment; the scope of the University's education program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The University will also ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The University will ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Materials used to train the University's Title IX Coordinators, investigators, decision-makers, and any person who will promote impartial investigations and adjudications of formal complaints of sexual harassment.

### **Notifications to Reporting and Responding Parties**

The Title IX Policy states that in all cases of allegations of violations of the Policy, the reporting party and responding party will receive simultaneous notification, in writing, of: (1) any result of a disciplinary proceeding (including the rationale for the result and any sanctions imposed); (2) procedures for the reporting party and responding party to appeal the result of the disciplinary proceeding; (3) any change in the result of a disciplinary proceeding (including the rationale for the result); and (4) when the results of any disciplinary proceeding become final.

### **Standard of Evidence**

The standard of evidence to be used to determine responsibility in the processing of a formal complaint is the preponderance of the evidence standard. Notwithstanding the suggestion or mandate to apply, in general, any other evidentiary standard to charges or complaints against faculty or other University personnel, where any respondent is accused of sexual harassment in a formal complaint, the standard of evidence shall be the preponderance of the evidence standard.

### **Sanctions**

In determining sanctions, the Hearing Boards will consider the nature and seriousness of the offense. Sanctions are determined by the Hearing Officer or Appeal Officer and implemented by the Title IX Coordinator. Sanctions for students found responsible for violating the university's Title IX Policy are: Written Warning, Probation, Educational Training, Educational Assignment, No Contact Order, Housing/Campus Life Probation/Suspension/Restrictions (loss of privileges, relocation, eviction), Administrative Hold on Educational Account, Suspension, Expulsion, Withholding of Degree, Revocation of Degree, and Transcript Notation. Sanctions for employees found to have violated the policy are: Warning- Written or Verbal, the implementation of a Performance Improvement Plan, Counseling, Training or Education, Demotion, Loss of Annual Pay Increase, No Contact Order, Suspension with or without Pay, Revocation of Tenure and Termination.

### **University Disciplinary Processes**

This section of the Report provides information from the University's Policy on Sex Discrimination, Including Sexual Harassment (Title IX Policy), including the process followed when filing a formal

complaint, and the process followed when choosing to use the informal resolution process.

## COMPLAINT, INVESTIGATION AND GRIEVANCE PROCEDURES

A. **Governing Procedures.** Reports and formal complaints of sex discrimination, including sexual harassment, occurring against a person in the United States will be handled in a manner consistent with the procedures set forth in this Section VII of this Policy. These procedures provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX Regulations. Furthermore, this Policy provides for a grievance process for the handling of formal complaints, as required by the Title IX Regulations:

B. **Definitions.** Terms used frequently in these procedures and elsewhere within this Policy are defined as follows:

(1) *Actual knowledge.* The term “actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the University’s Title IX Coordinator or to the University’s Chief Human Resources Officer. No employee or official of the University other than the Title IX Coordinator Kimberly Pert (200 Hazel, Office #5, St. Louis, MO 63119; Telephone: 314-246- 7780; Email: pertk61@webster.edu) and the University’s Chief Human Resources Officer Cheryl Fritz (470 E. Lockwood Ave., St. Louis, MO 63119; Telephone: 314-246-7055; Email: cherylfritz49@webster.edu) shall have authority to institute corrective measures under this Policy on behalf of the University.

(2) *Complainant.* The term “complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

(3) *Consent.* The term “consent” means an affirmative and willing agreement to engage in a specific form of sexual contact with another person.

- Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has voluntarily chosen to engage in a specific form of sexual contact.
- Consent cannot be achieved through manipulation, coercion, force or by taking advantage of the incapacitation of another individual.
- An individual can withdraw consent at any time prior to or during any form of sexual contact, and when consent is withdrawn during any form of sexual contact, the sexual contact must end immediately.
- When the issue of consent is placed in dispute by a complainant or respondent, the University will consider all relevant facts and circumstances, including without limitation (i) the presence or absence of affirmative words or actions indicating a willingness to engage in sexual contact, (ii) whether a reasonable person would have understood the words and acts at issue as expressing consent; and (iii) whether there are any circumstances, known or reasonably apparent to any of the involved parties, demonstrating incapacitation or any other inability to make a voluntary choice to engage in sexual contact.

(4) *Formal complaint.* The term “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the University investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the University with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information for the Title IX Coordinator set forth in this Policy. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission that

contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

(5) *Incapacitation.* The term "incapacitation" means a person's physical and/or mental inability to make informed, rational judgments to the extent that the individual is incapable of giving consent.

(6) *Respondent.* The term "respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

### **C. Reporting or Filing Allegations of Sex Discrimination.**

(1) *Persons Who Can Report Sex Discrimination.* Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment).

(2) *Reporting Methods.* A report of sex discrimination, including sexual harassment, may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed in this Policy for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed in this Policy for the University's Title IX Coordinator. In addition to the Title IX Coordinator, the University's Chief Human Resources Officer may also receive notice of reports of sex discrimination, including sexual harassment, under this Policy.

### **D. Responding to Sexual Harassment in the Absence of a Formal Complaint.**

(1) *Prompt Response.* When the University has actual knowledge of sexual harassment in an education program or activity of the University against the person in the United States, the University will respond promptly, reasonably and with deliberate attention.

(2) *Equitable Treatment.* The University's response will treat complainants and respondents equitably by offering supportive measures to the complainant and by following the grievance process outlined in this Policy before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

(3) *Prompt Efforts to Contact the Complainant.* Upon actual knowledge of sexual harassment, the Title IX Coordinator will contact the complainant promptly (i) to discuss the availability of supportive measures, (ii) to consider the complainant's wishes with respect to supportive measures, (iii) to inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and (iv) to explain to the complainant the process for filing a formal complaint.

(4) *Scope of the University's Responsibility to Respond.* For purposes of this Policy, the phrase "education program or activity" includes locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the University. The phrase "education program or activity" also encompasses conduct occurring on the University's computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of, the University.

### **E. Reporting or Filing a Formal Complaint of Sexual Harassment.**

(1) *Persons Who Can Initiate a Formal Complaint.* A formal complaint may be filed by a complainant or signed by the Title IX Coordinator.

(2) *Procedure for a Complainant to Initiate a Formal Complaint.* If a complainant chooses to file a formal complaint, the complainant must sign and submit a document to the Title IX Coordinator (in person, by mail, or by electronic mail, by using the contact information for the Title IX Coordinator set forth in this Policy), alleging sexual harassment against a respondent and requesting that the University investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the University.

*Procedure for the Title IX Coordinator to Initiate a Formal Complaint.* Regardless of whether a complainant has filed a formal complaint, the Title IX Coordinator can choose to sign a formal complaint alleging sexual harassment against one or more respondents and requesting that the University investigate the allegation of sexual harassment. In deciding whether to sign a formal complaint, the Title IX Coordinator will consider the following factors:

- the severity and pervasiveness of the alleged sexual harassment;
- any pattern of alleged misconduct attributed to the Respondent (e.g., serial predation);
- the risk of serious harm to any student, employee or other individual associated with the University;
- whether the complainant's allegations involved violence, threats, use of weapons, or similar factors;
- whether the complainant's allegations have prompted the involvement of law enforcement and/or criminal proceedings; and/or
- any other factor, whose consideration is permitted by applicable law, that directly or indirectly implicates the University's interests in providing a safe and productive learning environment.

#### F. **Responding to a Formal Complaint.**

(1) *Application of Grievance Process.* In response to a formal complaint, the University will follow the grievance process set forth in this Policy. This grievance process is designed to treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following a grievance process that complies with the Title IX Regulations before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

(2) *Administrative Processing of a Formal Complaint.* When a formal complaint is made, the following administrative procedures will occur:

- (i) Conflict Analysis. As a preliminary matter, the Title IX Coordinator identified in this Policy will analyze whether such person has a conflict of interest that would preclude such person from acting as the Title IX Coordinator for the formal complaint at issue. A conflict of interest that precludes a person from holding a Title IX Coordinator, investigator, decision-maker/hearing officer or appeal officer role is one that would undermine the person's ability to approach an allegation or formal complaint of sexual harassment with impartiality. Such a conflict could arise, for example, from an intimate relationship or a very close personal relationship; however, merely knowing a complainant or respondent will not constitute a conflict of interest for purposes of this Policy. If such a conflict exists, the University's Chief Human Resources Officer will designate another properly trained individual to serve as the Title IX Coordinator for the formal complaint at issue.

- (ii) Role Assignments. The Title IX Coordinator handling a formal complaint will assign an investigator to investigate the formal complaint. Where the complainant and respondent voluntarily choose to attempt to reach an informal resolution of the formal complaint, the Title IX Coordinator handling a formal complaint will select a mediator to facilitate an informal resolution process. Where an informal resolution process is not elected or where it is elected but is unsuccessful, the Title IX Coordinator handling a formal complaint will also identify the appropriate decision-maker who will serve as the hearing officer presiding over the hearing of the formal complaint and as the person who will decide whether a finding of responsibility for sexual harassment should be made and, if so, what remedies should be imposed against the respondent. For a formal complaint against a non-faculty University employee, the default decision-maker will be the Chief Human Resources Officer or such person's designee. For a formal complaint against a University faculty member, the default decision-maker will be the Vice President for Academic Affairs or such person's designee. For formal complaints against a student, the default decision-maker will be the Dean of Students or such person's designee. For each of these role assignments, an analysis will be performed to determine whether a person selected as an investigator or decision-maker has a conflict of interest that would prevent such person from serving in the role at issue.
  
- (iii) Training Requirements. The University will ensure that all Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual harassment; the scope of the University's education program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The University will also ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The University will ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Materials used to train the University's Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

- 3) *Investigation Process*. The investigation of any formal complaint will be conducted in accordance with the following procedures:
  - (i) Relevance. The investigator will consider only relevant evidence that is available in a particular case. The term "relevance" shall have its ordinary meaning in any grievance process conducted under this Policy. Many forms of evidence that are logically relevant would not be admissible in a court of law based on application of the Federal Rules of Evidence or other applicable evidentiary standards that apply in judicial proceedings. Such evidence, so long as it is relevant, will nevertheless be available for consideration by an investigator; however, to the extent such evidence would be excluded as a result of the application of the Federal Rules of Evidence (e.g., due to such evidence not being properly authenticated or constituting hearsay, character evidence, etc.), the investigator shall accord such evidence little, if any, weight—regardless of the

source of such evidence.

(ii) Objective Evaluation. The investigator will conduct an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. At no stage of the grievance process will credibility determinations be made based on a person’s status as a complainant, respondent, or witness. Formal complaints of sexual harassment often involve allegations with competing plausible narratives and no eyewitnesses. Such situations will be evaluated by objectively evaluating the relevant evidence, regardless of whether that available, relevant evidence consists of the parties’ own statements, statements of witnesses, or other evidence. This does not mean that corroborating evidence is required, but the availability of corroborating evidence may bolster a party’s position in support of or in opposition to a formal complaint.

(iii) Presumption of No Responsibility. Formal complaints will be handled with a presumption that the respondent is not responsible for alleged sexual harassment until a determination regarding responsibility is made at the conclusion of the grievance process. The presumption of non-responsibility does not mean that a respondent, complainant or witness is considered presumptively truthful, untruthful, credible or not credible. An investigator is free to develop an understanding of, and to take into account, each party’s interests and the “stakes” at issue for each party, yet what is at stake, by itself, shall not reflect on the party’s truthfulness.

(iv) Respect for Legal Privilege. The University will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

(v) Time Frames for Conclusion of the Grievance Process. The University endeavors to complete the grievance process for a formal complaint within 90 days from the date on which a complainant files, or the Title IX Coordinator signs, the formal complaint through the date on which a decision-maker issues a decision in such case. (vi) Delays. The University intends to adhere to the time frames set forth in this Policy whenever possible; however, the University reserves the right to extend the grievance process time frames for good cause and, when exercising that right, will provide written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include scheduled and unscheduled breaks and campus closures and may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

(vii) Burdens of Proof and of Gathering Evidence. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the parties.

(viii) Standard of Evidence. The standard of evidence to be used to determine responsibility in the processing of a formal complaint is the preponderance of the evidence standard. Notwithstanding the suggestion or mandate to apply, in general, any other evidentiary standard to charges or complaints against faculty or other University personnel, where any respondent is accused of sexual harassment in a formal complaint, the standard of evidence shall be the preponderance of the evidence standard.

(ix) Equal Opportunity to Present and Inspect Evidence. The University’s investigation and



adjudication of the allegations must be based on an objective evaluation of the relevant evidence available in a particular case; however, the type and extent of evidence available will differ based on the facts of each allegation of sexual harassment. The investigator shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Furthermore, both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

(x) Time to Review Evidence Considered by the Investigator. Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. All such electronic copies and/or hard copies of such evidence shall be returned to the University's Title IX office within twenty (20) calendar days following the date on which a decision has been issued on a formal complaint (if no appeal is filed) or, where an appeal is filed, within ten (10) calendar days from the date on which a decision is issued by the appeal officer assigned to the case.

(xi) Preparation of an Investigation Report. The investigator shall create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing on the formal complaint, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

(xii) No Gag Orders. Neither the complainant nor the respondent shall be restricted in the ability to discuss the allegations under investigation or to gather and present relevant evidence.

(xiii) Advisor Participation. The University shall provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding. The University, however, reserves the right to establish restrictions regarding the extent to which the advisor may participate in the proceedings (with any such restrictions applying equally to both parties).

(xiv) Notice with Time to Prepare. The University shall provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time (i.e., at least ten (10) calendar days) for the party to prepare to participate.

(xv) Consolidation of Formal Complaints. The University reserves the discretion to consolidate related formal complaints as permitted by the Title IX Regulations.

(4) *Informal Resolution.* If a formal complaint is filed, the parties may voluntarily agree to engage in an informal resolution process to attempt a resolution of any formal complaint except those involving allegations that an employee sexually harassed a student. The University will facilitate such an informal resolution process

with the consent of the parties. Such an informal resolution process can occur at any time prior to reaching a determination regarding responsibility. If the parties resolve a formal complaint through an informal resolution process, the parties will be precluded from resuming a formal complaint arising from the same allegations that were included in the resolved formal complaint. If a party chooses to withdraw from an informal resolution process at any time prior to a resolution being reached, the formal complaint shall return to the grievance process. The grievance process timeline contemplated in this Policy shall be held in abeyance for any period of time during which a formal complaint is pending in an informal resolution process.

(5) *Hearing Procedures.* Following an investigation of a formal complaint, the formal complaint will be submitted to a live hearing, presided over by the decision-maker. The following procedures shall apply to such a live hearing:

(i) Availability of Evidence. The University will make all evidence considered in the preparation of the investigation report concerning the formal complaint available to the parties for their inspection and review at any hearing so that each party has an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

(ii) Questioning of Witnesses. At the live hearing, the decision-maker must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. All questioning of parties and witnesses shall occur in a respectful, non-abusive manner. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. If a party does not have an advisor present at the live hearing, the University will provide without fee or charge to that party, an advisor of the University's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

(iii) Advisor Participation. A party shall notify the Title IX Coordinator at least five (5) calendar days prior to a scheduled hearing if such party has engaged an advisor (including the identity and contact information for such advisor) to perform the questioning of the opposing party and witnesses at a hearing on the party's behalf. If a party does not have an advisor, the University will appoint an advisor (of the University's choice) to perform questioning on behalf of the party at the hearing. Such an advisor has only one obligation at hearing: relaying the party's desired questions to the other party and witnesses (to the extent such questions are consistent with the decorum and other rules set forth in this Policy and imposed by the decision-maker equally on both parties). If a party to whom the University assigns an advisor refuses to work with the advisor when the advisor is willing to conduct cross-examination on the party's behalf, then the party has no right of self-representation with respect to conducting questioning at the hearing, and that party would not be able to pose any questions.

(iv) Opening and Closing Remarks. At the outset of the live hearing, the decisionmaker will permit each party (or the party's advisor) to make opening remarks of no more than five (5) minutes. At the conclusion of the presentation of all evidence in a hearing, the decision-maker will permit each party (or the party's advisor) to make closing remarks of no more than five (5) minutes. Professional decorum must be maintained throughout such opening and closing remarks, and the decision-maker shall have the discretion to cut off such remarks by a party (or the party's advisor) if professional decorum is not maintained by that party (or that party's advisor).

(v) Rulings on Witness Questions. Only relevant cross-examination and other questions may be

asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall determine whether the question is relevant and explain any decision to exclude a question as not relevant. Advisors may interpose objections to any question to present arguments regarding whether such question should be permitted, and in the event any such objection is made; however, any such objection should be made prior to the witness's answer being given. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker's rulings on questions posed to parties and witnesses are not subject to challenge by a party or the party's advisor during the hearing.

(vi) Relevance. A decision-maker shall apply the same standard of relevance as is required for investigators under Section VI(F)(3)(i) of this Policy, meaning all relevant evidence presented at a hearing shall be considered by the decisionmaker (unless consideration of such evidence is prohibited by the Title IX Regulations). However, to the extent relevant evidence submitted at a hearing (whose consideration is not prohibited by the Title IX Regulations) would be inadmissible under the Federal Rules of Evidence, the decision-maker should accord such evidence little, if any, weight or credibility. Furthermore, a decisionmaker shall be free to rule repetitive questions to be irrelevant and exclude such repetitive evidence.

(vii) Requests for Separation. At the request of either party, the decision-maker must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions.

(viii) Location of Hearings. The University reserves the discretion to conduct any hearing under this Policy with all parties physically present in the same geographic location or with any or all parties or other participants appearing virtually with technology enabling participants simultaneously to see and hear each other.

(ix) Transcripts. The University will provide the parties an opportunity to inspect and review a transcript (or, at the University's sole discretion, an audio or audiovisual recording) of any live hearing conducted under this Policy.

(x) Confidential Proceedings. Consistent with the University's obligation to maintain confidentiality with respect to hearings on formal complaints made under this Policy, no one other than a party's advisor (and any person whose involvement is required by law, e.g., an interpreter for a party who suffers from a disability that necessitates the participation of an

interpreter) shall be permitted to attend or observe a hearing with a party.

(xi) Professional Decorum. All parties and witnesses shall maintain professional decorum throughout a hearing conducted under this Policy. The expectation of professionalism includes, without limitation, that no person may badger or harass any party, witness, decision-maker or other University personnel involved in the hearing proceeding. Furthermore, a party shall be free to confer with the party's advisor during a hearing, such conferral shall not take place in a loud or disruptive manner. If a party or advisor violates any rules imposed on parties equally by this Policy or by a decision-maker during a hearing, the University retains authority to respond in accordance with its policies governing student and employee misconduct.

(xii) Written Determinations. Applying the preponderance of evidence standard, the decision-maker, who will be someone other than the Title IX Coordinator or the investigator assigned to a formal complaint, shall issue simultaneously to each party a written determination regarding responsibility following the conclusion of a live hearing. Such written determination shall include the following:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination (including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held);
- Findings of fact supporting the determination;
- Conclusions regarding the application of the University's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant; and
- The University's procedures and permissible bases for the complainant and respondent to appeal.

### **Appeal Procedures**

(6) *Appeal Procedures*. If a complainant or respondent wishes to appeal the decision of the decision-maker presiding over the live hearing of a formal complaint, the party wishing to appeal must comply with the following procedures:

(i) Grounds for Appeal. An appeal can be based on any one or more of the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

- (ii) Notice of Appeal. A party may appeal a decision-maker's decision based on one or more grounds for appeal identified in this Policy; however, such appeal must be submitted in writing to the Title IX Coordinator within ten (10) calendar days after the issuance of the decision-maker's decision to the parties. The Title IX Coordinator shall notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.
- (iii) Appellate Briefing. Each party to an appeal shall have an equal opportunity to submit a written statement in support of, or challenging, the outcome of a live hearing in a case that is appealed under this Policy. Absent an extension granted by an appeal officer presiding over the case, any such written statement must be submitted to the Title IX Coordinator within 10 calendar days after the Title IX Coordinator has provided the notice required in Section VI(F)(6)(ii).
- (iv) Appeal Officers. The University shall appoint three individuals (none of whom can be the person who served as the Title IX Coordinator, investigator, advisor or decision-maker for the underlying formal complaint) to serve as appeal officers to hear and decide any appeal that is filed under this Policy. The University shall designate one appeal officer to chair the appeal panel. The appeal officers shall apply the preponderance of evidence standard in deciding an appeal and shall decide the outcome of the appeal by majority vote. However, in instances where a total of three individuals are not available to serve as appeal officers, the University shall appoint a single appeal officer to decide the outcome of an appeal, and such person's decision shall be final.
- (v) Written Decision. Following the briefing period, the appeal officer serving as the chair of the appeal panel shall issue a written decision describing the result of the appeal and the rationale for the result. Such written decision shall be provided simultaneously to the parties by the Title IX Coordinator.
- (vi) Finality. A determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or on the eleventh (11th) calendar day following the University's provision of the written determination to the parties (if no appeal is filed by either party during the 10-day period for filing an appeal).

(7) Remedies. If a finding of responsibility for violating this Policy is made, the remedies imposed may include supportive measures, the range of such supportive measures available to complainants and respondents is set forth in this Policy's definition of the term "supportive measures." Furthermore, such remedies may include disciplinary sanctions, punitive measures and measures that burden the respondent. The range of possible disciplinary sanctions and remedies that the University may impose following any determination of responsibility runs from supportive measures to expulsion, in the case of a student, and termination, in the case of an employee. The Title IX Coordinator is responsible for effective implementation of any remedies imposed under this Policy.

G. **Emergency Removal**. Notwithstanding any other provision of this Policy that may suggest otherwise, the University may choose to remove a respondent from any University education program or activity on an emergency basis if, based on an individualized safety and risk analysis, the University determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies such removal. When the University exercises its right to implement an emergency removal, the University will notify the respondent of that decision and provide the respondent with an opportunity to challenge the decision immediately following the removal.

H. **Administrative Leave.** Notwithstanding any other provision of this Policy that may suggest otherwise, the University may choose to place a non-student employee respondent on administrative leave during the pendency of a grievance process under this Policy. Furthermore, nothing in this Policy is intended to, or shall be construed to, modify the at-will nature of any employment relationship with the University.

## **Policy Regarding Educational Programs and Campaigns to Prevent Dating Violence Domestic Violence, Stalking and Sexual Assault**

Webster University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that are comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that—

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

The University places a strong emphasis on prevention and education programs and communications as effective ways to minimize sexual assault, harassment and other sexual offenses; to inform students and employees of key definitions of all types of sexual misconduct, the importance and meaning of consent in sexual relations and the role that incapacity plays in these offenses; strategies to stay safe, and bystander education. Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

### **Bystander Intervention**

The University takes care to educate students, staff and faculty about safe and positive options to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. This is commonly referred to as bystander intervention. 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. The University recognizes the importance of educating the campus community how to safely engage in bystander intervention.

All students are encouraged to report suspected sexual offenses, and in no case should intervene directly in a situation without assistance from the administration or authorities if doing so risks harm to the bystander or victim. Bystander intervention should be carried out only where safe and positive results are warranted. In all cases, bystanders should report any observed sexual offense. Employees are also required to comply with the reporting requirements for responsible employees.

Appendix E contains some suggested techniques for effectively engaging in bystander intervention. Additional training and information on bystander information is provided in all Primary Prevention and Awareness Programs and a number of the Ongoing Prevention and Awareness Campaigns.

## Risk Reduction

Education on risk reduction is another important piece of education and awareness related to dating violence, domestic violence, sexual assault and stalking. In this context, risk reduction refers to 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. Information on risk reduction is included in all Primary Prevention and Awareness Programs and a number of the Ongoing Prevention and Awareness Campaigns. The University's suggested risk reduction strategies are based on the needs of the campus community and never encourage victim blaming.

## Primary Prevention and Awareness Programs

All new incoming students to all of Webster's campuses are currently required to complete an online sexual misconduct awareness and prevention course through SafeColleges. The online course reviews Webster University community expectations, directs students to campus support and prevention resources, provides contact information for the Title IX Coordinator, and provides Bystander Intervention techniques.

All Webster University employees receive online training and are aware of their obligation to report sexual harassment on campus to the Title IX Coordinator. This online course covers the key elements of the following federal statutes: Title IX, the Clery Act, the Violence Against Women Act and Campus SaVE and Title VII. It also addresses employee rights and responsibilities as well as the specific roles and responsibilities of responsible employees.

The University's primary prevention and awareness programs for students and faculty/staff both include the following components:

- A statement that the University prohibits the crimes of domestic violence, dating violence, sexual assault and stalking;
- The VAWA definitions of domestic violence, dating violence, sexual assault and stalking;
- Any applicable state law definitions of domestic violence, sexual assault and stalking;
- Any applicable state law definitions of consent;
- The University's definition of consent and the purposes for which that definition issued
- Descriptions of safe and positive options for bystander intervention;
- Information on risk reduction;
- A statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking, and of procedures that the institution will follow when one of these crimes is reported; and the procedural requirements for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and stalking.

## Ongoing Prevention and Awareness Campaigns

Webster University engages in ongoing prevention and awareness campaigns which focus on programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution. The University utilizes a number of strategies and activities specifically designated to educate the community regarding sexual assault issues and to promote awareness of rape, acquaintance rape, and other sex offense prevention strategies.

The Sexual Offense Advocate and Title IX Coordinators at the main campus in Webster Groves work on a number of campaigns and programs, often in partnership with student or community groups each year at the Webster Groves campus. These individuals are also available to assist administration at branch campuses with similar campaigns and programming.

## Maryland Sex Offender Registry

In response to Section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C 16921), Maryland created an online database which can be accessed by the public at:

<http://www.dpscs.state.md.us/sorSearch/>.



## APPENDIX A – CLERY ACT CRIME DEFINITIONS

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.

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

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

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

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

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

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

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

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

**Domestic violence:** A Felony or misdemeanor crime of violence<sup>16</sup> committed –

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

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for her, his, or others' safety; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including but not limited to, acts 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.

**Weapons: Carrying, Possessing, Etc.:** This classification encompasses weapons offenses that are regulatory in nature.

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<sup>16</sup>The term "crime of violence" is defined by 18 U.S. Code Section 16 as follows:

- (a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
- (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

**Drug Abuse Violations:** the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

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

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

The Department of Education directs institutions to report statistics for hate crimes in connection with the following offenses: Murder and Non-negligent Manslaughter; Sexual Assault; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson. These definitions are provided above.

Institutions must also report statistics for hate crimes in connection with the following offenses which are not otherwise included in the annual crime statistics:

- **Larceny:** the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- **Simple Assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### **Types of Bias reportable under the Clery Act:**

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

## APPENDIX B – CRIME PREVENTION TIPS

While Webster University makes every effort to provide a safe campus, students, faculty, and staff must also do their part to help us maintain a safe environment. The University encourages everyone who attends, works or visits one of its campuses to follow basic personal and property crime prevention procedures.

### Tips for Securing Valuables in an Office

- Always lock your office, even when you are away for a few minutes.
- If you have valuables stored in your office, do not leave them overnight.
- Never leave purses or other valuables unattended.
- Keep your desk and files locked when you are away.
- Never store money in your desk drawers or file cabinets
- Report all losses to your Campus Director immediately.

### Tips for Securing Valuables in Residences

- Conspicuously mark items of value with a unique identifier making the items more difficult to sell and making it easier for law enforcement officials to return lost or stolen property.

### Personal Safety Tips

- When walking alone after dark, walk on well-lighted, well-traveled walkways and plan your route ahead of time. Avoid places where attackers might hide (spaces between parked cars, overgrown shrubs, and dark passageways) and areas where you might get cornered. Remember that it is best to walk facing traffic.
- If anyone follows you while you are walking alone, look confident and let him or her know you are aware of their presence. Don't be polite or engage in conversation. If they continue to follow you, cross the street and/or change directions. If this doesn't work, walk toward other people or occupied buildings and stay away from places where you might get cornered.
- If you are trapped in your car and afraid for your safety, honk your horn in quick short bursts. This will attract people's attention.
- Make sure that all of the car doors are locked whenever you leave your vehicle.
- When returning to your car, have your keys ready so you can enter your car quickly and be aware of your surroundings. If you have to look into a purse or a pocket to find them, it takes extra time and you lose sight of what is around you, which could allow someone to sneak up on you.

### Preventing Thefts from Vehicles

- Install a vehicle alarm or mechanical lock for the steering wheel or ignition.
- Always lock the doors and leave the windows rolled up.
- Keep valuables out of sight. Place valuable items in your trunk not the front or back seats.
- Know the license number, year, make and model of your vehicle.
- Never leave money, checkbooks, or credit cards in the vehicle at any time.

### Preventing Bicycle Theft

- Keep bicycles locked any time they are unattended. Be sure the lock or cable goes through the front wheel, rear wheel and the frame, and secure it to a fixed object.

## APPENDIX C – MARYLAND STATE STATUTES

### § 3-301. Definitions [Sexual Crimes]

In general

(a) In this subtitle the following words have the meanings indicated.

Mentally incapacitated individual

(b) "Mentally incapacitated individual" means an individual who, because of the influence of a drug, narcotic, or intoxicating substance, or because of an act committed on the individual without the individual's consent or awareness, is rendered substantially incapable of:

- (1) appraising the nature of the individual's conduct; or
- (2) resisting vaginal intercourse, a sexual act, or sexual contact.

Physically helpless individual

(c) "Physically helpless individual" means an individual who:

- (1) is unconscious; or
- (2) (i) does not consent to vaginal intercourse, a sexual act, or sexual contact; and  
(ii) is physically unable to resist, or communicate unwillingness to submit to, vaginal intercourse, a sexual act, or sexual contact.

Sexual act

(d)

(1) "Sexual act" means any of the following acts, regardless of whether semen is emitted:

- (i) anilingus;
  - (ii) cunnilingus;
  - (iii) fellatio;
  - (iv) anal intercourse, including penetration, however slight, of the anus; or
  - (v) an act:
    1. in which an object or part of an individual's body penetrates, however slightly, into another individual's genital opening or anus; and
    2. that can reasonably be construed to be for sexual arousal or gratification, or for the abuse of either party.
- (2) "Sexual act" does not include:
- (i) vaginal intercourse; or
  - (ii) an act in which an object or part of an individual's body penetrates an individual's genital opening or anus for an accepted medical purpose.

Sexual contact

(e)

(1) "Sexual contact", as used in §§ 3-307, 3-308, and 3-314 of this subtitle, means an intentional touching of the victim's or actor's genital, anal, or other intimate area for sexual arousal or gratification, or for the abuse of either party.

- (2) "Sexual contact" does not include:
- (i) a common expression of familial or friendly affection; or
  - (ii) an act for an accepted medical purpose.

Substantially cognitively impaired individual

(f) "Substantially cognitively impaired individual" means an individual who suffers from an intellectual disability or a mental disorder, either of which temporarily or permanently renders the individual substantially incapable of:

Sexual contact

- (1) appraising the nature of the individual's conduct;
- (2) resisting vaginal intercourse, a sexual act, or sexual contact; or
- (3) communicating unwillingness to submit to vaginal intercourse, a sexual act, or sexual contact.

Vaginal intercourse

(g)

- (1) "Vaginal intercourse" means genital copulation, whether or not semen is emitted.
- (2) "Vaginal intercourse" includes penetration, however slight, of the vagina.

### **§ 3-302. Construction of subtitle**

In this subtitle an undefined word or phrase that describes an element of common-law rape retains its judicially determined meaning, except to the extent it is expressly or impliedly changed in this subtitle.

### **§ 3-303. Rape in the first degree**

Prohibited--In general

(a) A person may not:

(1) (i) engage in vaginal intercourse with another by force, or the threat of force, without the consent of the other; or

(ii) engage in a sexual act with another by force, or the threat of force, without the consent of the other; and

(2) (i) employ or display a dangerous weapon, or a physical object that the victim reasonably believes is a dangerous weapon;

(ii) suffocate, strangle, disfigure, or inflict serious physical injury on the victim or another in the course of committing the crime;

(iii) threaten, or place the victim in fear, that the victim, or an individual known to the victim, imminently will be subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping;

(iv) commit the crime while aided and abetted by another; or

(v) commit the crime in connection with a burglary in the first, second, or third degree.

Prohibited--Child kidnapping

(b) A person may not violate subsection (a) of this section while also violating § 3-503(a)(2) of this title involving a victim who is a child under the age of 16 years.

Prohibited--Children under age 13

(c) A person 18 years of age or older may not violate subsection (a) of this section involving a victim who is a child under the age of 13 years.

Penalty

(d)

(1) Except as provided in paragraphs (2), (3), and (4) of this subsection, a person who violates subsection (a) of this section is guilty of the felony of rape in the first degree and on conviction is subject to imprisonment not exceeding life.

(2) A person who violates subsection (b) of this section is guilty of the felony of rape in the first degree and on conviction is subject to imprisonment not exceeding life without the possibility of parole.

(3) A person who violates subsection (a) or (b) of this section is guilty of the felony of rape in the first degree and on conviction is subject to imprisonment not exceeding life without the possibility of parole

if the defendant was previously convicted of violating this section or § 3-305 of this subtitle as it existed before October 1, 2017.

**(4) (i)** Subject to subparagraph (iv) of this paragraph, a person 18 years of age or older who violates subsection (c) of this section is guilty of the felony of rape in the first degree and on conviction is subject to imprisonment for not less than 25 years and not exceeding life without the possibility of parole.

**(ii)** A court may not suspend any part of the mandatory minimum sentence of 25 years.

**(iii)** The person is not eligible for parole during the mandatory minimum sentence.

**(iv)** If the State fails to comply with subsection (e) of this section, the mandatory minimum sentence shall not apply.

Required notice

**(e)** If the State intends to seek a sentence of imprisonment for life without the possibility of parole under subsection (d)(2), (3), or (4) of this section, or imprisonment for not less than 25 years under subsection (d)(4) of this section, the State shall notify the person in writing of the State's intention at least 30 days before trial.

### **§ 3-304. Rape in the second degree**

Prohibited--In general

**(a)** A person may not engage in vaginal intercourse or a sexual act with another:

**(1)** by force, or the threat of force, without the consent of the other;

**(2)** if the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the act knows or reasonably should know that the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual; or

**(3)** if the victim is under the age of 14 years, and the person performing the act is at least 4 years older than the victim.

Prohibited--Children under age 13

**(b)** A person 18 years of age or older may not violate subsection (a)(1) or (2) of this section involving a child under the age of 13 years.

Penalty

**(c)**

**(1)** Except as provided in paragraph (2) of this subsection, a person who violates subsection (a) of this section is guilty of the felony of rape in the second degree and on conviction is subject to imprisonment not exceeding 20 years.

**(2) (i)** Subject to subparagraph (iv) of this paragraph, a person 18 years of age or older who violates subsection (b) of this section is guilty of the felony of rape in the second degree and on conviction is subject to imprisonment for not less than 15 years and not exceeding life.

**(ii)** A court may not suspend any part of the mandatory minimum sentence of 15 years.

**(iii)** The person is not eligible for parole during the mandatory minimum sentence.

**(iv)** If the State fails to comply with subsection (d) of this section, the mandatory minimum sentence shall not apply.

Required notice

**(d)** If the State intends to seek a sentence of imprisonment for not less than 15 years under subsection (c)(2) of this section, the State shall notify the person in writing of the State's intention at least 30 days before trial.



**§ 3-305. Sexual offense in the first degree ~~\*\*Repealed by Acts 2017, C. 161, § 1, eff. Oct. 1, 2017; Acts 2017, C. 162, § 1, eff. Oct. 1, 2017\*\*~~**

**(a)** Prohibited. -- A person may not:

**(1)** engage in a sexual act with another by force, or the threat of force, without the consent of the other; and

**(2) (i)** employ or display a dangerous weapon, or a physical object that the victim reasonably believes is a dangerous weapon;

**(ii)** suffocate, strangle, disfigure, or inflict serious physical injury on the victim or another in the course of committing the crime;

**(iii)** threaten, or place the victim in fear, that the victim, or an individual known to the victim, imminently will be subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping;

**(iv)** commit the crime while aided and abetted by another; or

**(v)** commit the crime in connection with a burglary in the first, second, or third degree.

**(b)** Violation of § 3-503(a)(2) of this title. -- A person may not violate subsection (a) of this section while also violating § 3-503(a)(2) of this title involving a victim who is a child under the age of 16 years.

**(c)** Age considerations. -- A person 18 years of age or older may not violate subsection (a) of this section involving a victim who is a child under the age of 13 years.

**(d)** Penalty. --

**(1)** Except as provided in paragraphs (2), (3), and (4) of this subsection, a person who violates subsection (a) of this section is guilty of the felony of sexual offense in the first degree and on conviction is subject to imprisonment not exceeding life.

**(2)** A person who violates subsection (b) of this section is guilty of the felony of sexual offense in the first degree and on conviction is subject to imprisonment not exceeding life without the possibility of parole.

**(3)** A person who violates subsection (a) or (b) of this section is guilty of the felony of sexual offense in the first degree and on conviction is subject to imprisonment not exceeding life without the possibility of parole if the defendant was previously convicted of violating this section or § 3-303 of this subtitle.

**(4) (i)** Subject to subparagraph (iv) of this paragraph, a person 18 years of age or older who violates subsection (c) of this section is guilty of the felony of sexual offense in the first degree and on conviction is subject to imprisonment for not less than 25 years and not exceeding life without the possibility of parole.

**(ii)** A court may not suspend any part of the mandatory minimum sentence of 25 years.

**(iii)** The person is not eligible for parole during the mandatory minimum sentence.

**(iv)** If the State fails to comply with subsection (e) of this section, the mandatory minimum sentence shall not apply.

**(e)** Required notice. -- If the State intends to seek a sentence of imprisonment for life without the possibility of parole under subsection (d)(2), (3), or (4) of this section, or imprisonment for not less than 25 years under subsection (d)(4) of this section, the State shall notify the person in writing of the State's intention at least 30 days before trial.

**§ 3-306. Sexual offense in the second degree ~~\*\*Repealed by Acts 2017, C. 161, § 1, eff. Oct. 1, 2017; Acts 2017, C. 161, § 1, eff. Oct. 1, 2017\*\*~~**

**(a)** Prohibited. -- A person may not engage in a sexual act with another:

- (1) by force, or the threat of force, without the consent of the other;
  - (2) if the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the sexual act knows or reasonably should know that the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual; or
  - (3) if the victim is under the age of 14 years, and the person performing the sexual act is at least 4 years older than the victim.
- (b) Age considerations. -- A person 18 years of age or older may not violate subsection (a)(1) or (2) of this section involving a child under the age of 13 years.
- (c) Penalty. --
- (1) Except as provided in paragraph (2) of this subsection, a person who violates this section is guilty of the felony of sexual offense in the second degree and on conviction is subject to imprisonment not exceeding 20 years.
  - (2) (i) Subject to subparagraph (iv) of this paragraph, a person 18 years of age or older who violates subsection (b) of this section is guilty of the felony of sexual offense in the second degree and on conviction is subject to imprisonment for not less than 15 years and not exceeding life.
    - (ii) A court may not suspend any part of the mandatory minimum sentence of 15 years.
    - (iii) The person is not eligible for parole during the mandatory minimum sentence.
    - (iv) If the State fails to comply with subsection (d) of this section, the mandatory minimum sentence shall not apply.
- (d) Required notice. -- If the State intends to seek a sentence of imprisonment for not less than 15 years under subsection (c)(2) of this section, the State shall notify the person in writing of the State's intention at least 30 days before trial.

### **§ 3-307. Sexual offense in the third degree**

Prohibited

(a) A person may not:

- (1) (i) engage in sexual contact with another without the consent of the other; and
  - (ii) 1. employ or display a dangerous weapon, or a physical object that the victim reasonably believes is a dangerous weapon;
  - 2. suffocate, strangle, disfigure, or inflict serious physical injury on the victim or another in the course of committing the crime;
  - 3. threaten, or place the victim in fear, that the victim, or an individual known to the victim, imminently will be subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping; or
  - 4. commit the crime while aided and abetted by another;
- (2) engage in sexual contact with another if the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the act knows or reasonably should know the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual;
- (3) engage in sexual contact with another if the victim is under the age of 14 years, and the person performing the sexual contact is at least 4 years older than the victim;
- (4) engage in a sexual act with another if the victim is 14 or 15 years old, and the person performing the sexual act is at least 21 years old; or
- (5) engage in vaginal intercourse with another if the victim is 14 or 15 years old, and the person

performing the act is at least 21 years old.

Penalty

**(b)** A person who violates this section is guilty of the felony of sexual offense in the third degree and on conviction is subject to imprisonment not exceeding 10 years.

### **§ 3-308. Sexual offense in the fourth degree**

“Person in a position of authority” defined

**(a)** In this section, "person in a position of authority":

**(1)** means a person who:

**(i)** is at least 21 years old;

**(ii)** is employed by or under contract with a public or private preschool, elementary school, or secondary school; and

**(iii)** because of the person's position or occupation, exercises supervision over a minor who attends the school; and

**(2)** includes a principal, vice principal, teacher, coach, or school counselor at a public or private preschool, elementary school, or secondary school.

Prohibited--In general

**(b)** A person may not engage in:

**(1)** sexual contact with another without the consent of the other;

**(2)** except as provided in § 3-307(a)(4) of this subtitle, a sexual act with another if the victim is 14 or 15 years old, and the person performing the sexual act is at least 4 years older than the victim; or

**(3)** except as provided in § 3-307(a)(5) of this subtitle, vaginal intercourse with another if the victim is 14 or 15 years old, and the person performing the act is at least 4 years older than the victim.

Prohibited--Persons in a position of authority

**(c)**

**(1)** Except as provided in § 3-307(a)(4) of this subtitle or subsection (b)(2) of this section, a person in a position of authority may not engage in a sexual act or sexual contact with a minor who, at the time of the sexual act or sexual contact, is a student enrolled at a school where the person in a position of authority is employed.

**(2)** Except as provided in § 3-307(a)(5) of this subtitle or subsection (b)(3) of this section, a person in a position of authority may not engage in vaginal intercourse with a minor who, at the time of the vaginal intercourse, is a student enrolled at a school where the person in a position of authority is employed.

Penalty

**(d)**

**(1)** Except as provided in paragraph (2) of this subsection, a person who violates this section is guilty of the misdemeanor of sexual offense in the fourth degree and on conviction is subject to imprisonment not exceeding 1 year or a fine not exceeding \$ 1,000 or both.

**(2) (i)** On conviction of a violation of this section, a person who has been convicted on a prior occasion not arising from the same incident of a violation of § 3-303, § 3-304, §§ 3-307 through 3-310 of this subtitle, § 3-311 or § 3-312 of this subtitle as the sections existed before October 1, 2017, § 3-315 of this subtitle, or § 3-602 of this title is subject to imprisonment not exceeding 3 years or a fine not exceeding \$ 1,000 or both.

**(ii)** If the State intends to proceed against a person under subparagraph (i) of this paragraph, it shall comply with the procedures set forth in the Maryland Rules for the indictment and trial of a subsequent offender.

**§ 3-309. Attempted rape in the first degree**

Prohibited

(a) A person may not attempt to commit rape in the first degree.

Penalty

(b) A person who violates this section is guilty of a felony and on conviction is subject to imprisonment not exceeding life.

**§ 3-310. Attempted rape in the second degree**

Prohibited

(a) A person may not attempt to commit rape in the second-degree.

Penalty

(b) A person who violates this section is guilty of a felony and on conviction is subject to imprisonment not exceeding 20 years.

**§ 3-311. Attempted sexual offense in the first degree \*\*Repealed by Acts 2017, C. 161, § 1, eff. Oct. 1, 2017; Acts 2017, C. 162, § 1, eff. Oct. 1, 2017\*\***

(a) Prohibited. -- A person may not attempt to commit a sexual offense in the first degree.

(b) Penalty. -- A person who violates this section is guilty of a felony and on conviction is subject to imprisonment not exceeding life.

**§ 3-312. Attempted sexual offense in the second degree \*\*Repealed by Acts 2017, C. 161, § 1, eff. Oct. 1, 2017; Acts 2017, C. 162, § 1, eff. Oct. 1, 2017\*\***

(a) Prohibited. -- A person may not attempt to commit a sexual offense in the second-degree.

(b) Penalty. -- A person who violates this section is guilty of a felony and on conviction is subject to imprisonment not exceeding 20 years.

**§ 3-318. Rape and sexual offense -- Spousal defense**

In general

(a) Except as provided in subsections (b) and (c) of this section, a person may not be prosecuted under § 3-303, § 3-304, § 3-307, or § 3-308 of this subtitle for a crime against a victim who was the person's legal spouse at the time of the alleged rape or sexual offense.

Separation or use of force

(b) A person may be prosecuted under § 3-303(a), § 3-304(a)(1), or § 3-307(a)(1) of this subtitle for a crime against the person's legal spouse if:

(1) at the time of the alleged crime the person and the person's legal spouse have lived apart, without cohabitation and without interruption:

(i) under a written separation agreement executed by the person and the spouse; or

(ii) for at least 3 months immediately before the alleged rape or sexual offense; or

(2) the person in committing the crime uses force or threat of force and the act is without the consent of the spouse.

Limited divorce

(c) A person may be prosecuted under § 3-303, § 3-304, § 3-307, or § 3-308 of this subtitle for a crime against the person's legal spouse if at the time of the alleged crime the person and the spouse live apart, without cohabitation and without interruption, under a decree of limited divorce.

### **§ 3-321. Sodomy**

A person who is convicted of sodomy is guilty of a felony and is subject to imprisonment not exceeding 10 years.

### **§ 3-322. Unnatural or perverted sexual practice**

Prohibited

(a) A person may not:

- (1) take the sexual organ of another or of an animal in the person's mouth;
- (2) place the person's sexual organ in the mouth of another or of an animal; or
- (3) commit another unnatural or perverted sexual practice with another or with an animal.

Penalty

(b) A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 10 years or a fine not exceeding \$ 1,000 or both.

Statute of limitations and in banc review

(c) A person who violates this section is subject to § 5-106(b) of the Courts Article.

Charging document

(d) An indictment for a violation of this section:

- (1) is sufficient if it states that the defendant committed an unnatural and perverted sexual practice with a person or animal as applicable; but
- (2) need not state the particular:
  - (i) unnatural or perverted sexual practice with which the defendant is charged; or
  - (ii) manner in which the defendant committed the unnatural or perverted sexual practice.

### **§ 3-323. Incest**

Prohibited

(a) A person may not knowingly engage in vaginal intercourse with anyone whom the person may not marry under § 2-202 of the Family Law Article.

Penalty

(b) A person who violates this section is guilty of a felony and on conviction is subject to imprisonment for not less than 1 year and not exceeding 10 years.

### **§ 2-202. Marriages which are void**

In general

(a) Any marriage performed in this State that is prohibited by this section is void.

Marriages within 3 degrees of direct lineal consanguinity or within first degree of collateral consanguinity prohibited; penalties

(b)

- (1) An individual may not marry the individual's:

- (i) grandparent;
- (ii) parent;
- (iii) child;
- (iv) sibling; or
- (v) grandchild.

(2) An individual who violates any provision of this subsection is guilty of a misdemeanor and on conviction is subject to a fine of \$ 1,500.

Certain marriages within other degrees of affinity or consanguinity prohibited; penalties

(c)

(1) An individual may not marry the individual's:

- (i) grandparent's spouse;
- (ii) spouse's grandparent;
- (iii) parent's sibling;
- (iv) stepparent;
- (v) spouse's parent;
- (vi) spouse's child;
- (vii) child's spouse;
- (viii) grandchild's spouse;
- (ix) spouse's grandchild; or
- (x) sibling's child.

(2) An individual who violates any provision of this subsection is guilty of a misdemeanor and on conviction is subject to a fine of \$ 500.

#### **§ 4-501. Definitions [Domestic Violence]**

In general

(a) In this subtitle the following words have the meanings indicated.

Abuse

(b)

(1) "Abuse" means any of the following acts:

- (i) an act that causes serious bodily harm;
- (ii) an act that places a person eligible for relief in fear of imminent serious bodily harm;
- (iii) assault in any degree;
- (iv) rape or sexual offense under § 3-303, § 3-304, § 3-307, or § 3-308 of the Criminal Law Article or attempted rape or sexual offense in any degree;
- (v) false imprisonment;
- (vi) stalking under § 3-802 of the Criminal Law Article; or
- (vii) revenge porn under § 3-809 of the Criminal Law Article.

(2) (i) If the person for whom relief is sought is a child, "abuse" may also include abuse of a child, as defined in Title 5, Subtitle 7 of this article.

(ii) Nothing in this subtitle shall be construed to prohibit reasonable punishment, including reasonable corporal punishment, in light of the age and condition of the child, from being performed by a parent or stepparent of the child.

(3) If the person for whom relief is sought is a vulnerable adult, "abuse" may also include abuse of a vulnerable adult, as defined in Title 14, Subtitle 1 of this article.

Child care provider

**(c)** "Child care provider" means a person that provides supervision and care for a minor child.

Cohabitant

**(d)** "Cohabitant" means a person who has had a sexual relationship with the respondent and resided with the respondent in the home for a period of at least 90 days within 1 year before the filing of the petition.

Commissioner

**(e)** "Commissioner" means a District Court Commissioner appointed in accordance with Article IV, § 41G of the Maryland Constitution.

Court

**(f)** "Court" means the District Court or a circuit court in this State.

Emergency family maintenance

**(g)** "Emergency family maintenance" means a monetary award given to or for a person eligible for relief to whom the respondent has a duty of support under this article based on:

**(1)** the financial needs of the person eligible for relief; and

**(2)** the resources available to the person eligible for relief and the respondent.

Executive Director

**(h)** "Executive Director" means the Executive Director of the Governor's Office of Crime Prevention, Youth, and Victim Services.

Final protective order

**(i)** "Final protective order" means a protective order issued under § 4-506 of this subtitle.

Home

**(j)** "Home" means the property in this State that:

**(1)** is the principal residence of a person eligible for relief; and

**(2)** is owned, rented, or leased by the person eligible for relief or respondent or, in a petition alleging child abuse or abuse of a vulnerable adult, an adult living in the home at the time of a proceeding under this subtitle.

Interim protective order

**(k)** "Interim protective order" means an order that a Commissioner issues under this subtitle pending a hearing by a judge on a petition.

Local department

**(l)** "Local department" means the local department that has jurisdiction in the county:

**(1)** where the home is located; or

**(2)** if different, where the abuse is alleged to have taken place.

Person eligible for relief

**(m)** "Person eligible for relief" includes:

**(1)** the current or former spouse of the respondent;

**(2)** a cohabitant of the respondent;

**(3)** a person related to the respondent by blood, marriage, or adoption;

**(4)** a parent, stepparent, child, or stepchild of the respondent or the person eligible for relief who resides or resided with the respondent or person eligible for relief for at least 90 days within 1 year before the filing of the petition;

**(5)** a vulnerable adult;

**(6)** an individual who has a child in common with the respondent; or

**(7)** an individual who has had a sexual relationship with the respondent within 1 year before the filing of the petition.

Pet

**(n)**

**(1)** "Pet" means a domesticated animal.

**(2)** "Pet" does not include livestock.

Petitioner

**(o)**

**(1)** "Petitioner" means an individual who files a petition.

**(2)** "Petitioner" includes:

**(i)** a person eligible for relief; or

**(ii)** the following persons who may seek relief from abuse on behalf of a minor or vulnerable adult:

**1.** the State's Attorney for the county where the child or vulnerable adult lives, or, if different, where the abuse is alleged to have taken place;

**2.** the department of social services that has jurisdiction in the county where the child or vulnerable adult lives, or, if different, where the abuse is alleged to have taken place;

**3.** a person related to the child or vulnerable adult by blood, marriage, or adoption; or

**4.** an adult who resides in the home.

Residence

**(p)** "Residence" includes the yard, grounds, outbuildings, and common areas surrounding the residence.

Respondent

**(q)** "Respondent" means the person alleged in the petition to have committed the abuse.

Temporary protective order

**(r)** "Temporary protective order" means a protective order issued under § 4-505 of this subtitle.

Victim

**(s)** "Victim" includes a person eligible for relief.

Vulnerable adult

**(t)** "Vulnerable adult" has the meaning provided in § 14-101(q) of this article.

### **§ 4-513. "Victim of domestic violence" defined**

In this Part III and in Part IV of this subtitle, "victim of domestic violence" means an individual who has received deliberate, severe, and demonstrable physical injury, or is in fear of imminent deliberate, severe, and demonstrable physical injury from a current or former spouse, or a current or former cohabitant, as defined in § 4-501 of this subtitle.

### **§ 3-802. Stalking**

"Stalking" defined

**(a)** In this section, "stalking" means a malicious course of conduct that includes approaching or pursuing another where:

**(1)** the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear:

**(i)** **1.** of serious bodily injury;

**2.** of an assault in any degree;

**3.** of rape or sexual offense as defined by §§ 3-303 through 3-308 of this title or attempted rape or sexual offense in any degree;

**4.** of false imprisonment; or

**5.** of death; or



(ii) that a third person likely will suffer any of the acts listed in item (i) of this item; or  
(2) the person intends to cause or knows or reasonably should have known that the conduct would cause serious emotional distress to another.

Scope of section

(b) The provisions of this section do not apply to conduct that is:  
(1) performed to ensure compliance with a court order;  
(2) performed to carry out a specific lawful commercial purpose; or  
(3) authorized, required, or protected by local, State, or federal law.

Prohibited

(c) A person may not engage in stalking.

Penalty

(d) A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$ 5,000 or both.

Sentence

(e) A sentence imposed under this section may be separate from and consecutive to or concurrent with a sentence for any other crime based on the acts establishing a violation of this section.

### **§ 3-801. "Course of conduct" defined**

In this subtitle, "course of conduct" means a persistent pattern of conduct, composed of a series of acts over time, that shows a continuity of purpose.

**\*\*Note: The state of Maryland does not define Dating Violence.**

## APPENDIX D – BYSTANDER INTERVENTION TIPS

The University encourages the campus community to recognize that we all have an opportunity to make a difference and reduce the incidents of sexual misconduct on our campus, by learning how to intervene when we witness a situation that makes us uncomfortable, or we know is wrong. One method of bystander intervention is referred to as the “3 D’s - Distract, Delegate, and Direct.” Information about how to engage in this method appears below. **IMPORTANT REMINDER:** You should always assess whether you can safely intervene before engaging in any of the techniques described below.

**Distract.** This technique involves causing some form of distraction that will interrupt the flow of what is happening. Once you identify a high-risk situation you can attempt to distract either of the two individuals.

Examples:

- Ask one of the people to help you find a lost item.
- Interrupt to ask for directions.
- Spill a drink.
- Start talking to the couple and don’t leave, so isolation cannot happen.
- An easy technique you can use is to invite the targeted individual to go outside for some fresh air. Once he or she is away from the other person, check in and ask if she or he needs help.

**Delegate.** When a bystander doesn’t feel safe to approach the situation alone, she or he can involve others.

Examples:

- Group intervention. There is power in numbers. If you don’t feel comfortable going by yourself, ask a group to go with you. Say to one’s friends, I am concerned for that person. Can you find their friends and get them to check on the situation, while I stay here and watch?
- Ask a bouncer at a bar to look into the situation
- Ask the host to intervene. For example, I am worried for that girl, who is so drunk. Could you let that guy know that upstairs is off limits?

**Direct.** With the direct approach, you confront either the potential target or the person who you think is potentially about to commit a sexual assault.

Examples:

- Say, “we are finding their friends and they will take them home.”
- Say to the targeted individual, “I am not letting a stranger take you home.”
- Say to the possible perpetrator, “Hey, you can’t take them upstairs; it’s not a good idea.”

Please contact one of the University’s Title IX Coordinators or the Sexual Offense Advocate with any questions about the material provided in this Appendix or about bystander intervention generally.