

2015 Annual Security/Fire Safety Report

www.salve.edu/safety-and-security



Salve Regina University

100 Ochre Point Avenue, Newport, Rhode Island 02840-4192

Welcome from the Director of Safety and Security

On behalf of the members of the Salve Regina Office of Safety and Security, I would like to extend to you our greetings. The safety and well-being of our students, staff, faculty, and visitors are our top priority. Each year, we publish the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or more commonly known as the Clery Act, to provide you with essential information regarding the University's safety services, programs, and policies as well as occurrences of crime on and around our campus. The information is based on the previous calendar year. Along with the support of other departments, the men and women of the Office of Safety and Security are dedicated to maintaining a safe and pleasant environment to live, work, and learn. This publication is but a small part of our effort to keep our campus community informed. We encourage you to review it carefully. Your comments and suggestions are always welcome.

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Table of Contents

Annual Security Report	5
Overview	5
What is the Clery Act?	5
Campus Safety and Security	5
Authority	5
Reporting a Crime or Other Emergency	6
Response	6
Statement on voluntary, confidential and anonymous reporting	7
Counselors and Clergy	7
Services and Publications Provided by the Office of Safety and Security	9
o Emergency Reference Guide	8
o Emergency Medical Services Policy	8
o Emergency Response Plan	8
o Transportation Services – Fifteen Passenger Safety Course	8
o Office of Safety and Security Policies, Regulations and Procedures Manual	8
• Shuttle Service	8
• Medical Transports	8
• Residence Hall Security	9
• Emergency Telephones	10
• Security Monitoring	10
• Local and State Inter-Agency Relationships	10
• Lost and Found	10
Timely Warning.	11
Safety and Security Crime Prevention Programs and Projects	12
Safety and Security Campus Crime Report – Clery Act Requirements.	14
• Annual Security Report	14
• Daily Incident Report (Crime Log)	14
• Fire Reporting Statistics	14
• Sex Offender Registry	15
Campus Emergency Response and Evacuation Procedures.	16
o Emergency Notification (ENS) System	16
o Salve Regina Web Page	16
• Missing Student Protocols	17
Crime Statistics and Their Definitions	19
• Geographic Definitions:	22
Internal Protocols - Hate Crimes and Bias-related incidents	23
• Student Hate Crime Policy	23
Student Sexual Assault Policy	25
• Definitions of Assault.	25
Federal Law – Title IX – Sexual Violence as Sexual Discrimination.	25
• Sexual Harassment and Sexual Violence.	25
• Title IX Coordinators	25
• Notice of Non-Discrimination.	25
• Harassment	26
• What is Sexual Harassment?	26
• Reporting Incidents	27
o Confidentiality	27
o Obligations of Responsible Employees	27
• Disciplinary Procedures	28

Table of Contents *(continued)*

Rhode Island Law	28
• Sexual Assault	28
• Domestic Violence and Dating Violence	28
• Stalking	29
• Consent	29
Sexual Assault - Protocol	30
• If You've Been Assaulted	30
• Campus Reporting Procedures	30
• Services and Support	31
o On-Campus Resources	31
o Off-Campus Resources	32
• Confidentially and Formal Reporting	32
o Reports to "Responsible Employees" and Formal Reporting Options	33
• Formal Reporting	34
• Federal Timely Warning Obligations	34
• Victim's Bill of Rights	34
• Range of Protective Measures	34
• Sexual Misconduct Adjudication Procedure	35
• Disciplinary actions	37
• Anonymous Reporting/Anonymous Reporting Form	38
University Primary Prevention and Awareness Programs:	39
Prevention of a Sexual Offense	40
• Bystander Intervention	40
• Risk Reduction	40
• Prevention Tips	42
Alcohol and Other Drugs – Statement addressing Possession, Use and Sale	43
• Alcohol (under 21 years of age)	43
• Alcohol (21 years of age and older)	43
• Drugs	44
Annual Crime Statistics 2014 - 2013 - 2012	44
• Newport Campus	45
• Warwick Facility (Non-Residential)	46
Annual Fire Reporting	47
• General Statement of Salve Regina University Resident Housing	47
• Fire Safety Improvement and Upgrades	48
Fire Safety Education – Office of Safety and Security	48
• "Fire Safety is Everyone's Concern"	48
Fire Safety Education – Office of Residence Life	49
• Fire Safety Inspections	49
• Fire Safety Regulations	49
• Fireworks, Explosives or Dangerous Chemicals	49
• Smoking	50
• Resident Student Fire Drills and Evacuation Exercise	50
• Definitions	51
Annual Fire Reporting Statistics 2014 - 2013 - 2012	52 - 54
Campus Map	55

Annual Security Report

Overview

The information in this publication is in compliance with requirements set forth under the Student Right-to-Know and Campus Security Act of 1990 (Title II - Public Law 101-542) and the 2008 Campus Safety Disclosure Responsibilities required by the Higher Education Opportunity Act (Public Law 110-315). This report is updated on an annual basis and is available to all University faculty, staff, students and visitors. This report will also be provided to any applicant for enrollment or employment upon request. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

What is the Clery Act?

Signed into law in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations.

In April 1986, Jeanne Clery's life ended tragically when another student raped and murdered her in her residence hall room at Lehigh University. Alarmed at the lack of transparency around crime and violence on college campuses, Jeanne's parents committed themselves to create substantial change.

Campus Safety and Security

The Office of Safety and Security is located in Tobin Hall (167 Webster Street) situated between Miley Hall and the Rodgers Recreation Center. The office provides services to the campus community 24 hours a day, 7 days a week, 365 days a year. The office staff consists of a Director, Assistant Director, transportation and office coordinators, switchboard operator, ten work-study receptionist/dispatchers and fifteen uniform security officers.

Authority

University security officers work to prevent crime, provide high-visibility security patrols, and respond quickly and effectively to University needs on campus only. Although there are several public intervening streets throughout campus, those public streets are patrolled and the laws enforced by the Newport Police Department. Salve Regina University Safety and Security Officers are non-sworn law enforcement personnel, do not carry firearms and do not have arrest powers. The employment procedures for security officers comply with federal and state regulations pertaining to criminal history records information. New applicants for the position of security officer must successfully complete a Rhode Island approved psychological test and are subject to a nationwide record check.

Since 1996, all security officers are graduates of the Rhode Island College and University Public Safety Training Academy. All members of the Office of Safety and Security have received training in emergency medical procedures, first aid, and cardiopulmonary resuscitation and in the use of the artificial external defibrillator (AED). A number of security officers are also certified as Emergency Medical Technicians (EMT). All members have been trained and certified in Management of Aggressive Behavior (MOAB), Fire Safety/Crowd Management, and in the Incident Command System (ICS 100).

Reporting a Crime or Other Emergency

Crimes and other Emergencies should be reported to the Office of Safety and Security at extension 5555 from a campus telephone or 341-2325 from an outside telephone or dial 911. Non-emergencies should be reported to the Office of Safety and Security at extension 5500 from a campus phone or 341-2325 from an outside phone.

Complaints may also be made in person at the Office of Safety and Security 24/7. Crime victims may also file a criminal complaint directly with the Newport Police Department located at 120 Broadway, or by calling (401) 847-1212. Otherwise, the crime or other emergency may be reported to the police department in the city or town where the incident occurred.

Salve Regina University encourages students and other community members to report all crimes voluntarily and on a confidential basis if desired, for inclusion in the institution's annual crime statistics. If you decide to report a crime, every effort will be made to keep the identity of the victim protected.

If you are not comfortable contacting the Office of Safety and Security or the Newport Police, you may contact a Campus Security Authority (CSA). CSAs are campus staff, faculty and students whose job functions make them significantly responsible for students and student activities. Sometimes victims and witnesses of a crime are hesitant to talk to a police officer. CSAs are not investigators of crime, they help collect crime report information for the University. CSAs have an important function to immediately forward reports of crime to the Office of Safety and Security. A CSA's report may be the basis for determining if there is a serious or continuing threat to the safety of our campus. Some examples of CSAs include: Residence Life staff, Dean of Students, Health Services, Student Activities, Athletics staff and coaches, Human Resources, Club Advisors and Campus Security.

Response

Upon reporting a crime, the matter will immediately be investigated by the Office of Safety and Security and/or the Newport Police. Upon discovery of the identity of those responsible, the matter will either be further investigated by Safety and Security and the Office of the Dean of Students or by the Newport Police, depending upon the complainant's willingness to pursue the complaint with law enforcement authorities.

Students are encouraged to report any incidents of abuse, assault, or harassment to the Title IX Coordinator, the Office of Residence Life, the Office of Safety and Security, Counseling Services, Health Services, and the Dean of Students' Office, and/or local law enforcement. Staff is available 24 hours a day to provide immediate support and make arrangements for emergencies and/or counseling services. It is important to remember that prompt reporting is vital to the preservation of evidence that may substantiate charges.

The University encourages anyone who is the victim or witness to any crime to accurately and promptly report the incident to the Office of Safety and Security and/or the Newport Police, even when the victim of a crime elects not to or is unable to make such a report.

Reporting a crime provides accurate and complete statistical reports and aids in providing timely warning notices to the community, when appropriate. Faculty, staff, and students who are considered to be Campus Security Authorities are required to forward any report of a crime on campus to the Office of Safety and Security for further investigation and in recording statistics when the victim of a crime elects or is unable to make a report. Incidents reported to the Office of Safety and Security that fall into one of the required reporting classifications will be disclosed as a statistic in the annual report.

Statement on voluntary, confidential and anonymous reporting

There are occasions when victims of crime wish to report the crime, but do not want to give their name and/or do not want to pursue action through the criminal justice or university judicial systems. If you are not comfortable reporting a crime or security related concern directly to Safety and Security or the Newport Police, you may choose to file a report anonymously with a Campus Security Authority or at the Office of Safety and Security. If you were sexually assaulted and do not wish to file a formal complaint, you may choose to fill out a University Sexual Misconduct Anonymous Reporting Form. These forms are available through Health Services, Counseling Services and the Office of Safety and Security. All anonymous reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Filing this form will not result in an investigation.

You may not recall all of the facts associated with a particular incident. Provide the information as you recall it when completing this form. Please feel free to attach further documentation if more space is needed. A person who has been a victim of sexual assault may submit this form without identifying him or herself.

Counselors and Clergy

A victim can also confidentially discuss a crime or incident with Health Services, a mental health counselor or a University Chaplain, when acting as such, are not considered to be a campus security authority and are not required to report these crimes, but are encouraged to have victims file reports anonymously for inclusion into the annual disclosure of crime statistics.

A Professional Counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. University Chaplains maintain a privilege of confidentiality when acting in their official role of clergy, but not when acting in the capacity of another title on campus (ie: professor, club advisor, etc...).

Health, Mental health counselors and University Chaplains, if and when they deem it appropriate, are encouraged by the University to inform the persons they are counseling of the procedures to report a crime to the Office of Safety and Security or the Newport Police. However, it is made clear to the student that the final decision to report or not report is left up to the student.

A record of the anonymous cases that University Counseling Services works with each year are recorded with no names attached to the data. This information is later forwarded to the Office of Safety and Security to assist with accurate reporting statistics for the annual security report.

www.salve.edu/sexual-misconduct-anonymous-reporting-form

Services and Publications Provided by the Office of Safety and Security

The Office of Safety and Security has published several documents pertaining to campus safety and security

Emergency Reference Guide

Contains the recommended action steps to be followed during the occurrence of specific emergencies that are more likely to occur in the normal workplace environment. see link at the bottom of this page.

Emergency Medical Services Policy

The Emergency Medical Services is a component of the Office of Safety and Security. Safety and Security/EMT Officers are licensed with the Rhode Island Department of Health, who has granted our organization an 'Ambulance Non Transport' service license.

Emergency Response Plan

Establishes the Crisis Management Team and recommended action steps for administrators to manage larger campus emergencies.

Transportation Services

Fifteen-Passenger Safety Course

A manual designed to educate those who transport members of the University to various on and off-campus events. The course entails a discussion regarding safety issues while operating the vehicle and an actual road test.

Department of Safety and Security Policies, Regulations and Procedures Manual

A one hundred and eighteen page document divided into twelve chapters establishing written directives pertaining to standards of conduct and operating procedures.

Shuttle Service

Salve Regina University provides regularly scheduled shuttle service to and from designated bus stops around campus throughout the academic year on two – 29 passenger shuttle buses. The University shuttle also provides transportation off campus

to four Newport locations at certain scheduled days and times. The shuttle operates seven days a week from 7pm to 12:00 am Sun-Wed and 7pm to 1:00am Thurs.-Sat. Shuttle stops are conveniently located on campus public streets near our residence halls, academic buildings and other university facilities. Student IDs are required to board all buses and a maximum of two guests per student are allowed. Each guest must be accompanied by a Salve Regina student at any given time.

For their safety, Salve Regina University asks that students follow these guidelines when riding the shuttles:

- Stand away from curb as buses approach.
- Don't walk or run into the street when buses are in traffic.
- Treat drivers with courtesy and respect.
- No open food or drink containers.
- Before departing the bus, students should check their seat for all personal items.

Locations of shuttle stops and the ability to track the shuttles are possible through the University "SafeStop" feature. This mobile application is available to all students and University personnel free of charge and features predictive arrival times for each shuttle stop location.

Medical Transports

Security officers will transport faculty, staff and students on-campus 24/7 who are in need of assistance due to a medical condition. This usually entails those who are on crutches or other similar conditions. If requested, we provide transportation to the University Health Services during normal working hours and if needed to Newport Hospital after hours. Students who lack transportation will also be driven to local medical appointments in Newport and Middletown.

www.salve.edu/sites/default/files/filesfield/documents/EmergencyReferenceGuide.pdf

Residence Hall Security

Statement Addressing Access to Campus Facilities

I. Residence Halls

All residence halls are locked 24 hours a day, 7 days a week. Access to residence halls is restricted to residents and guests. A guest may access any residential facility if a housing resident accompanies them. The resident is responsible for escorting their guest(s) at all times, and for explaining housing rules and regulations to each guest.

All on campus residents are provided with a key or combination code for their room and outside doors of their hall. Keys may be metal or electronic swipe access cards or a combination of both. Outside doors to residence halls should never be propped open, and malfunctioning doors should be reported to the Office of Safety and Security. All residence hall exterior doors are equipped with alarms and will sound an alarm at the Office of Safety and Security if they are left ajar or forced open. Residents are advised to lock their rooms whenever they leave and to carry their key/access card at all times. All residence hall keys remain the property of the university, and duplication of residence hall keys is prohibited.

It is against residence hall policy for people to have residence hall keys that were issued in someone else's name or to possess the combination code to any student's room, other than their own. If a resident loses his or her key or if their code is compromised, the lock on the room door is changed at the resident's expense. It is the responsibility of the resident to notify the Office of Safety and Security or the Office of Residence Life if keys have been lost. Residents should never allow strangers to follow them through locked security doors into their residence hall.

Residence Hall Maintenance:

Residents are responsible for reporting to the Office of Residence Life, Office of Safety and Security or Office of Facilities any issues that may arise within their rooms. If an issue is found after hours or on weekends that affects the health or safety of residents it must be immediately reported to the Office of Safety and Security. If the on duty Res Life staff or Safety and Security cannot remedy the situation then the on call maintenance person will attend to the concern.

II. Campus Buildings

As a member of the campus community, you have access to most campus buildings and facilities during regular business and class hours (Monday – Friday, from 7am to 9pm) and for scheduled classes and events on Saturdays and Sundays, excluding most holidays. The Office of Safety and Security is responsible for locking and unlocking designated university buildings and for patrols of the campus and buildings. If you need assistance in gaining authorized entry outside of business hours to a university building, you may call the Office of Safety and Security at 401-341-2325.

Statement Addressing Maintenance of Facilities and Security

I. Lighting

Exterior lighting is essential to creating a safe campus environment. Parking lots, pedestrian walkways and most campus building exteriors are well lit all night long. The Office of Safety and Security, Residence Life and the Office of Facilities work together to identify any lighting failures. All community members are encouraged to report any exterior lighting problems by contacting the Office of Safety and Security, Facilities or Residence Life.

II. Trees, Vines, and Shrubs

Campus grounds-keepers trim trees, vines, shrubs, and other vegetation on a regular basis to maintain campus security. Obstructing vegetation is trimmed away from pedestrian walkways, building entrances, windows, and lighting fixtures. All community members are encouraged to report any specific concerns regarding vegetation to Facilities Grounds Department at 401-341-2274 or the Office of Safety and Security at 401-341-2325.

III. Doors and Locks

Salve Regina University Safety and Security Officers maintain constant patrols of the exterior and interior of campus buildings throughout the night, on weekends and during holidays. These officers report door lock and security hardware failures to Facilities on a daily basis.

Emergency Telephones

There are twenty-nine emergency telephones on campus with direct contact to the Office of Safety and Security. Thirteen emergency telephones are free-standing and strategically placed in areas that traditionally have a high concentration of foot traffic. These freestanding phones are identified with a blue light. The remaining sixteen emergency telephones are located at the entrances to the residence halls or administrative buildings. Emergency telephones, which can be used to report any type of emergency, are checked monthly by Safety and Security to ensure they are working properly. Records of these monthly inspections are kept for a period of ten years.

Security Monitoring

The Office of Safety and Security monitors security cameras, residence halls card access, campus intrusion and fire alarms campus-wide with the help of a computerized monitoring system. Newport Police and Fire communication are also monitored.

Local and State Inter-Agency Relationships

Safety and Security maintains a close working relationship with the Newport Police and Fire Departments, Rhode Island State Police and the State Fusion Center, as well as with the Rhode Island Emergency Management Agency.

Maintaining effective communications with these agencies allows us to be informed of issues regarding crimes committed in the area and joint training

opportunities. We also maintain direct radio communications with the Newport Police in the event of an emergency occurring on campus. The Director of Safety and Security also meets monthly with the security directors for all the other Rhode Island colleges and universities keeping informed as to events occurring throughout the state.

The Office of Safety and Security and the Office of the Dean of Students collaborate with the Newport Police Department during investigations of alleged criminal offenses that occur on campus, providing criminal investigators with the necessary information required to perform a thorough investigation. The Newport Police Department Community Policing Unit closely monitors off-campus student residences for criminal activity and shares that information with the Office of the Dean of Students to assist with the University judicial process for such violations. The Director of Safety and Security meets regularly with the Administrative Staff of the Newport Police Department and is working on the establishment of a written Memorandum of Understanding (MOU) with their department.

Lost and Found

Cell phones, keys, eyeglasses and wallets are among the common items dropped off at lost and found collections, at the Office of Safety and Security. If you've lost something, call the office and provide a detailed description of the item to see if it is in our possession. We will assist you and help facilitate its return to the proper owner.

TIMELY WARNING

Statement Addressing Issuing Timely Warnings

A Timely Warning will be issued when the circumstances of a criminal incident support a reasonable belief that a serious, ongoing threat or pattern to university students, staff, and other community members or guests exists. Such warnings are provided to students and employees in a manner that is timely, withholds the names of victims as confidential, and will aid in the prevention of similar occurrences. These warnings will be distributed for any qualifying incident discovered by the University in accordance with the Jeanne Clery Act. The Director of Safety and Security, upon gathering the facts of the incident, and with approval from the Vice President of Student Affairs will coordinate issuance of a Timely Warning/ Safety Advisory when:

1. The circumstances of the commission of the crime create a reasonable belief that there is a serious or ongoing threat to the members of the Salve Regina University community.
2. The crime is one of the following types; is determined to pose a serious or ongoing threat to the community; and was committed on property owned or controlled by the University, or on public property contiguous to or immediately adjacent to campus:

Homicide – Murder and non-negligent manslaughter
Sex Offenses – Forcible and Non-forcible (considered on a case by case basis depending on the facts of the case, when the incident occurred versus when it was reported and the amount of information known by the Director)

Robbery involving force or violence

Aggravated assault - (dependent upon the relationship between the victim and the offender; if any)

Burglary

Motor Vehicle Theft

Major incidents of arson

Hate crimes involving bodily injury

Other crimes as determined necessary by the Director of Safety and Security and/or his designee

Timely Warnings/Safety Advisories may not be issued for the above listed crimes if the perpetrator(s) is apprehended and the ongoing threat to members of the community has been mitigated. All of the above listed crimes and any other crimes will be assessed on a case by case basis to determine if there is an ongoing or serious threat to the University community.

Dissemination methods

Upon receiving authorization, the Director of Safety and Security or his designee, will notify the Office of University Relations who will assist in the dissemination of the Timely Warning via campus wide e-mail. The University may also disseminate the information by means of Social Media, the University's website, as well as University flyers and other campus notices, and the University Emergency Notification System (ENS).

SAFETY AND SECURITY CRIME PREVENTION PROGRAMS AND PROJECTS

The Office of Safety and Security believes it is more beneficial to prevent crimes than to react to them after the fact. A primary vehicle for accomplishing this goal are crime prevention programs. These programs are based upon the concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own security and the security of others.

Salve Regina University is dedicated to crime prevention and to facilitate programs for students, staff, faculty, and the community by providing a variety of educational strategies and tips on how to protect themselves and their property. In addition to departmental programs, the Office of Safety and Security cooperates with other offices on campus as well as local law enforcement to present security and safety programs.

The following is a listing of the crime prevention programs and projects employed by Salve Regina University:

New Student Orientation/"Safety Begins With You"

Campus safety and crime prevention materials are provided and questions are answered during orientation meetings about all aspects of campus safety. The Director of Safety and Security or his designee speaks with first year students about the dangers associated with the surrounding public streets, downtown Newport and the fact that Salve Regina University is an "open" campus with intervening public roadways permitting public access. Fire Safety information and information on the use of University Transportation is also discussed. (annually)

Personal Safety

The Offices of Residence Life, Safety and Security and the Newport Police Department, meet with freshmen resident students during sessions held within the residence halls to discuss issues pertaining to personal safety, crime and alcohol. The Newport Police discuss public safety concerns, the dangers of drinking and driving and the local ordinances against noise and liquor violations. (annually)

Campus Lighting

Salve Regina Facilities maintains the grounds with a concern for safety and security. Campus lighting is regularly surveyed by Safety and Security and Facilities personnel. Anyone noticing a safety or security problem with campus lighting should contact Facilities at (401) 341- 2935. After business hours, contact Safety and Security at (401) 341-2325. (all year)

Emergency Telephones

There are twenty-nine emergency telephones on campus with direct contact to the Office of Safety and Security. Thirteen emergency telephones are free-standing and strategically placed in areas that traditionally have a high concentration of foot Traffic. These free-standing phones are identified with a blue light. The remaining sixteen emergency telephones are located at the entrances to the residence halls or administrative buildings. Emergency telephones, which can be used to report any type of emergency, are checked monthly by Safety and Security to ensure they are working properly. Records of these monthly inspections are kept going back ten years. (all year)

Self-Defense Workshop

Sponsored by the Department of Administration of Justice, Center for Student Development and the Office of Safety and Security, this self-defense workshop was offered to University students with instruction from Professor JD Swanson and the Newport Police Department's Community Policing Unit. The session touched on Violence, both Social and Asocial, criminal behavior and the Goal of Self-Defense. (annually)

The session taught students how to assess the environment prior to a violent encounter, warning signs, using correct verbiage, as well as identifying the weapons of the human body and how to utilize them during an encounter. The session also consisted of a practical portion in which students had the benefit of a hands on training experience.

Management of Aggressive Behavior (MOAB) Training

Officer Paul Larson from the Office of Safety and Security instructed 39 Resident Advisors from the Office of Residence Life on managing people with aggressive behavior. Officer Larson is a department certified Instructor in MOAB and in a collaborative effort between the Office of Safety and Security and Residence Life, this training was implemented. The course consisted of teaching strategies to Residence Life staff members in preventing and diffusing aggressive behavior. The students were taught to prepare themselves mentally, how to communicate verbally and non-verbally, listen effectively, manage the stages of conflict and the proper way in which to approach an individual if needed. (annually)

Mock DUI Crash Scenario

The Office of Safety and Security, University EMT Club, Newport Police and Fire Departments and Mothers Against Drunk Driving (MADD), partner to orchestrate an on campus mock car crash to illustrate the dangers of drunk driving and distracted driving. Several students participate in the educational event, where students pose as realistically injured victims and first responders react to extricate and treat them from the wreckage. The event is always well attended and proves to be a valuable training experience for local public safety personnel as well as a true educational experience for the University community. (annually)

Bicycle Loaner and Registration Program

The Office of Residence Life loans bicycles to students which are properly registered to the University. Each bicycle is distributed with a lock and proper reflective equipment to promote safety and security and the prevention of crime on campus (all year).

Crime Prevention Tips:

Personal Safety:

- Walk or jog with a friend, not alone
- Avoid isolated areas
- Use campus shuttle services
- Tell a friend where you are going and when you will return
- Be aware of your surroundings

Residential Safety:

- Lock your residence hall room or apartment whenever you leave and when you are sleeping
- Do not prop exterior building doors
- Do not allow strangers to follow you into the building

Workplace Safety:

- Keep personal items (purses, book bags) locked up
- Secure the work area when no one is in it
- Report suspicious people to Safety and Security

Protecting Your Property:

- Record the serial numbers of your valuables
- Engrave valuables with your license number
- Register your bike with Safety and Security
- Keep your vehicle locked when it is parked and when you drive
- Do not leave textbooks, purses, or book bags unattended
- Do not leave laptop computers unattended
- Report Lost or Stolen Salve Regina Identification Cards

Safety and Security Campus Crime Report – Clery Act Requirements

Institutions of higher education must publish an annual report disclosing their campus security policies and three years worth of crime statistics.

What are the obligations of Salve Regina University?

To ensure compliance with the Clery Act, Salve Regina University must provide the following to University Community members and visitors alike:

- **Policy Disclosure** — Salve Regina University must provide the campus community and the public with accurate statements of current policies and practices regarding procedures for students and others to report criminal actions or other emergencies on campus, security of and access to campus facilities, and campus public safety.
- **Records Collection and Retention** — The Office of Safety and Security is required to keep records of crimes reported on campus to campus security authorities, to obtain certain crime statistics from appropriate law enforcement agencies to include in the annual security report, and keep a daily crime log open for public review.
- **Information Dissemination** — To provide members of the campus community with information needed to make informed personal safety decisions via a University “timely warning”. A timely warning will be issued upon the commission of any Clery Act crime that represents an ongoing threat to the safety of students and employees. The Office of Safety and Security will also create and maintain a “crime log” of all crimes reported to the University and permit public access to the crime log during normal business hours. The University will further publish an “annual security report” (ASR), make the report available to all current students and employees, as well as prospective students and employees. The University must also inform the campus community where to obtain information regarding registered sex offenders, and submit annual crime statistics to the U.S. Department of Education by October 15th of every year.

Annual Security Report

Crime Statistics are submitted to the Department of Education, made available on the Office of Safety and Security Web page, and are widely distributed, both electronically and via hard copy, to faculty, staff and students, as well as prospective students and employees.

Daily Incident Report (Crime Log)

Each institution with a police or security department must have a public crime log. The Office of Safety and Security completes a daily crime log that contains information on all criminal incidents occurring on campus. The crime log is available for inspection during business hours at the Office of Safety and Security located in Tobin Hall.

Anyone with information warranting a timely warning should immediately report the circumstances to the Office of Safety and Security, by phone at (401)341-2325; or in person at the Office of Safety and Security, located in Tobin Hall (167 Webster Street), situated between Miley Hall and the Rodgers Recreation Center.

Fire Reporting Statistics

The Higher Education Opportunity Act (Public Law 110-315) which became law in August 2008, requires all United States academic institutions of higher education by 2010 to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. This also includes maintaining a fire log.

The fire log, which is kept at the Office of Safety and Security, is available to the public during normal business hours. It records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The fire log entry, or an addition to an entry, shall be made within two business days of the receipt of information. An institution must report statistics for each on-campus housing facility, for the three most recent calendar years.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, and under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), requires institutions of higher education to issue a statement to members of the campus community advising them about how they may obtain law enforcement agency information regarding sex offenders. In Rhode Island, convicted sex offenders must register with the local police department in their municipality. In Newport, sex offenders must register with the Newport Police Department. Therefore, persons wanting information related to the sex offenders registry and access to related information should contact the Newport Police Department BCI Unit, 120 Broadway Newport, R.I. (401)847-1302. All laws governing sex offenders along with photos and descriptions of level II and level III sex offenders can be viewed at the following website:

www.paroleboard.ri.gov/sexoffender/agree.php

RELEASE OF INFORMATION

The Rhode Island Sex Offender Community Notification Unit releases information pursuant to RI General Laws §11-37.1-1 ET SEQ., also known as the Sexual Offender Registration and Community Notification Act. The individuals on this site are subject to community notification pursuant to RI General Laws §11-37.1-1 which authorizes law enforcement agencies to inform the public of a sex offender's release when the Sex Offender Board of Review determines that the release of information will enhance public safety and protection.

The individuals who appear on these notifications have been convicted of a sex offense, which also requires registration with law enforcement pursuant to RI General Laws §11-37.1-1 ET SEQ.

THIS OFFENDER HAS SERVED THE SENTENCE IMPOSED BY THE COURT. THIS NOTIFICATION IS NOT TO INCREASE FEAR IN THE COMMUNITY. IT IS THE BELIEF OF LAW ENFORCEMENT THAT AN INFORMED PUBLIC IS A SAFE PUBLIC.

Per Rhode Island General Law sex offenders who are eligible for community notification review must have a date of offense on or after 7-24-96. In Rhode Island sex offenders are classified based on their risk to re-offend. An offender's classification will be:

Level 1 or "low risk offender"

Level 2 or "moderate risk offender"

Level 3 or "high risk offender"

Website information about a sex offender is available to the public only if the Sex Offender Board of Review has classified the offender as a Level 3, or as a Level 2 as of January 1, 2006. Per Rhode Island Law information pertaining to Level 1 sex offenders cannot be posted on the website.

No agency, including any Law Enforcement Agency or any state agency, may direct where the offender does or does not reside, nor can these agencies direct where the offender works or goes to school. The risk level of this offender has been determined based largely on the offender's potential to re-offend.

Sex offenders have always lived in our communities; but it was not until passage of the Sexual Offender Registration and Community Notification Act that law enforcement even knew where they were living. In many cases, law enforcement is now able to share information with you. Abuse of this information to threaten, intimidate or harass registered offenders will not be tolerated and may be a crime. Further, such abuse could potentially end law enforcement's ability to conduct community notifications. We believe that if community notification ends because of community harassment, the only person who wins is the sex offender since sex offenders derive their power through secrecy.

Campus Emergency Response and Evacuation Procedures

Upon confirmation that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus or on nearby adjacent city streets, Salve Regina will provide immediate notification to the campus community.

Salve Regina 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 University authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Any such notification will be provided by the following methods:

- **Emergency Notification System (ENS) System** – An automated notification system used to deliver immediate advisories and instructions to students, faculty, and staff via cell phones, landline phones, wireless PDA, SMS and e-mail. All students, faculty, and staff are urged to provide updated personal cell phone and home or off-campus housing telephone numbers so that we can contact you via the SRU ENS system as quickly as possible in the event of an actual emergency. Cell phone numbers are especially important as these devices provide the fastest and most effective way for users to receive information. Your personal cell phone and landline numbers will only be used for emergency notification purposes.
- **Salve Regina Web page** – In the event of an emergency where it is deemed necessary, the University will also utilize the main Web page (www.salve.edu) to inform and update the community members about an emergency occurring on campus. The Web page will contain information about the nature of the emergency and the steps being taken to address the situation.

The specific process starts with Safety and Security Officers notifying the Office of University Relations who will initiate the ENS. Procedures have been formulated to make these emergency notifications to our community at large on a 24/7 basis. Evacuation centers have been established at two locations on-campus depending on the circumstances and/or location of the threat.

The ENS system is tested at least once every academic year with advanced public notification of the test made to the University community.

Each test of the Emergency Notification System, via Blackboard Connect, is documented by date, time and whether it was announced or unannounced. This documentation is held within the Blackboard Connect ENS system as well as the Office of University Relations.

CONFIRMATION OF AN EMERGENCY OR DANGEROUS SITUATION

Reports of emergency or dangerous situations can originate from various sources including:

- Reports from first responders
- Reports from established warning points
- Reports from other campus offices
- Reports from community members through 911 or Safety and Security dispatch.

Confirmation of these situations will occur through several different processes:

Criminal Nature:

Emergency or dangerous situations that are criminal in nature will be considered confirmed if a law enforcement officer observes the situation as it is occurring. For situations that are criminal in nature that are not apparent or not directly observed by law enforcement, confirmation will be made by the Director of Safety and Security in close communication with the Newport Police Department. The Director of Safety and Security and his designees, along with the Vice President of Student Affairs will review the readily available information and determine if there is enough information to reasonably conclude a significant emergency or dangerous situation is occurring on campus.

Other Emergency or Dangerous Situations:

Confirmation of non-criminal situations will be determined after readily available information is reviewed by the Office of Safety and Security and the Office of University Relations.

Established Warning Points:

Established warning points are considered entities with subject matter expertise on particular hazards that may affect campus. When a warning is issued by one of these entities it is considered confirmed, however, additional consultation with campus officials will occur as practical without jeopardizing life or safety.

- Rhode Island Department of Health for Communicable disease/public health emergencies
- Newport Fire Department for Structure fire and hazardous material events
- Rhode Island Emergency Management Agency for additional weather related events and natural disasters
- National Weather Service Warnings for weather events and flood events

Segmented Notification:

With the exception of emergencies that are contained to one campus facility, Salve Regina University will not issue segmented emergency notifications. This decision was made based on the analysis of identified risks to the campus and to prevent accidental exclusion of a segment of campus population for which the emergency notification was intended.

Emergency Notification Content:

The content of an emergency notification will depend on the situation and the notification method. However, the following information will be included in all initial emergency notifications regardless of the situation or method:

- Specific location of the emergency
- A description of the situation (flash flood warning, dangerous situation, etc.)
- Relevant safety instructions (move to higher ground, shelter in place, etc.)

Pre-scripted Emergency Notifications:

The Office of Safety and Security and the Office of University Relations will develop pre-scripted emergency notifications for the purpose of faster dissemination to the community. These Pre-scripted notifications have been developed primarily for the Emergency Notification System. During situations for which a pre-scripted notification has not been developed, the Office of Safety and Security and the Office of University Relations will be the primary departments responsible for creating the messages.

Additional content considerations:

The University will also include relevant instructions, and additional information regarding:

- Campus operating status (open, closed, etc.)
- Frequency of Information updates
- Follow-up Information via the ENS or University website (www.salve.edu)

An “all clear” notification should be sent at the conclusion of a significant emergency or dangerous situation. These notifications should include campus operating status as stated above.

Missing Student Protocols

The 2008 amendments to the Campus Security Act required that all institutions of higher education have missing student procedures along with the ability for these students to list a ‘confidential person’ to be contacted in the event they are missing for more than twenty-four hours.

“If a member of the Salve Regina University Community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts will be made to locate the student to determine his or her state of health and well-being. If the student is an on-campus resident, the report must be referred immediately to Safety and Security and/or Residence Life, at which time they will enter the student’s room in an attempt to locate the student. If it is an off-campus student, the Office of Safety and Security and the Dean of Students Office will be informed. Those offices will collectively attempt to locate the student and may enlist the aid of the Newport Police Department or other police department having jurisdiction.

Salve Regina will try to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. We will also try to determine whether the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings and will place an "alert" on the student's swipe access card to notify the Office of Safety and Security of the student's whereabouts on campus. If located, verification of the student's state of health and intention of returning to the campus will be made. When appropriate, a referral will be made to the Office of Counseling and/or Health Services.

If not located, notification of the family is made within 24 hours of receiving the initial report to determine if they know of the whereabouts of the student. The University will also notify the Newport Police Department or the law enforcement agency in the appropriate jurisdiction within 24 hours of the determination that the student is missing, unless that local law enforcement agency was the entity that originally made the determination that the student was missing. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. Salve Regina University will cooperate with and assist the primary investigative agency.

Students are encouraged to contact the Offices of Residence Life or Dean of Students regarding a missing student, and have the option to report it to the Office of Safety and Security 24/7 at 401-341-2325. The

Office of Residence Life informs resident students that they have an option to register a 'confidential contact person' to be notified in the case that the student is determined to be missing (see below). This form also authorizes campus officials and law enforcement officers in furtherance of a missing person investigation to have access to this information. The parents or legal guardian of a student less than eighteen years of age (and not emancipated) will be notified.

Residence Life Contact for Missing Person Form

"All students have the right, based on the 2008 amendments to the Campus Security Act, to list a 'confidential person' to be contacted in the event they are missing for no more than twenty-four hours. In instances where, an official report by the Office of Safety and Security, Residence Life and/or the Dean of Students Office, determines that a student is missing for 24 hours or more, a person identified by the student must be contacted. If the missing resident student is under 18 years of age (and not emancipated), the University will notify a custodial parent or legal guardian of the student within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Consequently, each student should identify an individual that the University can contact. The Missing Person Form is located with the "Emergency Contact" form which is available on the MySalve portal and can be updated at any time throughout a student's time here at Salve."

Crime Statistics and Their Definitions

Statement addressing Preparation of Disclosure of Annual Crime Statistics

These statistics, which are gathered from the Offices of Safety and Security, Residential Life, Dean of Students, Health Services, Counseling and from the Newport, Middletown, Portsmouth and Warwick Police Departments, are for the calendar year indicated.

Additionally, the Office of Safety and Security requests crime statistics from the Campus Security Authorities (CSAs) on an annual basis. These CSAs are required to provide the Office of Safety and Security information on any crime reported directly to them during the previous calendar year. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. All statistics are gathered, compiled, and reported to the University community via this report.

The Office of Safety and Security submits these crime statistics to the Department of Education. By October 1 of each year, an e-mail notification is made to all enrolled students and current faculty and staff to provide information about this report. It includes a brief summary of the contents of this report, the website address for accessing this report, and information regarding how interested persons can request a printed copy of the report.

Statement Addressing Criminal Activity Off Campus

Salve Regina University has one university owned or controlled non-campus student organization facility. If any local law enforcement agency in the area is contacted about criminal activity occurring off-campus involving Salve Regina University students, that agency is encouraged to notify Salve Regina University. Students in these cases may be subject to arrest by any law enforcement agency and may be referred to the Office of the Dean of Students for disciplinary action.

Crimes:

- Aggravated Assault
- Arson
- Burglary
- Dating Violence
- Domestic Violence
- Hate Crimes (larceny-theft, simple assault, vandalism & intimidations, domestic violence, dating violence, stalking)
- Motor Vehicle Theft
- Murder and Non-negligent Manslaughter
- Manslaughter by Negligence
- Robbery
- Sexual Assault
- Stalking
- Weapons Violations (arrest & judicial referrals)
- Drug Abuse Violations (arrest & judicial referral)
- Liquor Law Violations (arrest & judicial referrals)

Crime Definitions

The definitions listed are taken from the Federal Bureau of Investigation Uniform Crime Reporting

(UCR) Handbook and National Incident Based Reporting System (NIBRS) and used to classify the criminal offenses previously listed:

Aggravated Assault:

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

Arson:

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

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.

Dating Violence (VAWA Definition):

The physical, sexual or psychological/emotional violence within a dating relationship by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- (1) The existence of such a relationship shall be 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.
- (2) For the purpose of this definition-
 - (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - (B) Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: (VAWA Definition)

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

Hate Crimes:

A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim and the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Categories of Bias:

Race: A preformed negative attitude towards 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 (ie., Asians, blacks, whites).

Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same reli-

gious 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 sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

Ethnicity/national origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

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

Hate crimes include any of the offenses **listed above** and the offenses **motivated by bias below**:

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded. 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.

Motor Vehicle Theft:

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

Murder and 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.

Robbery:

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

Sexual Assault: (VAWA Definition)

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.

Knowingly inflicting sexual intrusion or sexual penetration on a victim, whether by an acquaintance or by a stranger, that occurs without indication of consent of both individuals or that occurs under threat or coercion. Sexual assault can occur either forcibly and/ or against a person’s will, or when a person is incapable of giving consent. A person is legally incapable of giving consent if intoxicated by drugs and/or alcohol; if developmentally disabled; or if temporarily or permanently mentally or physically unable to do so.

*As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Forcible Sex Offense

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sex offenses include: Rape, Fondling, Statutory Rape and Incest.

Such instances may include:

- Where the victim is prevented from resisting due to alcohol or drugs.

- Where the assailant uses physical force or the threat of force to overpower and control the victim.
- Where the victim fears that she or he or another will be injured if the victim does not submit.
- Where the victim is at the time unconscious of the nature of the act, and this is known to the assailant.
- Where the victim is incapable of giving legal consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity and this is known or reasonably should be known to the assailant.
- Where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person.
- Where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim.
- Where the assailant uses force, fear, or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the “spousal rape law.”

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.

Sodomy

Oral or anal sexual intercourse with another person against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, against that persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, against that persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Non-forcible Sex Offense

Unlawful, non-forcible sexual intercourse or other sexual act; to include incest and statutory rape.

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.

Stalking: (VAWA definition)

The term “stalking” means engaging in a course of conduct, directed at a specific person that would cause a reasonable person to:

- (A) Fear for the person’s safety or the safety of others, or
- (B) Suffer substantial emotional distress.

For the purpose of this definition--

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

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

Weapon Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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.

Geographic Definitions:

The definitions are taken from the Handbook for Campus Safety and Security Reporting (Department of Education).

On Campus

“Any building or property owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to the institution’s educational purposes. These buildings include residential halls, any building or property that is owned by the institution but controlled by another person, those frequently used by students and those that support institutional purposes such as food or retail vendor “.

Non-Campus

“Includes any building (or property) owned or controlled by student organizations recognized by the school; and any building or property owned or controlled by the school, that is not within the same reasonable contiguous area.”

Public Property

“Public Property is defined as the area such as sidewalks or city streets that is within the same reasonable contiguous geographical area of the school; or is adjacent to a facility owned or controlled by the school, and the facility is used by the school in a manner related to the institution’s educational purposes.”

Residence Halls

“Those reportable statistics that occur within a university owned or controlled residence hall or apartment are reported in both “On Campus” and “Residence Hall” categories. Conjecturally, the purpose of this category is to specifically list those reportable crimes occurring on campus that take place within a residence hall or apartment.”

INTERNAL PROTOCOLS – HATE CRIMES AND BIAS-RELATED INCIDENTS

Student Hate Crime Policy

Position

Through its Mission Statement, Salve Regina University remains committed to maintaining a living and learning environment that is welcoming, harmonious, just and merciful. Anyone found responsible for hate crimes or bias-related incidents will be held accountable through the Student Code of Conduct.

STUDENT from STUDENT

Any University office receiving a report from a student who has experienced a hate crime or a bias-related incident from another student or from an anonymous source should immediately report the incident to the Dean of Students or the Office of Safety and Security. After meeting with the Vice President of Student Affairs, the Director of Safety and Security or his designee and the Dean of Students will:

1. Notify and meet with the Directors (or designees) of Multicultural Programming, the Office of Public Information and the Office of Residence Life to engage conduct protocols and ensure a proper course of action. These offices will constitute a bias-response team to assist the Dean of Students office, who will assume management of the case.
2. The Dean of Students will notify the Academic Deans of the report and apprise them as necessary.
3. Depending on the severity of the incident, the campus community will be notified of the report.
4. Counseling and any necessary accommodations will be offered the victim i.e. change of residence, class schedules, etc.
5. The Dean of Students office will conduct an immediate and thorough investigation of the report and take whatever action is appropriate through the Student Code of Conduct.
6. If necessary, workshops, meetings or educational programs will be coordinated by the Director of Multicultural Programming on a follow-up basis.
7. After the case has been concluded, the Dean of Students will notify the victim of the investigation's outcome, to whatever degree possible. The Dean of Students will notify the Bias Response Team and the Academic Deans of the investigation's outcome also, to whatever degree possible.
8. The Dean of Students will follow up with the victim as needed.

STUDENT/STAFF from FACULTY

Any University office receiving a report from a student who has experienced a hate crime or a bias-related incident from a University faculty or staff member should immediately report the incident to the Dean of Students or the Office of Safety and Security. After meeting with the Vice President for Student Affairs, the Director of Safety and Security or his designee and the Dean of Students will:

1. Notify the Human Resources Office and the Academic Deans. The Human Resources Office will assume management of the case.
2. Notify and meet with the Bias Response Team: the Director of Multicultural Programming and the Office of Residence Life, and the Office of Public Information in order to engage protocols and ensure a proper course of action. These offices will assist the Dean of Students in the management of the case.
3. Counseling and/or any necessary accommodations will be offered in support of the victim, i.e. change of residence, change of class schedule, etc.
4. The Dean of Students will provide any support needed by the Human Resource office in the course of its investigation. It will continue to provide any support necessary for the victim as the investigation takes its course.
5. If necessary, workshops, meetings or educational programs will be offered by the Director of Multicultural Programming on a follow-up basis.
6. The Dean of Students or Human Resources Office will notify the victim of the investigation's outcome, to whatever degree possible. The Bias Response Team and the Academic Deans will be notified of the outcome as well, to whatever degree possible.
7. After the case has been concluded, the Dean of Students will follow up with the victim to assure his/her social and academic progress.

FACULTY/STAFF from STUDENT

Any University office receiving a report from a faculty or staff member who has experienced a hate crime or bias-related incident from a University student or an anonymous source should report the incident to the Office of Safety and Security or the Dean of Students office. After meeting with the Vice President for Student Affairs, the Director of Safety and Security or his designee and the Dean of Students office will:

1. Notify the Human Resources office and the Academic Deans so that the victim may receive advice and support if needed.
2. Notify and meet with the Bias Response Team: the Director of Multicultural Programming, the Office of Residence Life and the Office of Public Information in order to engage protocols and ensure a proper course of action. These offices will assist the Dean of Students in the management of the case.
3. Depending on the severity of the incident, the campus community will be notified of the event.
4. In the ensuing investigation, the Dean of Students will collaborate with the Human Resources office so that the efforts are not duplicated at the victim's expense. The Dean of Students investigation will be immediate and thorough per the Student Code of Conduct.
5. If necessary, workshops, meetings or educational programs will be conducted by the Director of Multicultural Programming, on a follow up basis.
6. The Dean of Students will notify the Human Resources Office of the final disposition of the case, in turn that office may notify the victim and the Academic Deans.
7. The Dean of Students will notify the Bias Response Team of the final disposition of the case.

ANONYMOUS

In the event of an anonymous hate crime or bias-related incident, the Office of Safety and Security and the Dean of Students office, with the advice and support of the Vice President for Student Affairs and the Bias Response Team will decide:

1. If the event is serious enough to warrant notice to the University community.
2. If the university counselors should be engaged - on call or with presentations in the residence halls.
3. What programming, meetings or activities can be set in place.

Student Sexual Misconduct Policy

Sexual misconduct will not be tolerated, is often a crime, and is always a violation of a person's rights, dignity, and integrity. In the Salve Regina University community, everyone should be free from all forms of abuse, assault, harassment, and coercive conduct, which constitutes sexual misconduct as defined by this policy. Salve Regina University prohibits the crimes of domestic violence, dating violence, sexual assault and stalking. Any violation of this policy will be regarded as a serious violation of the Student Code of Conduct. Members of the University community are responsible for familiarizing themselves with and abiding by the Salve Regina University policy on sexual misconduct.

Definitions of Assault

Assault is any willful attempt or threat to inflict injury upon a person when coupled with an apparent ability to do so, and any intentional display of force that gives the victim reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, striking, or doing bodily harm. Anyone involved in any type of assault may be subject to disciplinary action, such as probation, suspension or dismissal from the University.

Sexual Assault

College and university students are more vulnerable to sexual assault than any other group. A report prepared for the National Institute of Justice found that 1 in 5 women are victims of completed or attempted sexual assault.

Federal Law – Title IX – Sexual Violence as Sexual Discrimination

Sexual Harassment and Sexual Violence

Salve Regina strives to provide an environment that is free from all forms of discrimination, harassment and other unreasonable interference. Although the University promotes freedom of expression, this freedom implies a responsibility to observe the rights of others. Conduct that diminishes, exploits or abuses another's position or personal worth is not acceptable, and harassment in any form is not tolerated. The University maintains a policy of zero tolerance for sexual harassment and sexual violence, regardless of the sexual orientation or gender identity of individuals involved. Zero tolerance means the University will remedy all unwelcome conduct of a sexual nature and will impose serious sanctions on anyone who violates this policy. Resolution by the University is intended to bring an end to harassing or discriminatory conduct, prevent its recurrence and remedy the effects on the complainant and the community.

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Title IX Coordinators

Title IX coordinator and equal opportunity/affirmative action officer

Cynthia Donnelly, director of human resources
Stonor Hall
(401) 341-3160
cynthia.donnelly@salve.edu

Title IX deputy coordinator for students

Emily Diomandes, assistant director for residence life
Walgreen Hall administrative wing
(401) 341-2640
emily.diomandes@salve.edu

Title IX deputy coordinator for employees

Nancy Escher, human resources generalist
Stonor Hall
(401) 341-2157
nancy.escher@salve.edu

Notice of Non-Discrimination

Salve Regina does not discriminate on the basis of race, color, national and ethnic origin, sex, gender, sexual orientation, gender identity, religion, disability, age or veteran status or genetic information with regard to the rights, privileges, programs and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, national and ethnic origin, sex, gender, sexual orientation, gender identity, religion, disability, age, veteran status or genetic information in the administration of

its employment policies, education policies, admission policies, scholarship and loan programs, athletic and other University-administered programs. In accordance with Title IX, it does not discriminate on the basis of sex in its educational programs or activities.

- See more at: <http://www.salve.edu/title-ix#sthash.hrnvPGRh.dpuf>

Harassment

It is the goal of Salve Regina University to provide an educational environment free from all forms of intimidation, hostility, offensive behavior and discrimination, including sexual harassment. Sexual harassment or harassment by any member of the University community is a violation of state and federal laws and University policy. It will not be tolerated in the University community.

What is Sexual Harassment?

Sexual harassment includes continued expression of sexual or social interest after being informed that the interest is unwelcome; using sexual behavior to control, influence, or affect studies, career, salary or University environment of another member of the Salve Regina University community. Examples of conduct that may constitute sexual harassment include:

- Unwelcome sexual advances
- Requests for sexual favors
- Verbal or physical contact of a sexual nature
- Situations in which benefits are granted or withheld based on submission to or rejection of unwelcome requests or conduct based on a statutorily-protected characteristic, such as sex
- Situations in which the University environment is sexually hostile or oppressive to members of the University because of the actions of students, co-workers, supervisors or other members of the University community
- Written contact, such as sexually suggestive, harassing or obscene letters, faxes, e-mail, notes, invitations, etc.
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines

Suggestions, threats, or implications that failure to accept a request for a date or sexual intimacy will affect one's prospects for advancement are not permitted. It is unacceptable to suggest that a poor performance report or grade will be given because a student has declined a personal proposition.

Telephone/E-mail/Text/Internet/Social Networking Harassment

Anyone using the University telecommunications system or internet to harass or invade one's privacy is subject to a revocation of telecommunications system privileges and/or other disciplinary action such as probation, suspension or dismissal. Of specific concern is harassment, which inflicts psychological and/or emotional harm upon any member of the University community through any means, including but not limited to e-mail, text, social media, and other technological forms of communication. This may include making unauthorized video/voice recording or photographic images of a person in a location or situation in which that person has a reasonable expectation of privacy including, but not limited to, shower/locker rooms, residence hall rooms, and men's or women's restrooms. The storing, sharing and/or other distribution of such unauthorized images by any means is also prohibited.

A student who receives a harassing telephone call or e-mail should report it to the Office of Safety and Security or, if appropriate, to the Title IX Coordinator. A report may also be filed with the local law enforcement agency. The Office of Safety and Security will document a call report and contact the Network Services Department, Dean of Students Office, and the Office of Residence Life.

The Office of Safety and Security will investigate all calls, e-mails or threats. Students found to be responsible for harassing or crank phone calls will be referred to the Dean of Students' Office or the Office of Residence Life. If additional harassment is reported, representatives from the Office of Safety and Security and the Network Services Department will meet with the complainant, implement the chosen option, and inform the offices of Safety and Security and Residence Life about the course of action.

REPORTING INCIDENTS

The Clery Act and the Violence Against Women Act prohibit sexual harassment, including sexual violence, domestic violence, dating violence and stalking, and require a prompt and equitable resolution of complaints. Incidents should be referred to the Title IX coordinator or deputy Title IX coordinators. If an act of sexual violence is in progress or imminent on campus, dial 911.

Incidents of sexual violence may be criminal in nature, and victims may file reports with local law enforcement authorities. Members of the University community who wish to notify law enforcement may obtain assistance from the Office of Safety and Security. Victims may also decline to notify law enforcement. Regardless of whether a report is filed with local law enforcement, individuals should preserve all evidence that could be relevant to potential criminal charges or needed to obtain a protection order. Learn more about what to do if you have been subjected to sexual violence.

CONFIDENTIALITY

Salve Regina encourages victims of sexual violence to talk with someone about what happened in order to obtain necessary support, and so that the University can respond appropriately.

Depending on their roles, University employees have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources.

Confidential reporting: If the complainant wants the details of an incident to be kept confidential, he/she may speak with someone from Health Services or Counseling Services, University chaplains, or an off-campus rape crisis center counselor. Health Services and Counseling Services will submit an anonymous report that does not include any personally identifiable information. The purpose of this report is to maintain the complainant's confidentiality while taking steps to ensure the future safety of the campus community. With this information, the University can maintain accurate records about the number of assaults within the University's jurisdiction; determine whether there is a pattern of assaults with regard to particular location, method or assailant; and alert the campus community to potential danger.

<http://www.salve.edu/sexual-misconduct-anonymous-reporting-form>

Formal reporting and responsible employees:

A "responsible employee" is a University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other policy violations, or who a student or employee could reasonably believe has this authority or duty. All University employees – including RAs, faculty, student organization advisors and staff members – are responsible employees, with the following exceptions:

- Food service staff
- Cleaning and housekeeping staff
- University chaplains, Counseling Services and Health Services staff (who will maintain confidentiality)

OBLIGATIONS OF RESPONSIBLE EMPLOYEES

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources (Counseling Services, University chaplains and Health Services).

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the University to take immediate and appropriate steps to investigate and resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details shared by the victim. The University will need to determine what happened – including the names of the victim and alleged perpetrator(s), witnesses and other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with those responsible for handling the University's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

If a victim wants to tell a responsible employee what happened but also maintain confidentiality, the victim should understand that the request will be considered, but it is not guaranteed that the University will be able to honor it. In reporting the details of the incident to the Title IX coordinator, the responsible employee will also inform the coordinator of the victim's request for confidentiality.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality, or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim. If the University determines that an investigation and disciplinary proceedings will be taken, the University will inform the victim prior to the start of investigations and will, to the extent possible, only share information with those responsible for handling the University's response. The University will remain mindful of the victim's well-being and take steps necessary to protect and assist the victim. The University may not require a victim to participate in any investigation or disciplinary proceeding.

Formal reporting still affords privacy to the reporter. While information will be shared as necessary with investigators, witnesses and the responding party, the circle of people with this knowledge will be kept as limited as possible to preserve the rights and privacy of the complainant and the responding party. Victims are also encouraged to report the incident to local law enforcement. Formal reporting options include contacting the local police department.

Disciplinary Procedures

Federal Law, Rhode Island State Law and the University recognize abuse, assault and harassment as serious offenses and will make every effort to eliminate incidents on campus through educational programming and swift disciplinary action. A student charged with abuse, assault or harassment may face disciplinary sanctions from both the Rhode Island legal system and the University, whose sanctions may include suspension or dismissal. Such sanctions may be separate and are not necessarily dependent on each other.

University penalties may include verbal and/or written warnings, community restitution and/or monetary fines, probation, suspension, or dismissal from the University as well as other sanctions dependent upon the circumstances, as listed under "Disciplinary Actions" on page 37 of this report. The University maintains the right to investigate and apply its regulations in off-campus situations that bear on the Salve Regina University community.

Rhode Island Law

Sexual Assault

Rhode Island State Law defines first, second, or third degree sexual assault as felonies that are punishable by imprisonment of up to 15 years. Rhode Island State Law defines:

First degree Sexual Assault, also called rape, has two major components:

1. Any forced, coerced penetration of the vagina, anus or mouth by any part of another's body or an object; and ,
2. Legally, lack of consent does not necessarily require physical resistance or verbal refusal. For instance, someone who is incapacitated or asleep is, by definition of the law, unable to give consent.

Second Degree Sexual Assault is non-consenting sexual contact with another person. This includes any forced or coerced contact with a person's genital area, inner thigh, buttocks, or the breast of a female.

Third Degree Sexual Assault is consensual sexual penetration by a person 18 years of age or older of a person over 14 years of age, but under the age of consent (16 years old).

Sexual Assault is defined on a continuum of behavior including sexual harassment and stalking and any unwelcome and unsolicited verbal and physical behaviors that may occur in person or through any other communication mode including electronic means.

Domestic Violence and Dating Violence

Rhode Island General Law 12-29.2 defines domestic violence as crimes when committed by one family member or household member against another. Family or household member is defined as:

- Spouses
- Former spouses
- Adult persons related by blood or marriage and persons who have a child in common regardless of whether they have been married or have lived together
- Adult persons who are currently residing together or who have resided together during the past three years. **PLEASE NOTE: Students in the same residence hall may be considered under this definition. In addition, this may apply to students sharing an off-campus residence.**

- Persons who have a child in common regardless of whether they have been married or have lived together
- Persons who are or have been in a substantive dating or engagement relationship within the past 6 months which shall be determined by the court's consideration of the length of time of the relationship, the type of relationship and the frequency of the interaction between parties.

Domestic violence includes but is not limited to any of the following crimes when committed by one family or household member against another: simple and felony assaults, vandalism, disorderly conduct, trespassing, kidnapping, child snatching, sexual assault, homicide, violations of court orders, stalking, refusal to relinquish or to damage or to obstruct a telephone, burglary and unlawful entry, arson, cyberstalking and cyber harassment, and domestic assault by strangulation.

Rhode Island Law defines domestic abuse as "attempting to cause or causing physical harm, placing another person in fear of immediate physical harm, or causing another to engage involuntarily in sexual relations by force, threat, or duress, stalking via harassment or following a person, and cyberstalking."

There are many forms of physical, verbal, emotional, and sexual abuse that may be used between roommates, friends or couples.

Examples of verbal and emotional abuse include using threatening gestures or language, stalking or harassing, shouting, swearing, blocking the doorway or using body size to intimidate, claiming to be the authority, blaming or accusing, insulting, mocking, driving recklessly to scare the victim, isolating the victim from friends or family, or refusing to listen or respond.

These crimes carry sentences up to 1 year in prison and may result in the serving of a restraining order against the assailant and the requiring of the assailant to attend a recognized treatment program for batterers.

Stalking

RIGL, 11-59-2 Stalking prohibited. – (a) Any person who: (1) harasses another person; or (2) willfully, maliciously, and repeatedly follows another person with the intent to place that person in reasonable fear of bodily injury, is guilty of the crime of stalking. (b) Stalking shall be deemed a felony punishable by imprisonment for not more than five (5) years, by a fine of not more than ten thousand dollars (\$10,000), or both.

(1) "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct."

(2) "Harasses" means a knowing and willful course of conduct directed at a specific person with the intent to seriously alarm, annoy, or bother the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, or be in fear of bodily injury.

Consent

Consent is defined as words or actions that show a knowing and voluntary agreement to engage in mutually agreed upon sexual activity. Consent cannot be gained by force, by ignoring or acting in spite of the objections of another or by taking advantage of the incapacitation of another, where the accused knows or reasonably should have known of such incapacitation.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent. This applies to those whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of date rape drugs. Consent is also absent when the activity in question exceeds the scope of consent previously given. In addition, the legal age of consent in the State of Rhode Island is sixteen (16) years of age. Any person under the age of 16 cannot give consent.

Sexual Assault - Protocol

As a Catholic institution founded by the Sisters of Mercy, we embrace Judeo-Christian values as the basis of an active learning community that practices the values of harmony, justice, and mercy. Therefore, in achieving that goal, we ask that you:

- Appreciate the goodness and sanctity of human sexuality
- Respect the dignity of each person

Information on sexual assault and harassment has been provided in the Student Handbook. The following information is intended to provide more detail on those topics:

If You've Been Assaulted

Victims are encouraged to seek immediate medical attention so that any injuries (including internal injuries) or infections that may have resulted from the incident can be treated.

Both women and men can be victims of sexual assault or intimate partner violence.

All victims are encouraged to go to Newport Hospital, where sexual assault nurse examiners are available to conduct evidentiary exams.

- Forensic evidence (aka "rape kit") can be collected for up to 96 hours (four days) after an assault.
- Getting a medical exam does not mean that victims have to press criminal charges; however, a medical exam will help to preserve evidence if the victim chooses to press charges at some point.

Victims are advised to preserve and record evidence as follows:

- Do not wash anything (body, hair, clothes)
- Do not comb hair, change clothes, douche or use the toilet
- Bring an extra set of clothing to the hospital
- Make notes to create a description of the assailant, where the assault occurred, and a description and direction of travel of any vehicle involved.

In some circumstances, victims may need safety assistance. The Office of Safety and Security and/or the local police can help victims and are available 24/7.

- Office of Safety and Security: For emergencies call (401) 341-2325
- Newport police: For emergencies call 911 (9-911 from campus phone)

Campus Reporting Procedures

Students are encouraged to report any incidents of abuse, assault, or harassment to the Title IX Coordinator, the Office of Residence Life, the Office of Safety and Security, Counseling Services, Health Services, and the Dean of Students' Office, and/or local law enforcement. Staff is available 24 hours a day to provide immediate support and make arrangements for emergencies and/or counseling services. It is important to remember that prompt reporting is vital to the preservation of evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. The University maintains the right to investigate and apply its regulations in off campus situations that bear on the Salve Regina University community.

Victims of domestic violence, dating violence, sexual assault and stalking have the option of contacting and filing a report with the Office of Safety and Security and/or the Newport Police Department. Contacting Security or law enforcement is an option if you so desire, but it not your only option. Victims may decline to notify law enforcement authorities at which time the University will provide whatever assistance is so desired. If you choose to file a report with the Newport Police or other appropriate law enforcement agency, University authorities will assist you in doing so.

Many individuals who experience sexual assault or abuse don't report it at the time of the incident. If you were assaulted weeks ago – or even years ago – assistance is still available. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sex abuse, incest or sexual harassment.

If you decide to report an assault, every effort will be made to keep the identity of the victim protected. University personnel are only informed on a "need to know" basis. If you choose to report an assault to either Health Services or Counseling Services, that information, including the identities of the victim and perpetrator, is bound by the confidentiality laws of the state of Rhode Island. When a report is received by the Dean of Students, he/she is responsible for taking appropriate action. An investigation will take place and, if there is a preponderance of evidence that a violation has occurred, then University sanctions will be imposed.

Retaliation against any individual who reports sexual harassment (e.g. sexual misconduct) or who cooperates in an investigation of a sexual harassment complaint will not be tolerated and will result in disciplinary action. It shall be a violation of this policy for anyone to willfully make false allegations of harassment, sexual harassment or abuse.

The University will provide medical and counseling assistance to victims of sexual misconduct and assault. The Office of Safety and Security is available 24 hours a day, seven days a week. Counseling Services is available from 9 a.m. to 5 p.m. Monday through Friday but can be reached after hours, on an emergency basis by calling the Office of Safety and Security or through the residence life area coordinator or residence director. Health Services is available from 9 a.m. to 5 p.m. Monday through Friday. Students are also encouraged to use Newport Hospital.

Students who are dissatisfied with the University's handling of cases involving sexual assault or harassment may notify the Dean of Students at 401-341-2145, the Vice President for Student Affairs at 401-341-2145, or the Office of Civil Rights, U.S. Dept. of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491, or email: OCR.Boston@ed.gov

Survivors/Victims – What You Can Do

Any of the following resources could be called to assist you: a friend, a resident assistant, an area coordinator, a member of the Dean of Students Office, the Office of Safety and Security, Health Services, Counseling Services, or the Title IX Coordinator. Please refer to the resource list below.

SERVICES AND SUPPORT

Salve Regina provides a range of resources, services and support for victims of sexual harassment and sexual violence.

Generally, complainants who may have violated the University's alcohol or guest policies should not be afraid to report incidences of sexual misconduct or relationship violence, as they will not be sanctioned for those violations. The University is more concerned about addressing the report of sexual harassment or sexual violence than it is about addressing collateral policy violations.

Salve Regina strongly encourages students to speak with officials to make formal reports of an incident of sexual misconduct or relationship violence, but students should be aware that the confidentiality protections of these resources vary. - See more at: <http://www.salve.edu/services-and-support#sthash.cxmmNBq4.dpuf>

On-Campus Resources

CONFIDENTIAL RESOURCES

Generally not required to report personally identifiable student information or incident details. Will provide the Title IX coordinator with a limited report (nature, date, time and general location of the incident, if known).

Counseling Services
(401) 341-2919
Miley Hall garden level

Health Services
(401) 341-2904
Miley Hall garden level

University Chaplain
(401) 341-2444
Our Lady of Mercy Chapel

OTHER RESOURCES

These resources, as well as all University employees who are not confidential resources as described in these policies, are mandated reporters of sexual harassment and sexual violence and are obligated to report any incidents to a Title IX coordinator or the Office of Safety and Security.

Cynthia Donnelly Title IX coordinator
(401) 341-3160 cynthia.donnelly@salve.edu
Stonor Hall

Emily Diomandes, Deputy Title IX coordinator for students
(401) 341-2640 emily.diomandes@salve.edu
Walgreen Hall administrative wing

Nancy Escher Deputy Title IX coordinator for employees
(401) 341-2157 nancy.escher@salve.edu
Stonor Hall

Office of Safety and Security
(401) 341-2325
Tobin Hall

Office of the Dean of Students
(401) 341-2145 deanofstudents@salve.edu
Miley Hall, Room 118

Office of Residence Life
(401) 341-2210 residencelife@salve.edu
Walgreen Hall Administrative Wing

OFF-CAMPUS RESOURCES (Larger Community)

Day One (sexual assault and trauma center)
24-hour helpline: (800) 494-8100
100 Medway St., Providence, RI

Women's Resource Center
(401) 846-5263
114 Touro St., Newport, RI

Newport Police Department
911 (emergency)
(401) 847-1306 (non-emergency)
120 Broadway, Newport, RI

Newport Hospital
(401) 846-6400
11 Friendship St., Newport, RI

Individuals with complaints of this nature have the right to file a formal complaint with the U.S. Department of Education:

Office for Civil Rights (Boston office)
U.S. Department of Education
5 Post Office Square, eighth floor
Boston, MA 02109-3921
Phone: (617) 289-0111
Fax: (617) 289-0150
ocr.boston@ed.gov

Confidentiality and Reporting Sexual Misconduct

University officials, depending on their roles at the University, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources.

On campus, some resources (counseling services and health services) may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. These offices will submit an Anonymous Sexual Misconduct reporting form regarding the incident for purposes of the Clery Act, but this Anonymous Sexual Misconduct reporting form does not include any personally identifiable information. See link at the top of this page.

If you would like the details of an incident to be kept confidential, you may speak with a member of Salve Regina's Health Services office or Counseling Services office, or an off campus rape crisis center counselor who will maintain confidentiality. Members of Salve Regina's health and counseling services will only submit the Anonymous Sexual Misconduct form which does not include any personally identifiable information. The purpose of an anonymous report is to maintain your confidentiality while taking steps to ensure future safety for yourself and others. This service is also made available so that victims have access to counseling and health services at any time. With this information, the University can maintain accurate records about the number of assaults involving students; determine whether there is a pattern of assaults with regard to particular location, method, or assailant; and alert the campus community to potential danger.

Reports to "Responsible Employees" and Formal Reporting Options:

A "responsible employee" is a University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. All University employees – including RAs, faculty, student organization advisors, and staff members, are the University's "responsible employees" (other than counseling and health service staffs, whose information is confidential). Before a victim reveals any information to a responsible employee, the employee should ensure that the victim

understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources (counseling services and health services).

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the University will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the student should understand that the University may consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the University determines that an investigation and disciplinary proceedings will be taken, the University will inform the victim prior to the start of investigations and will, to the extent possible, only share information with people responsible for handling the University's response. The University will remain mindful of the victim's well-being and take steps necessary to protect and assist the victim. The University may not require a victim to participate in any investigation or disciplinary proceeding.

Formal Reporting:

You are encouraged to speak to University officials, such as the Title IX Coordinator, Dean of Students office, Safety and Security or Office of Residence Life to make formal reports of incidents of sexual misconduct. The University also considers these people to be "responsible employees." You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through adjudication procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy. You are also encouraged to report the incident to local law enforcement. Formal reporting options include contacting the local police department in which the incident occurred.

Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other personally identifiable information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Victim's Bill of Rights

The University will take interim steps to protect victims of sexual misconduct and maintain a positive learning environment by minimizing or eliminating contact with the accused student and providing reasonable academic and administrative accommodations in accordance with the Clery Act and Title IX.

1. The victim has the right to have any and all incidents of sexual misconduct treated seriously and the right to be treated with dignity.
2. The victim will be informed in a timely manner of available options including the necessary steps and potential consequences of each option.
3. The victim has the right to be free from undue coercion from any members of the university community to pursue or not pursue any course of action.
4. The victim has the right to be notified of her/his option to notify appropriate law enforce-

ment authorities, including local police and to be informed about how to notify the appropriate law enforcement agency and receive assistance from University personnel in notifying these authorities, if requested.

5. The victim will receive information on how to make a confidential report for the purposes of tracking campus crime (Sexual Misconduct Anonymous Reporting form).
6. The victim has the right to be informed of the student conduct process and procedures.
7. The victim has the same right as the accused to have others present throughout the student conduct process.
8. The victim has the right to be informed of the outcome, in writing, of any Salve Regina student conduct proceeding involving an alleged sexual misconduct offense and the right to appeal the outcome.
9. The victim has the right to request a change in academic and living situations after an alleged sexual misconduct offense and be informed of the reasonably available options for those changes.
10. The victim will be informed about campus and community resources for counseling, medical services, advocacy, and other student services for victims of sexual misconduct.
11. Where applicable, the victim will be offered information on orders of protection, "no contact" orders, restraining orders or similar lawful orders issued by a criminal, civil or tribal court or by the University.

Range of Protective Measures

If you want to move, or have the accused student moved, you may request a room change. Room changes under these circumstances are considered emergencies. It is the University's practice that in emergency room changes, the student is moved to the first available, suitable room. Other accommodations that the Dean of Students staff will advocate for, if available, include:

- Assistance from the University support staff in completing relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Exam, paper or assignment rescheduling;
- Taking an incomplete in a class;
- Transferring class sections;
- Taking a leave of absence from the University;
- A no-contact order;
- Counseling assistance;
- Escorts or other campus safety protections

Sexual Misconduct Adjudication Procedure

To initiate a formal student conduct process, a complainant (victim) may file a report with the Dean of Students office, Office of Residence Life, with the Title IX Coordinator, or the Office of Safety and Security. The report should include: the accused student's name; the date, time and place, circumstances surrounding the alleged sexual misconduct; the names of any witnesses to the incident(s), and any other information believed to be relevant.

All reports will be taken seriously and will be investigated and addressed expeditiously. The University has 60 days to complete the investigation and determine whether the alleged sexual misconduct occurred. Every reasonable effort will be made to preserve the privacy of all parties to the extent that the investigation allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation. Mediation is never appropriate in sexual misconduct cases.

The case will be assigned to 2 investigators. The investigation may include, but is not limited to:

- Investigators will receive annual training on the issues relating to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- All parties are notified in writing that the adjudication process has been initiated.
- The investigative process may include interviews with the complainant, the accused, any witnesses, other appropriate individuals, and review of any documents or materials deemed potentially relevant.
- Both the complainant and accused have the right to be interviewed separately and to present any information relevant to the charge and to provide names of witnesses and/or evidence helpful to them. Questioning or information about the victim's prior sexual history with anyone other than the accused student is not permitted. Information of a prior consensual dating or sexual relationship between the parties does not imply consent or preclude a finding of sexual misconduct.
- There is no right for any student to confront the complainant or the accused or to be present at the same time.

- When the investigation is completed, a written investigative report will be presented to the Dean of Students or designee.

Within ten business days of the receipt of the investigative report, the Dean of Students or designee will determine, based on the preponderance of the evidence, if a violation of the sexual misconduct policy has occurred. The Preponderance of the evidence, is the standard of proof referring to the criteria or measure of proof that is used to assess if the accused student is found responsible for violating the student code of conduct. Preponderance of the evidence is defined as the greater weight of the evidence/information. The Dean of Students or designee will consider all information and reserves the right to meet with anyone included in the investigative report.

The Dean of Students or designee will also define the corrective and/or disciplinary action to be taken and will inform both the complainant and the accused, simultaneously, of the outcome in writing. This outcome will also include the rationale for the result and sanctions imposed. 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 the investigation. The University will not require the accused student or victim to abide by a nondisclosure agreement that would prevent them from sharing information related to the outcome.

Advisors

The complainant and the accused are entitled to the same opportunity to have an advisor of their choice present during any phase of the investigation. Advisors may not speak for or on behalf of any student during the conduct process. While an advisor cannot speak on behalf of student, they can confer with the student as necessary. If deemed appropriate, by the investigator or hearing officer, time will be granted for the advisor and student to confer. A student is not required to use an advisor.

The role of the advisor will be restricted to advising the respective parties. No advisor may speak at any time in place of the student. The responsible hearing officer reserves the right to exclude an advisor from the proceedings for failure to abide by these guidelines.

Appeal Process

Both the complainant and the accused have the right to appeal the outcome. This appeal must be received in writing within two business days of the date of the outcome letter. Upon receiving an appeal, the Dean of Students or designee will inform the other party and allow them the opportunity to read the appeal and submit a written response.

To initiate this process, the student must write and submit, on his or her own behalf, a request to the Dean of Students Office within two business days after receiving (written) notification of the initial decision. The request for an appeal must be accompanied by the Dean of Students Appeal Form (to be issued by the Dean of Students Office) and must include a statement explaining the grounds for the appeal, all relevant supporting information and documentation and the desired outcome of the appeal request.

The grounds for an appeal must be based upon one of the following: **Procedural Error:** A procedural error(s) occurred during the original conduct process that significantly impacted the outcome.

New Information:

Specification of new information, unavailable at the time of the conduct meeting, that if introduced would have significantly affected the outcome of the conduct meeting. A detailed account of the new information must be clearly specified. Information is not considered new if the student did not attend the original meeting or voluntarily withheld information during the original meeting.

Note: In addition to the above reasons for appeal, any student who received a sanction of suspension or expulsion will have the following additional grounds for appeal. **Excessively Severe Sanction:** The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.

If the Dean of Students or designee determines that the request satisfies one or more of the aforementioned grounds, he/she will convene the Appeals Committee, thus the student's request for an appeal

will be reviewed by the Committee. The purpose of the appeal is not to provide a second hearing of the case. The Appeals Committee will not meet with the student or re-hear the case.

Appeal Procedure

1. The Dean of Students or designee will select, by lottery, an Appeals Committee comprised of five representatives from three pools (student, faculty, staff) with at least one representative but no more than two from each pool.
2. Copies of all pertinent documentation will be made available to the Appeals Committee at the time of the review.
3. Once the Appeals Committee convenes, all will review the documentation as a group.
4. The Appeals Committee will meet to make a recommendation to uphold or modify the original disciplinary action within ten days of the procedure being initiated when the University is in session. When there is an appeal on the grounds of new information and the appeals committee finds that the new information may have significantly affected the outcome of the original hearing, then the original hearing body will be reconvened to consider the new information. This is not a re-hearing but an opportunity for the information to be presented by the accused student and examined by the complainant.
5. The Appeal committee's recommendation is forwarded to the Vice President for Student Affairs. If the Vice President for Student Affairs is party to the review, then the recommendation is sent to the Provost. All materials received shall be returned at the conclusion of the final committee decision.
6. The decision of the Vice President for Student Affairs or Provost to uphold, modify or dismiss the initial outcome is final and binding.

The complainant and the accused will be notified in writing, simultaneously, of the outcome of the appeal.

(See Appeals procedure section of the Student Handbook on page 25 for those who serve on the Appeals Committee.)

Disciplinary actions

Students who violate the university code of conduct may be subject to one or more of the following disciplinary actions. Action may range from warning to expulsion, depending on the magnitude and specifics of the infraction.

- **Warning** – a warning (either verbal or written), is an official notice to the student that his/her behavior has violated the student code of conduct. A letter of warning serves as notification to the student that further misconduct/violations may result in additional disciplinary action.
- **Developmental sanction** - an assigned task or tasks intended to involve the student in a positive learning experience appropriate to the violation. Developmental sanctions of this type include, but are not limited to: alcohol education workshop, reflection paper, educational project, and/or involvement with an established university program or committee.
- **Community Restitution** – uncompensated work/service on campus or off campus at a non-profit community service agency. Students assigned community restitution may also be assigned a reflection paper about their experience.
- **Restitution** – compensation for loss, damage, repair, replacement or injury. This may take the form of appropriate service, monetary or material replacement.
- **Fine** – a monetary fee/financial sanction imposed for specific infractions and/or cost associated with participation in a required program.
- **Loss of Privileges** – denial of specific privileges for a designated period of time.
- **Parental Notification** - notification of parents/guardians when a student has violated the University's alcohol or drug policy, when there is a serious health or safety issue regarding a student, or if a student's residency or student status is in jeopardy.
- **Counseling/Health Services Referral** – a referral to the Counseling Center or Health Services or another appropriate office for consultation or assessment. The number of counseling sessions in which the student participates is at the discretion of the student's counselor.
- **No Contact Order** – imposed in instances where it is determined that a student may pose a threat to another student. This order, specific to a person and/or location, prohibits the subject from having direct or indirect contact with the person requesting the No Contact Order. The No Contact Order specifically includes communication through E-Mail, mail, phone, instant message, text, social media, face to face, or any contact through a third party. A No Contact Order may be imposed prior to a hearing, as a result of a hearing, or in lieu of a hearing. Violation of a No Contact Order may result in further adjudication.
- **Residence Hall Relocation** – required assignment to another residence area.
- **Residence Hall Probation** – a written reprimand for violation of the Student Code of Conduct. This sanction is for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for any additional violations during the probationary period.
- **Residence Hall Suspension** – separation of the student from his/her residence hall for a definite period of time, after which the student is eligible to return. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.
- **Residence Hall Dismissal** – permanent separation of the student from the residence halls.
- **Disciplinary Probation** – a sanction indicating that a student's behavior has placed him/her on a disciplinary status that is close to suspension. It is imposed for a specific period of time. Any further violations while on University Probation may result in suspension from the University.
- **Deferred Suspension** – a warning that a student may be immediately separated from the University if found responsible for any further violations of the Student Code of Conduct during a specific period of time.
- **Suspension** – separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

- **University expulsion** - permanent separation of the student from the University.
- **Interim Action** - In certain situations, the Vice President for Student Affairs, Dean of Students or designee, may take interim action against a student. This interim action may include but is not limited to: removal or ban from a residence hall (s) or University suspension, pending a hearing. Such actions will only occur if, in the Vice President for Student Affairs, Dean of Students or designee's judgment, the student is a danger to him/herself or other members or parts of the University community, or if the student is a disruptive/disorderly community member who is infringing on the rights of others. In such instances, the hearing officer will meet with the student as soon as practical to hear the case. As soon as practical after the interim action, the hearing officer shall prepare and deliver to the removed student a notice of charges and other information in conformance with the student conduct hearing process.

A campus department, separate from the Dean of Students or Residence Life offices, may place a restriction on a student found responsible for violating the Student Code of Conduct, such as restrictions for athletes or the denial of access to the Study Abroad Program, On-Campus Parking, or other privileges.

Students who are suspended or dismissed as a result of disciplinary action are not eligible for reimbursement of tuition or housing/board fees.

Salve Regina University maintains a policy of zero tolerance for sexual harassment and sexual violence, regardless of the sexual orientation or gender identity of individuals involved. Zero tolerance means the University will remedy all unwelcome conduct of a sexual nature and will impose serious sanctions on anyone who violates this policy. Any student, staff

member, faculty, or administrator found to have violated this policy shall be subject to appropriate disciplinary action, up to and including expulsion or termination. Resolution by the University is intended to bring an end to harassing or discriminatory conduct, prevent its recurrence and remedy the effects on the complainant and the community.

Information on the University's Sexual Harassment and Sexual Violence Policy and Procedures as it pertains to its employees can be found in the staff handbook at the link at the bottom of this page:

Anonymous Reporting

If you are sexually assaulted and do not want to pursue action within the University system or the criminal justice system at this time, you may still want to consider having an anonymous report made. The report form is available at Counseling Services, Health Services, the Dean of Students Office, and the Title IX Coordinator's Office; the details of the incident can be reported to the Office of Safety and Security without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter private while taking steps to ensure future safety for yourself and others. With such information, the University can keep accurate records about the number of assaults involving students; determine whether there is a pattern of assaults with regard to particular location, method, or assailant; and alert the campus community to potential danger.

www.salve.edu/sites/default/files/filesfield/documents/Staff_Handbook_0.pdf

www.salve.edu/sexual-misconduct-anonymous-reporting-form

University Primary Prevention and Awareness Programs:

The University recognizes the importance of providing education and training to prevent dating violence, domestic violence, sexual assault and stalking. These issues are addressed through the New Student Seminar, Campus Life, and a variety of other programs. Residence Life staff and Safety and Security staff are specifically trained to respond to these situations. In-service training is available for staff and faculty. Salve Regina University prohibits the crimes of domestic violence, dating violence, sexual assault and stalking.

The above named issues are addressed through the First Year Transitions course, Residence Hall programming, and a variety of other programs listed below:

First Year Transitions

These courses are offered to first year students to discuss the University Sexual Misconduct policy, alcohol and drug abuse and the definition of consent. Instructors will also identify and discuss the resources available to victims of sexual assault and the consequences of violating the University Sexual Misconduct policy.

“Civility/Alcohol and Sexual Violence Awareness”

Every Fall Semester, all first year students go through a one hour program during Exploriation (by the speakers from Safe and Civil Campus) that proactively addresses the topics of sexual assault, dating violence, stalking, civility, alcohol, and bystander invention, as well as other Title IX and VAWA compliant sexual assault prevention information. (annually)

“My Student Body”

My Student Body is designed to reduce risky student behavior using strategies that research has shown are most effective—motivational, attitudinal, and skill-training interventions. More than a one-time-through prevention course, MyStudentBody is available for information on drugs, alcohol, sexual violence, and other health and wellness issues that can affect their academic success. (annually)

Responsible Employee Training

The Office of Human Resources conducts Responsible Employee Training. Salve Regina has adopted a policy that defines all employees as mandatory reporters. Employees who learn about sexual harassment, discrimination or sexual assault are expected to promptly contact the Title IX coordinator or deputy Title IX coordinator, who will then notify the Office of Safety and Security and other appropriate University officials. Failure to report an allegation of sexual harassment, discrimination or sexual violence may result in disciplinary action, up to and including termination (annually).

Workplace Harassment Training

Salve Regina recognizes the importance of providing education and training on the subjects of sexual violence and sexual harassment, dating violence, domestic violence and stalking. All employees are required to complete annual harassment prevention training and mandatory reporting training, and in-service training is periodically provided to new employees, supervisors and faculty.

The University will take all reasonable steps to ensure that the policy prohibiting sexual violence and sexual harassment is followed by students, employees, supervisors and others who have contact with members of the campus community. The prevention plan includes online and in-service training sessions, ongoing monitoring of the University and annual distribution of policies and procedures to employees (new employees).

“The Hunting Ground”

A documentary film shown to students and other community members about sexual assault on college campuses and the challenges that both students and universities face. The film follows survivors as they pursue their education while fighting for justice - despite retaliation, harassment and pushback at every level (annually).

Prevention of a Sexual Offense

Creating awareness that people can be and often are sexually assaulted by friends, family, neighbors, dates, acquaintances, co-workers, strangers, etc. You cannot assume that you will not be a victim of harassment, sexual assault, or rape – even on a college campus. Regardless of what you did or did not do, if you are assaulted, remember it is not your fault, and you have the right to take action through the University conduct system and the criminal justice system as well (throughout the year).

“Bringing in the Bystander”/Bystander Intervention

The bystander model is an innovative approach to the widespread problem of sexual violence prevention across campuses and other communities. The bystander model gives all community members a specific role, which they can identify with and adopt in preventing the community problem of sexual violence. This role includes interrupting situations that could lead to assault before it happens or during an incident, speaking out against social norms that support sexual violence, and having skills to be an effective and supportive ally to survivors. (annually)

Safe and Positive Options for Bystander Intervention

- Notice the Incident. Bystanders first must notice the incident taking place. Obviously, if they don't take note of the situation there is no reason to help.
- Interpret Incident as Emergency. Bystanders also need to evaluate the situation and determine whether it is an emergency, or at least one in which someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help
- Assume Responsibility. Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present responsibility for helping is diffused. If a lone bystander is present he or she is more likely to assume responsibility.
- Attempt to Help. Whether this is to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security.

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Tips for Intervening

In a situation potentially involving sexual assault, relationship violence, or stalking:

- Approach everyone as a friend

- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Keep yourself safe
- If things get out of hand or become too serious, contact Security or the police

Options

- Step in and separate two people. Let them know your concerns and reasons for intervening. Be a friend and let them know you are acting in their best interest. Make sure each person makes it home safely
- Use a distraction to redirect the focus somewhere else: “Hey, I need to talk to you.” or “Hey, this party is lame. Let's go somewhere else.”
- Evaluate the situation and people involved to determine your best move. You could directly intervene yourself, or alert friends of each person to come in and help. If the person reacts badly, try a different approach.
- Recruit the help of friends of both people to step in as a group.
- Divert the attention of one person away from the other person. Have someone standing by to redirect the other person's focus. Commit a party foul (i.e. spilling your drink) if you need to.

Risk Reduction

Risk reduction means 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.

Risk Reduction Tips

Tips like these tend to make victims feel blamed if a sexual assault occurs. Salve Regina University believes it is never the victim's fault and these tips are offered in the hope that recognizing patterns can help men and women reduce the risk of victimization. That said,

only a rapist or an empowered bystander can intervene to prevent a rape or assault. Generally, an assault by a known offender will follow a four-step pattern:

1. An individual's personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
2. If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively.
3. The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
4. The victim feels trapped or unable to be assertive and is raped or assaulted.

Decisive action early in an encounter may be the key to avoiding an assault. An individual who can combine assertiveness and self-defense skills, and who is self-confident and definite in his/her interactions with others, is less likely to become a victim of assault. If the individual can assertively defend his/her rights initially, he/she has a better chance of avoiding being assaulted than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

1. Make your limits known before things go too far.
2. Give clear messages. Say "yes" when you mean yes and "no" when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor "NO" clearly and loudly, like you mean it.
3. Try to extricate yourself from the physical presence of a sexual aggressor.
4. Grab someone nearby and ask for help.
5. Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Watch out for your friends and ask that they watch out for you. A real friend will intervene if you are about to make a mistake. Respect them if they do.
7. Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, gestures and eye contact.
8. Be forceful and firm when necessary. Don't be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.

9. Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow 'politeness' to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
10. Trust your feelings or instincts. If a situation does not feel comfortable to you or you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.

If you find yourself in a position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you reduce your risk of being accused of sexual misconduct.

1. Do not make assumptions about:
 - a. Consent;
 - b. Someone's sexual availability;
 - c. Whether a person is attracted to you;
 - d. How far you can go; or
 - e. Whether a person is physically or mentally able to consent to you.

(If there are any questions or ambiguity then you DO NOT have consent)

2. Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you yet. You need to respect the timeline with which your partner is comfortable.
4. Do not take advantage of someone's drunkenness or drugged state, even if he/she did it to him/herself.
5. Realize that your potential partner could be intimidated by you or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.
6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
7. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.
8. Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

Prevention Tips:

- Keep all doors and windows secured at home and in your residence hall room whether or not you are there. A high percentage of sexual assaults occur in the victim's place of residence.
- Do not prop open security doors.
- Be especially aware of security during vacation periods when there are fewer people on campus.
- Use paths that are well populated when you walk, jog, or bike.
- If you wear earphones while jogging or biking, be advised that they reduce your awareness as well as your ability to hear.
- Don't hitchhike – ever.
- Have your keys ready in your hand when going to your car.
- Your car doors should be locked and the windows up when parked and when you're driving through stop and go traffic
- Never walk alone in secluded areas.
- Take special precautions in parking lots, stairwells, elevators, bathrooms, and dark areas with shrubbery. Studies show that many assaults by strangers occur in these places.
- If you suspect that you are being followed, go to a place where there are other people as soon as possible. If you choose to run, run as fast as you are able and scream to attract attention or summon help.
- Follow your instincts. If you sense that you may be at risk or in danger, try to get out of the situation. For example, if you see a suspicious looking person or someone who makes you feel uncomfortable, leave the area. Report your suspicions to the Office of Safety and Security.

How to Prevent Acquaintance Rape:

- Say "no" when you mean "no." Communicate your limits clearly. Know what you are feeling and express yourself clearly.
- Be assertive. Passivity might be misinterpreted as permission. Be direct and firm with someone who is pressuring you sexually. If someone starts to offend you, respond promptly and firmly. Overly polite approaches might be misunderstood or ignored.
- Trust your intuition. If you feel you are being pressured into unwanted sexual relations, do not hesitate to express your unwillingness, even if it might appear rude. Leave the situation as soon as possible.

- Think ahead about getting home. Be prepared when you are away from home to be able to leave the situation if necessary. Coordinate plans with friends and arrange transportation. Always carry cab fare.
- Attend large parties with friends you can trust. Agree to look out for one another.
- Avoid excessive use of alcohol and drugs. Alcohol and drugs interfere with clear thinking, effective communication, and your ability to respond in your own best interest. Remember: the legal drinking age in Rhode Island is 21.
- If by force or threats you compel a person to have sex against one's will – even if you know the person or have had consensual sex before – you are committing a rape. Even if you think the person has been teasing and leading you on. Even if you have heard that people say "no" but mean "yes." Even if you think it's manly to use force to get your way.
- Being turned down for sexual relations is not necessarily a rejection of you personally. A person who says "no" to sexual relations is expressing one's un- willingness to participate in a specific act at a specific time.
- Accept your partner's decision. "No" means "no." Don't read in other meanings. Don't continue after the person says "no."
- Don't assume that just because a person flirts or dresses in a manner you consider sexually arousing that the individual wants to engage in sexual relations.
- Watch your beverage to avoid victimization through the addition of a date rape drug such as GHB or Rohypnol.
- Don't assume that previous permission for sexual relations means a person is under a continuing obligation to have sex with you.
- Don't assume that your date wants the same degree of intimacy that you do.
- Don't assume spending money on a date entitles you to sex.
- Don't force anyone either verbally or physically to have sex with you.
- Don't allow others to attempt forced sex with another person.

Alcohol and Other Drugs – Statement addressing Possession, Use and Sale

The University is strongly committed to achieving a living and learning environment that promotes the University's mission. University policy is intended to educate members of the University community about the health risks associated with the use and abuse of alcohol and other drugs and about the campus and community resources available for counseling and therapy. The university complies with all federal, state and local laws concerning alcohol and illegal drugs.

Standards of Conduct

Offenses Involving Alcohol, Substances, Products and Drugs, including but not limited to use, possession, manufacturing, distribution, or being in the presence of intoxicants (e.g. alcohol), illegal drugs, drug-related paraphernalia (e.g., rolling papers, grinders, bong or pipe), including legal materials when used for drug-related purposes or other controlled substances, except as expressly permitted by law and as expressly permitted by University regulations; intoxication by any person.

All chemicals, substances, prescriptions, or other products that have mood-altering capabilities are prohibited, except by their intended user and directed by their medical provider. Alcoholic beverages may not, in any circumstance, be used by, possessed by, be in the presence of, or distributed to any person under twenty-one (21) years of age. This includes drinking games and/or possession of a drinking game or the use or possession of board games, game table, ice luge, beer funnel, beer tap or other device that promotes or encourages abusive drinking. For more information, see "Alcohol and Other Drugs", in Policies and Procedures of the Student Handbook, p.38, also "Residence Life Alcohol Policy" in Residence Life p.36.

Alcohol (Under 21 years of age)

Salve Regina University does not allow alcoholic beverages or related drinking paraphernalia of any kind in residence facilities that house students who are under the legal drinking age (21). Students who are found in possession or in the presence of alcohol are in violation of University policy. Moreover, intoxicated students will be subject to disciplinary action and may be required to be transported to the hospital for treatment. Empty alcohol bottles used in a student's room for decoration are prohibited.

1. The sale of alcoholic beverages is prohibited except in designated venues at times and dates specified by the University.
2. In the State of Rhode Island, it is against the law for persons under 21 years of age to possess or consume alcohol of any kind. The University enforces all federal, state and local laws concerning possession and/or consumption of alcohol. However, enforcement options may include criminal charges as well as a referral to the Dean of Students Office or the Office of Residence Life for possible disciplinary sanctions.
3. The furnishing of alcoholic beverages to underage persons is also against the Rhode Island state law.
4. Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile or public area.

Alcohol (21 years of age and older)

Salve Regina University extends the privilege of possessing alcohol to those students 21 years of age and older in designated areas. Those students wishing to take advantage of this privilege must complete and sign the Alcohol Policy Participation Form with the Area Coordinator that oversees their residence hall. Students who register via the Alcohol Policy Participation form agree to behave in accordance with University policies and procedures governing alcohol consumption on campus and appropriate student conduct

- Alcoholic beverages are permitted in the following residence halls: Nethercliff Main, Nethercliff Carriage House, Graystone Apartments, Fairlawn Apartments, Ochre Lodge Annex, Stoneacre Apartments, 204 Ruggles, 134 Webster, 80 Victoria, 26 Lawrence.
- Possession by a student, 21 or older in a designated area may not exceed the following limits of alcohol (limits apply to full, partially full and empty containers): Twelve 12-ounce beers, malts, coolers, Or Two 750 ml. bottles of wine, Or One pint of hard liquor up to 80 proof.
- Students may not possess full or empty common sources of alcohol regardless of size. A common source of alcohol includes but is not limited to: kegs, pony kegs, beer balls, punch bowls, jello shots, etc.
- Hard liquor over 80 proof is not permitted. (grain alcohol, 151 Rum etc.)

- The total amount of alcohol in a student's room, apartment or suite may not exceed the total amount permitted for each resident age 21 or older. All alcohol must be stored in an enclosed area.
- Possession of a drinking game or the use or possession of a board game, game table, ice luge, drinking funnel, beer tap or other device that promotes or encourages abusive drinking is not permitted.
- A gathering of students where alcohol is present and being consumed cannot consist of more than double the occupancy of that specific room, apt. or suite (including the residents of that area) and all guests present must possess IDs specifying proof of age 21 or older. No guest under 21 is permitted at gatherings where alcohol is present
- A gathering of students may be terminated at any time when University officials determine the gathering presents a threat to the health and/or safety of the community, is a disruption to the community, or is in violation of any University policies.
- The University reserves the right to limit and/or dispose of any excessive or unsafe amounts of alcohol at the discretion of University officials. The regulation or limitation on possession and storage in no way is meant to suggest that the consumption of the permitted amounts or any variation of during a single episode is safe, healthy or appropriate.
- Alcohol is not permitted in any residence hall common area. The consumption of alcohol is limited to the indoor area of the host's residence only. Under no circumstance shall an open container of alcohol be permitted anywhere outdoors. Students must not disrupt the learning and living activities of others.
- An individual student's privilege to possess alcohol may be terminated or suspended at any time based upon violation of this policy, violation of law, misuse of alcohol, or other failure to prove responsible use. The University reserves the right to determine the responsible use of alcohol under all circumstances.
- Alcoholic beverages are not permitted in the following residence halls at any time: Miley Hall, Walgreen, Hunt Hall, Reefer Hall, Moore Hall, Ochre Lodge, Founders, William Watts Sherman, Wallace Hall, The Young Building, Conley Hall, Hedges, 87 Victoria, Carnlough Cottage, Narragansett Main, I, and II.
- Because the health and safety of Salve Regina students is of paramount importance, we ask that if at any time you feel a fellow student is at risk due to alcohol consumption, you immediately contact your RA, Area Coordinator, or the Office of Safety and Security (341-2325).

Drugs

All federal, state, and local laws regarding illegal drugs will be strictly enforced. Specifically, the transport, possession, possession with intent to manufacture, purchase, sale, distribution, use, or being in the presence of illegal drugs or controlled substances is prohibited and may be punishable by suspension or dismissal from the University. Prescription drugs must be taken by patients only for the intended use and in the prescribed manner as directed by their doctor. Possession of drug-related paraphernalia is prohibited (e.g. marijuana rolling papers, bong or pipe). All chemicals, substances or other products that have mood-altering capabilities are prohibited except for their intended use.

Unfounded Crimes

The University may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report. The University Office of Safety and Security must report and disclose in its annual security report statistics the total number of crime reports of this section that were "unfounded" and subsequently withheld from its crime statistics pursuant to this section during each of the three most recent calendar years.

Annual Crime Statistics

The following statistics represent those categories which are reportable under the Crime Awareness and Campus Safety Act of 1990. These statistics are for the calendar years indicated. If you should have any questions contact the Director of Safety and Security at (401) 341-2334. The information regarding 'public property' was obtained from the Newport, Middletown, Portsmouth, and Warwick Police departments. Salve Regina maintains athletic fields in Newport, Middletown and Portsmouth, and non-residential academic facility in Warwick.

2012 – 2014 Newport Campus

Crimes	On Campus			Non-Campus			Public Property			Residence Halls		
	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible	2	1	2	0	0	0	0	1	0	2	0	2
Fondling	2	-	-	0	-	-	0	-	-	2	-	-
Sex Offenses: Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	-	-	0	-	-	0	-	-	0	-	-
Statutory	0	-	-	0	-	-	0	-	-	0	-	-
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	3	0	0	0	0	0	0	0	0	1
Burglary	3	1	2	0	0	0	0	0	0	3	1	2
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	1	0	-	0	1	-	0	0	-	1	0	-
Dating Violence	1	0	-	0	0	-	0	0	-	1	0	-
Stalking	0	0	-	0	0	-	0	0	-	0	0	-
Drug Violations	0	0	3	0	0	0	0	0	0	0	0	3
Arrest	0	0	3	0	0	0	0	0	0	0	0	3
Judicial Referrals	19	11	26	0	0	0	0	0	0	19	11	26
Liquor Violations	0	0	2	0	0	0	0	0	0	0	0	0
Arrest	0	0	2	0	0	0	0	0	0	0	0	0
Judicial Referrals	175	184	225	0	0	0	0	0	0	175	184	225
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Judicial Referrals	0	1	0	0	0	0	0	0	0	0	1	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	1	0	0	0	0	0	1	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Intimidations	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	-	0	0	-	0	0	-	0	0	-
Dating Violence	0	0	-	0	0	-	0	0	-	0	0	-
Stalking	0	0	-	0	0	-	0	0	-	0	0	-
Unfounded Crimes	0	-	-	0	-	-	0	-	-	0	-	-

2012 - 2014 Warwick Facility (Non-Residential)

Crimes	On Campus			Non-Campus			Public Property			Residence Halls		
	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	-	-	0	-	-	0	-	-	0	-	-
Sex Offenses: Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	-	-	0	-	-	0	-	-	0	-	-
Statutory	0	-	-	0	-	-	0	-	-	0	-	-
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	-	-	-	0	-	-	-	0	-	-	-
Dating Violence	0	-	-	-	0	-	-	-	0	-	-	-
Stalking	0	-	-	-	0	-	-	-	0	-	-	-
Drug Violations Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Judicial Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Violations Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Judicial Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Judicial Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Intimidations	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	-	-	0	-	-	0	-	-	0	-	-
Dating Violence	0	-	-	0	-	-	0	-	-	0	-	-
Stalking	0	-	-	0	-	-	0	-	-	0	-	-
Unfounded Crimes 0	-	-	0	-	-	0	-	-	0	-	-	

Annual Fire Reporting/2014

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions of higher education by August 2010 to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Salve Regina University.

General Statement of Salve Regina University Resident Housing

All University owned and operated residence halls and apartments are in compliance with Rhode Island State Fire codes.

Residence Hall	Fire Detection System (smoke detectors)	Fire Suppression System (sprinklers)	Fire Extinguishers	Supervised Monitoring System	Fire Drills	Evacuation Placard
Miley Hall	Yes	Yes	Yes	Yes	4	Yes
Walgreen Hall	Yes	Yes	Yes	Yes	4	Yes
Hunt Hall	Yes	Yes	Yes	Yes	4	Yes
Reefe Hall	Yes	Yes	Yes	Yes	4	Yes
Moore Hall	Yes	Yes	Yes	Yes	4	Yes
Ochre Lodge	Yes	Yes	Yes	Yes	4	Yes
Nethercliff Main	Yes	Yes	Yes	Yes	4	Yes
Hedges	Yes	Yes	Yes	Yes	4	Yes
Founders Hall	Yes	Yes	Yes	Yes	4	Yes
Young Building	Yes	Yes	Yes	Yes	4	Yes
Narragansett Main	Yes	Partial System*	Yes	Yes	4	Yes
Conley Hall	Yes	Yes	Yes	Yes	4	Yes
Watts-Sherman	Yes	Yes	Yes	Yes	4	Yes

* A partial system is defined as having sprinklers in the common areas only

Apartment	Fire Detection System (smoke detectors)	Fire Suppression System (sprinklers)	Fire Extinguishers	Supervised Monitoring System	Fire Drills	Evacuation Placard
Narragansett I	Yes	No	Yes	Yes	4	Yes
Narragansett II	Yes	No	Yes	Yes	4	Yes
Nethercliff Garage	Yes	No	Yes	Yes	4	Yes
Nethercliff Carriage	Yes	No	Yes	Yes	4	Yes
204 Ruggles	Yes	Yes*	Yes	Yes	4	Yes
Fairlawn (1-6)	Yes	No	Yes	Yes	4	Yes
Graystone	Yes	Yes	Yes	Yes	4	Yes
74 Victoria	Yes	No	Yes	Yes	4	Yes
80 Victoria	Yes	No	Yes	Yes	4	Yes
87 Victoria	Yes	Yes*	Yes	Yes	4	Yes
134 Webster	Yes	No	Yes	Yes	4	Yes
26 Lawrence Ave	Yes	Yes*	Yes	Yes	4	Yes
Carnlough Cottage	Yes	No	Yes	Yes	4	Yes
Stoneacre	Yes	No	Yes	Yes	4	Yes
Ochre Lodge Annex	Yes	Yes	Yes	Yes	4	Yes

* 13D Residential sprinkler system

Fire Safety Improvements and Upgrades

Salve Regina University reviews the fire safety systems in our residence halls and apartments and will make upgrades, repairs or revisions when problems are identified. Licensed technicians certify these systems are properly working as prescribed by Rhode Island State Fire Codes.

Fire Safety Education - Office of Safety and Security

Overview

Safety and Security fire safety education begins during the Orientation sessions with a video discussing fire safety and with various handouts pertaining to this issue. The article below is provided to all parents and students during Orientation and is on line:

“Fire Safety is Everyone’s Concern”

Michael A. Caruolo

Director of Safety and Security

Each year college and university residence hall fires lead to injury, millions of dollars of property damage and even loss of life at American colleges and universities. The Salve Regina Office of Safety and Security firmly believes that the first step in fire safety is education. Education can help prevent a large percentage of fires. An informed student body will be less careless and can avoid conditions that start fires.

Campus fire safety is a serious concern as witnessed by the many opportunities to learn about fire safety. Fire safety education at Salve Regina begins with freshman Orientation. At Orientation you are educated regarding those items that are not permitted in any of the residence halls. These include candles, incense, cooking appliances, ceiling decorations, space heaters, halogen lamps, black lights and lava lamps. The walls in your room cannot be covered with paper products beyond ten percent. Statistically, these particular items are some of the leading causes of fires on college and university campuses. You are further educated regarding the proper size microwave and refrigerators permitted in your room and in the use of a heavy-duty extension cord to be used in conjunction with a surge protector. The installation of a fire evacuation route and a separate evacuation safety procedure list in each residence hall room is a further step in the student’s education.

Salve Regina’s Offices of Safety and Security, Residence Life and Facilities work in daily partnership to prevent and seek solutions to any fire safety issues that may arise in the residence halls and apartments. Constant attention is also paid to fire safety during quarterly inspections of sprinkler systems, smoke alarms, heat sensors, and commercial kitchen suppression systems by licensed technicians. The three room inspections and four fire drills per academic year are also tools by which we educate you and help to ensure campus fire safety. Two of these four fire drills are regarded as ‘obstructed drills’ where we pre-position Safety and Security Officers at the main exits to the building. When the alarm is sounded we do not allow you to leave via this main exit. This educates you regarding alternate means to exit the buildings in the event of a true emergency.

Safety and Security also works closely with the Newport Fire Department in taking steps to help ensure campus fire safety. These professional firefighters are frequent visitors to our campus where they walk through the buildings inspecting and planning for a possible emergency. At Salve Regina we believe that preventing fire with education, planning and preparation is the key to campus fire safety.

Fire Safety Education - Office of Residence Life

Overview

Residence Life fire safety policies are in the student handbook and are discussed with residents when they move into the residence hall or apartment. The handbook reads:

Fire Safety Inspection

“At least three fire safety inspections of student rooms, corridors and common areas will be conducted during the academic year by a member of the Residence Life staff and, at times, a member of Safety and Security. One announced inspection will occur before the end of September. A notice with date and purpose will be prominently posted in residence halls at least 24 hours ahead of time. Unannounced inspections can occur at any time. When a student’s room is unoccupied at the time of inspection, a pass-key will be used to gain entrance and a copy of a report noting any violations will be left in the room. When a room has violations, the Area Coordinator will forward a written report to the student(s) involved. All violations are subject to fines. Prohibited items will be confiscated in the interest of safety and may not be returned.”

Fire Safety Regulations

“In the event of a fire, the nearest fire alarm pull station should be pulled. If possible, telephone Safety and Security using the emergency telephone number (401)341-2325. The Safety and Security Office has direct telephone lines to the Newport Fire Department. If you decide to telephone 911, be sure to provide your specific building/room location. Fire safety regulations are established and maintained by the Director of Safety and Security.

All fire and safety hazards are prohibited in residence facilities. These include but are not limited to: open flames and objects that create them, and flammable material and decorations or furnishings that use them. Specific examples are: candles, incense, cooking appliances, hot plates, decorative lights, irons, ceiling decorations, wall coverage beyond 10%, space heaters, halogen lamps, neon signs, and multi-sockets. All extension cords, with the exception of a single socket heavy duty cord, are prohibited. This cord should be used to extend the reach of a surge protector.

Areas of ingress and egress, from both individual rooms and common areas of residence facilities must be kept unobstructed. Tampering with or misuse of fire safety equipment is prohibited and may result in dismissal from the Residential Life Program and

the University, in addition to a fine of up to \$500. Students who do not immediately vacate a building during fire drills are subject to judicial proceedings. As a result of judicial proceedings, students are held financially liable for replacement of items damaged or destroyed as a result of a fire and/or safety violation and may face criminal charges.”

Fireworks, Explosives or Dangerous Chemicals

“Transport, possession, manufacture, use, sale, or distribution of fireworks, ammunition, explosives, flammable liquids, and all other hazardous materials are not permitted in the residence halls.” Violation of this policy may result in judicial proceedings and/or criminal charges.

Fire Safety Information:

Open Flames Policy

Residence Life policies prohibit open flames, candles, smoking indoors, modification of fire safety devices (sprinklers, smoke detectors, extinguishers, etc), and initiating false alarms. Further, campus policies prohibit storage and use of hazardous materials inside all University housing.

Any appliance with an open coil heating element is a fire hazard and is not allowed, such as: hot plates, space heaters, toaster/toaster ovens and indoor/outdoor grills. The following items are not permitted in any residence hall or apartment:

- candles
- incense
- smoking (no smoking in any university building)
- cooking appliance (a few apartments do have stoves)
- iron (evidence of use in room)
- ceiling decorations
- space heater
- halogen lamp
- spider lamp
- lava lamp
- neon signs
- wall coverage cannot be beyond ten percent
- nothing placed on the ceiling
- light weight or multi-headed extension cords

The following items are permitted and can be used in the residence halls and apartments:

- surge protectors (UL approved)
- heavy duty extension cord (one single headed cord used to extend the reach of the surge protector)
- Microwave (.6 cubic foot size – one per room)
- refrigerator (2 .5 cubic foot size – one per room)

Smoking

Salve Regina University promotes a smoke-free environment. Smoking is **NOT** permitted at any time in any University building. Per Rhode Island State Law, you must smoke at least 50 feet away from any building entrance. Smoking is prohibited within 50 feet of all University building entrances.

Resident Student Fire Drills and Evacuation Exercises

In keeping with Rhode Island State Fire Codes, campus fire drills are held twice a semester (four times per academic year) for each residence hall and apartment. Fire drills are mandatory supervised evacuations of a building. The fire drills are conducted by the Office of Safety and Security and Residence Life with the assistance of a licensed University electrician.

Two drills (the first and third) are 'obstructed' where we pre-position Safety and Security Officers at the main exits to the building. When the alarm is sounded we do not allow students to leave via this main exit. The purpose is to educate them regarding alternate means to exit the buildings in the event of a true emergency at the traditional exits. Once outside the buildings, students are educated about the assembly locations and are provided with additional fire safety information. Students who fail to evacuate the building during a fire drill are fined and the incident is turned over to Residence Life or the Dean of Students for judicial action.

Records are maintained on these exercises to include the following information: person conducting the drill, date and time, staff members participating, number of occupants evacuated, special conditions such as: obstructed or unobstructed, problems encountered, weather conditions, and time required to complete the evacuation.

Procedures for Student Housing Evacuation:

Students should determine the most direct evacuation route from their room and immediately leave the building when the alarm sounds. No resident may use an elevator during a fire alarm. Residence Life staff and Safety and Security Officers will check to ensure that residents have left the building. It is a violation of Federal Law for anyone to remain inside a building when a fire alarm is sounding. Failure to evacuate the building during a fire drill or fire may result in disciplinary action from the Dean of Student's Office. Fire officials will give the okay to return to the building. Under NO circumstances may a resident return to the building before permission is given.

General Procedures in the case of fire:

Pull the nearest fire alarm and leave via the preplanned evacuation route if safe to do so. Dial 911 or 341-2325 and give your name and location of the fire.

When a fire alarm sounds, occupants should:

Proceed immediately to the nearest unobstructed exit and move a safe distance away from the building. If time permits, close doors and windows behind you.

If there is smoke in the area, remain close to the floor.

Before passing through any door, feel the metal door-knob. If it is hot, do not open the door. Before opening a door, brace yourself against it slightly; if heat or heavy smoke are present, close the door, place a towel at the base and stay in the room.

If you cannot leave the room:

- Open the windows.
- Seal the cracks around doors with clothing or other material, soaked with water if possible.
- Hang an object (bed sheet, jacket, shirt, etc.) out the window to gain attention. Shout for help.
- If possible, call 341-2325 or 911 and report that you are trapped.
- If all exits are found to be blocked, go to a room as far as possible from the fire, close the door, and follow the above procedures.
- As with any emergency, the best advice is to be prepared by familiarizing yourself with the evacuation plans for your building and identifying the nearest exits.

Individual Evacuation Maps

Evacuation maps are posted in each resident room showing the closest means of egress and evacuation routes.

Fire Extinguisher Inspections

A private company inspects and certifies all fire extinguishers annually. The Office of Safety and Security performs a status check of the extinguishers one additional time during each academic year.

Fire Safety Video

Safety and Security produced a fire safety video that is shown on an annual basis to all freshman students in early September when they arrive. The video titled 'New Breaker Fire' is a first-hand account of students discussing in their own words the importance of fire safety.

Fire Log

A fire log is kept at the Office of Safety and Security open to the public during normal business hours. The fire log records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The Fire Log entry, or an addition to an entry, shall be made within two business days of the receipt of information.

Fire Safety in Assembly Occupancies

Salve Regina's policy for fire safety in assembly occupancies defines procedures that ensure compliance with fire safety rules and regulations for University events. Whenever 50 or more people are expected to attend an event inside a Salve Regina owned or leased property, the individual sponsor or representative of the sponsoring organization must review these procedures prior to the event and assure compliance before and during the event (<http://www.salve.edu/safety-and-security/fire-safety>) .

Statistics and Reports of On-Campus Student Housing Fires

Definitions:

Fire

Any instance of open flame or other burning inside a residence hall or apartment in a place not intended to contain the burning (i.e. stove), or in an uncontrolled manner.

Fire Drill

A supervised practice of a mandatory evacuation of a building for a fire.

Fire Related Injury

Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire Related Death

Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire.

Fire Safety System

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: sprinkler or other fire extinguishing systems. Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns or strobe lights. Fire doors and walls that reduce the spread of a fire.

Value of Property Damage

The estimated value of the loss of the structure and contents.

Annual Fire Statistics

The statistics are based on the 2012 - 2014 calendar years.

2014 Annual Fire Reporting Statistics

Residence Hall or Apartment	Total Fire in Each Building	Date/ Time of Incident	Cause of fire	Number of Injures	Number of Deaths	Value of Property Damaged Caused
Miley Hall	0	0	0	0	0	0
Walgreen Hall	0	0	0	0	0	0
Hunt Hall	0	0	0	0	0	0
Reefe Hall	0	0	0	0	0	0
Moore Hall	0	0	0	0	0	0
Ochre Lodge	0	0	0	0	0	0
Nethercliff Main	0	0	0	0	0	0
Hedges	0	0	0	0	0	0
Founders Hall	0	0	0	0	0	0
Wallace Hall	0	0	0	0	0	0
Young Building	0	0	0	0	0	0
Narragansett Main	0	0	0	0	0	0
Conley Hall	0	0	0	0	0	0
Watts-Sherman	0	0	0	0	0	0
Narragansett I	0	0	0	0	0	0
Narragansett II	0	0	0	0	0	0
Nethercliff Garage	0	0	0	0	0	0
Nethercliff Carriage	0	0	0	0	0	0
204 Ruggles	0	0	0	0	0	0
Fairlawn (1-6)	0	0	0	0	0	0
Graystone	0	0	0	0	0	0
74 Victoria	0	0	0	0	0	0
80 Victoria	0	0	0	0	0	0
87 Victoria	0	0	0	0	0	0
134 Webster	0	0	0	0	0	0
162 Webster	0	0	0	0	0	0
Carnlough Cottage	0	0	0	0	0	0
Stoneacre	0	0	0	0	0	0
Ochre Lodge Annex	0	0	0	0	0	0
026 Lawrence	0	0	0	0	0	0

2013 Annual Fire Reporting Statistics

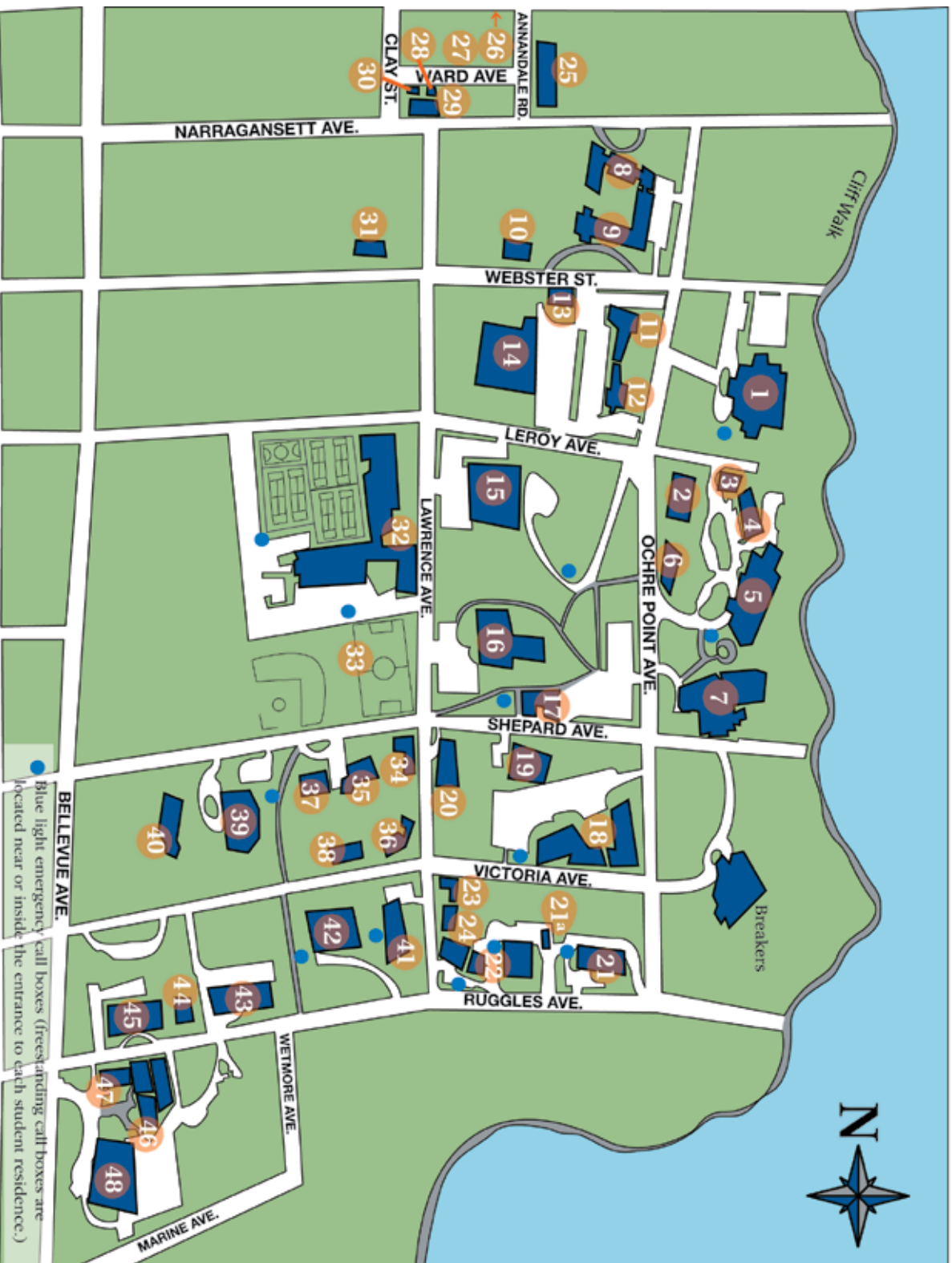
Residence Hall or Apartment	Total Fire in Each Building	Date/ Time of Incident	Cause of fire	Number of Injures	Number of Deaths	Value of Property Damaged Caused
Miley Hall	0	0	0	0	0	0
Walgreen Hall	0	0	0	0	0	0
Hunt Hall	0	0	0	0	0	0
Reefe Hall	0	0	0	0	0	0
Moore Hall	0	0	0	0	0	0
Ochre Lodge	0	0	0	0	0	0
Nethercliff Main	0	0	0	0	0	0
Hedges	0	0	0	0	0	0
Founders Hall	0	0	0	0	0	0
Wallace Hall	0	0	0	0	0	0
Young Building	0	0	0	0	0	0
Narragansett Main	0	0	0	0	0	0
Conley Hall	0	0	0	0	0	0
Watts-Sherman	0	0	0	0	0	0
Narragansett I	0	0	0	0	0	0
Narragansett II	0	0	0	0	0	0
Nethercliff Garage	0	0	0	0	0	0
Nethercliff Carriage	0	0	0	0	0	0
204 Ruggles	0	0	0	0	0	0
Fairlawn (1-6)	0	0	0	0	0	0
Graystone	0	0	0	0	0	0
74 Victoria	0	0	0	0	0	0
80 Victoria	0	0	0	0	0	0
87 Victoria	0	0	0	0	0	0
134 Webster	0	0	0	0	0	0
162 Webster	0	0	0	0	0	0
Carnlough Cottage	0	0	0	0	0	0
Stoneacre	0	0	0	0	0	0
Ochre Lodge Annex	1	March 23 8:47 pm	toaster	0	0	0
26 Lawrence	0	0	0	0	0	0

2012 Annual Fire Reporting Statistics

Residence Hall or Apartment	Total Fire in Each Building	Date/ Time of Incident	Cause of fire	Number of Injures	Number of Deaths	Value of Property Damaged Caused
Miley Hall	0	0	0	0	0	0
Walgreen Hall (formerly New Residence)	0	0	0	0	0	0
Hunt Hall	0	0	0	0	0	0
Reefe Hall	0	0	0	0	0	0
Moore Hall	0	0	0	0	0	0
Ochre Lodge	0	0	0	0	0	0
Nethercliff Main	0	0	0	0	0	0
Hedges	0	0	0	0	0	0
Founders Hall	0	0	0	0	0	0
Wallace Hall	0	0	0	0	0	0
Young Building	0	0	0	0	0	0
Narragansett Main	0	0	0	0	0	0
Conley Hall	0	0	0	0	0	0
Watts-Sherman	0	0	0	0	0	0
Narragansett I	0	0	0	0	0	0
Narragansett II	0	0	0	0	0	0
Nethercliff Garage	0	0	0	0	0	0
Nethercliff Carriage	0	0	0	0	0	0
204 Ruggles	0	0	0	0	0	0
Fairlawn (1-6)	0	0	0	0	0	0
Graystone	0	0	0	0	0	0
74 Victoria	0	0	0	0	0	0
80 Victoria	0	0	0	0	0	0
87 Victoria	0	0	0	0	0	0
134 Webster	0	0	0	0	0	0
162 Webster	0	0	0	0	0	0
Carnlough Cottage	0	0	0	0	0	0
Stoneacre	0	0	0	0	0	0
Ochre Lodge Annex	0	0	0	0	0	0
26 Lawrence	0	0	0	0	0	0



Campus Map



LEGEND

1. Ochre Court
2. Our Lady of Mercy Chapel & Spiritual Life Center
3. Marian Hall
4. Angelus Hall**
5. McAuley Hall**
6. Misto Gatehouse
7. O'Hare Academic Center**
8. Walgreen Hall*
9. Milley Hall*
10. 162 Webster Street*
11. Stonor Hall
12. Drexel Hall
13. Tobin Hall (Security Office)
14. Rodgers Recreation Center
15. Wakehurst**
16. McKillop Library**
17. Munroe Center
18. Hunt/Reefe Halls*
19. Moore Hall*
20. McLean House
21. Ochre Lodge*
- 21a. Ochre Lodge Annex
22. Nethercliffe*
23. 87 Victoria Avenue
24. Graystone Cottages
25. Conley Hall
26. Office of Facilities
27. Grounds Garage and Offices
28. Narragansett I*
29. Narragansett Hall*
30. Narragansett II*
31. 134 Webster Street*
32. Antone Academic Center
33. Reynolds Field
34. 26 Lawrence Avenue*
35. Graduate Studies and Continuing Education**
36. 80 Victoria Avenue*
37. Carnlough Cottage*
38. 74 Victoria Avenue*
39. William Waus Sherman House*
40. President's House
41. The Hedgess*
42. Rounders Hall*
43. Wallace Hall*
44. 204 Ruggles*
45. Stonetrace*
46. Parlawr*
47. French Cottage
48. Young Building*/Pell Center**

* student residences
 ** classrooms and/or faculty offices

Blue light emergency call boxes (free-standing call boxes are located near or inside the entrance to each student residence.)