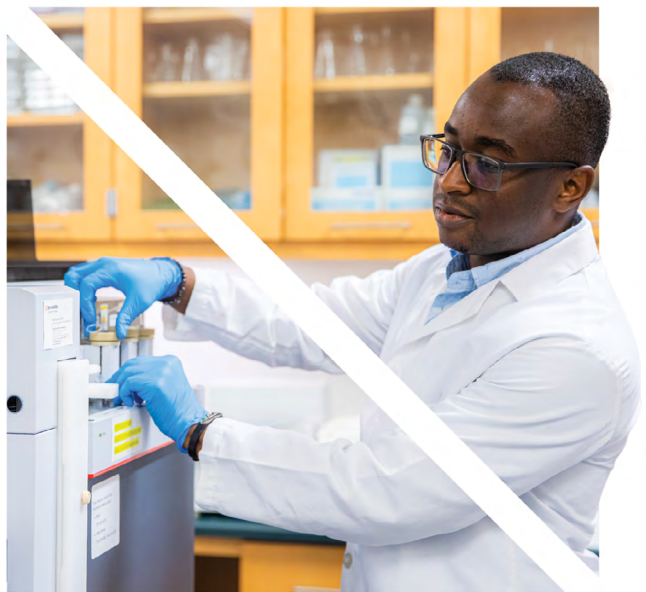


SEXUAL HARASSMENT PROHIBITED BY TITLE IX INFORMATION GUIDE



CHAPMAN
UNIVERSITY



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This guide provides an overview of resources and options available to help prevent and respond to sexual harassment and other sexual misconduct at Chapman University.

The University encourages those who have been impacted by or know someone who has been impacted by sexual harassment and/or other sexual misconduct to speak with the Director of Employee Care or the University’s Title IX Coordinator. Both the Director of Employee Care and the Title IX Coordinator can speak in depth about the resources and options set forth in this guide.

Equal Opportunity Office
 DeMille Hall-Room 140 | One University Drive | Orange, CA 92866 | EO@Chapman.edu

I. CONFIDENTIALITY & PRIVACY

You may find it useful to ask about confidentiality and privacy at the start of your conversations with any of the below University resources.

Confidential – Privileged

Information disclosed to the resources listed below is privileged and, absent special circumstances, generally may not be disclosed without your consent even in a criminal or other proceedings outside of the University:

- Sexual violence counselors providing support
- Licensed mental health clinicians providing diagnosis or treatment
- Clergy members providing religious or spiritual advice or comfort
- Lawyers providing legal advice to clients
- Licensed medical professionals providing medical attention or treatment

Confidential

The University has designated the following resources as confidential. This means that they do not need to notify the Director of Employee Care or Title IX Coordinator when someone discloses concerns of sexual harassment and/or sexual misconduct prohibited by Title IX; however, these resources may be required to reveal the information that was disclosed to them in proceedings outside the University (i.e. criminal proceedings).

- University Faculty Ombudsperson
- University Sexual Assault/Rape Crisis Counselor
- Fish Interfaith Center - Faith Leaders

Private

Information disclosed to these resources is shared only on a need-to-know basis:

- University Title IX Coordinator
- University Director of Employee Care
- All other University Title IX team members

Responsible Employees

All University employees, unless otherwise identified, are considered Responsible Employees. Information disclosed to University employees is treated with the utmost discretion and sensitivity and must be shared with the Director of Employee Care or the University's Title IX Coordinator and otherwise only on a need-to-know basis.



II. CHAPMAN UNIVERSITY RESOURCES

If you, a friend or a colleague have experienced sexual harassment (which includes sexual assault) or other sexual misconduct, or are currently involved in a formal complaint process involving sexual harassment or other sexual misconduct, the University's resources are available to provide both immediate and long-term support and guidance. It may also be useful to ask about confidentiality and privilege at the start of a conversation with a University resource.

Department of Public Safety

**(714) 997-6763 | publicsafety@chapman.edu
418 N. Glassell St., Orange, CA 92866**

The Department of Public Safety (DPS) is committed to facilitating a safe environment conducive to learning, working and personal growth through education, engagement and the development of community partnerships. If you are in immediate danger and need help or want to speak to a specially trained police officer about your situation, call DPS. Contacting DPS does not obligate you to file a formal complaint, file charges or to testify in court. You may also consult with DPS to help determine whether an incident may constitute a criminal offense.

DPS provides timely warnings to the University community when a reported incident involves an alleged crime that constitutes a possible ongoing or continuing threat to the campus community. The University will evaluate each incident on a case-by-case basis to determine if a timely warning will be distributed to the community in a manner consistent with the requirements of the Clery Act. The University shall not publish the name or other identifiable information about the victim of a reported crime in the daily crime log or other statistics that are disclosed as a requirement of the Clery Act. If a timely warning is issued to the campus community due to a report of dating violence, domestic violence, sexual assault, sexual exploitation or stalking, the University will not release the name or identifying information of the Complainant.

Disability Services (students only)

**(714) 516-4520 | ds@chapman.edu
Argyros Forum 203, One University Drive,
Orange, CA 92866**

Disability Services (DS) is committed to providing support services for students to achieve equal access to the education experience. DS approves and coordinates accommodations and services for students with disabilities at the University to help them acquire skills essential to achieve academic and personal success.

Registration with DS is on a voluntary, self-identifying basis. However, services are only available after a student has registered and presented current documentation of the disability from an appropriate specialist or physician. Note: All information and documentation related to a disability are confidential.

Life Assistance Program, Cigna-LAP (employees only)*



(800) 538-3543

The Life Assistance Program (LAP) offers confidential support, guidance and resources that can help you resolve personal issues and meet life's challenges. Employees may access the LAP 24 hours a day, 365 days a year. You and your household family members also receive up to three free face-to-face confidential counseling sessions each year, per issue.

**When accessing the link, go to page 13 for additional LAP information.*

The LAP can help with the following, as well as additional issues:

- Child care and elder care
- Alcohol and drug abuse
- Difficulties in relationships
- Stress and anxiety
- Depression
- Personal achievement
- Emotional well-being
- Grief and loss
- Education
- Financial concerns
- Adoption
- Empty-nesting
- Pet care
- Daily living
- Travel



Equal Opportunity Office



(714) 997-6847 | eo@chapman.edu
DeMille Hall 140, One University Drive
Orange, CA 92866

The Equal Opportunity Office (EOO) is charged with and committed to responding promptly, effectively and in a neutral manner to all disclosed allegations of sexual harassment and other sexual misconduct alleged against a University employee. The EOO staff are trained to investigate formal complaints brought by members of the University community in a fair, impartial and appropriate manner.

The EOO staff are available to meet with members of the community who want to speak about incidents that either involve them directly or may have impacted a friend or colleague. Discussions may include information about supportive measures, the University's policies addressing sexual harassment and other sexual misconduct, and available resources and options.

Albert Roberson
Director of Employee Care
& Deputy Title IX Coordinator
aroberson@chapman.edu
(714) 997-6847

Dawn White
Senior Investigator
dawwhite@chapman.edu
(714) 997-6827

Ethics Point



(888) 493-1870

Ethics Point is a confidential internet and telephone-based reporting tool that provides University faculty, staff and students an anonymous and confidential way to address misconduct in the workplace or classroom. Members of the University community are strongly encouraged to ask questions and raise concerns anonymously via the Ethics Point portal. Reports submitted via this tool are not considered a formal complaint under the Policy on Sexual Harassment Prohibited by Title IX and therefore the University may be limited in their ability to address the submitted concerns.

Submit anonymous reports via Ethics Point, [here](#).

Financial Aid Students Only



(714) 997-6741 | finaid@chapman.edu

The Financial Aid Office supports the University's mission and vision of being a student-oriented institution that provides personalized education to all students and is committed to:

- Providing support and resources to assist students in navigating student financial aid
- Treating all individuals with care and respect
- Providing exceptional customer service
- Maintaining a foundation of respect, integrity and empathy
- Providing financial literacy and guidance regarding federal, state and institutional programs
- Managing federal, state and institutional resources in an efficient, fair and sensitive manner

Fish Interfaith Center



The Fish Interfaith Center offers support and inspiration to every member of the the University community. Its mission is to provide sacred space and inspire individuals as they shape their spiritual journey. The center is staffed with spiritual leaders of various faiths who can provide support for employees and students.

Most of the spiritual leaders within the center are considered confidential when operating in their role as a spiritual leader. It is recommended that you ask about confidentiality and privacy at the start of your conversation with a spiritual leader in the center.

Please see the center's website for contact information.

Frances Smith Center for Individual & Family Therapy



(714) 997-6746 | 501 W. Palm Ave.
Orange, CA 92866

The Frances Smith Center for Individual and Family Therapy offers psychological treatment services to the local community. The center also services University graduate students who have not elected to pay the university health and counseling fee and University undergraduate students who have been referred to the center.

Under the auspices of the University's Marriage and Family Therapy Program (a nationally accredited program by the COAMFTE), the center operates as a non-profit clinic for individuals, couples, families and children.

Faculty Ombudsperson (faculty only)



The Ombudsperson seeks to support a culture and environment that is ethical, civil and fair, and in which mutual understanding can be reached and differences resolved through respectful dialogue and fair processes. The Ombudsperson seeks to promote accountability and fair treatment while providing faculty members of the University community the opportunity to discuss complaints, concerns and problems in an informal, confidential, independent and impartial environment.

Please see the Ombudsperson website for contact information.

Human Resources

(714) 997-6686 | hroffice@chapman.edu
DeMille Hall 140, One University Drive
Orange, CA 92866

The Human Resources Department is committed to working strategically with the University community in identifying and supporting its evolving needs as it achieves and maintains national ranking. It provides leadership and guidance in the development, implementation and administration of programs, policies, procedures and services that promote a work environment encouraging respect, recognition and the value of each individual, and enriching the intellectual, physical, social and spiritual dimensions of University employees.

Sexual Assault/Rape Crisis Counselor **(students only)**

(714) 744-7080 | dasmith@chapman.edu
Argyros Forum 303B, One University Drive
Orange, CA 92866

The University's Sexual Assault/Rape Crisis Counselor is a privileged and confidential resource for students who have experienced sexual assault and/or other forms of sex- or gender-based discrimination. Counselors assist students with learning what their options are for both on- and off-campus support and/or reporting.



Student Health Services **(students only)**

(714) 997-6851 | studenthealth@chapman.edu
402 N. Glassell St., Orange, CA 92866

Student Health Services is staffed with professionally licensed nurses, nurse practitioners and physicians to attend to a range of health-care needs. Some of their services include: first aid (cuts, abrasions, burns, etc.), acute illness (fever, sore throat, sudden pain, vomiting, etc.) and health screening (pregnancy, STDS, etc.). Student Health Services is available to full-time undergraduate students, any other undergraduate student who has paid the Student Health Services fee, and graduate students who have requested their Health Services fee be applied to their account and completed the necessary forms.

Student Psychological Counseling **Services (students only)**

(714) 997-6778 | spcs@chapman.edu
410 N. Glassell St., Orange, CA 92866

The Student Psychological Counseling Services (SPCS) assists University students in functioning effectively in the University environment by assessing and supporting their psychological well-being as they pursue personal and academic goals. SPCS is a department within the Division of Student Affairs, providing telehealth counseling and psychotherapy to students at the University.

Title IX/Dean of Students

The University is deeply committed to creating and sustaining educational, working and living environments that are conducive to learning and scholarship and are supportive of students and employees. Part of this commitment is fostering a campus free of sexual misconduct in all its forms. The University encourages individuals to report prohibited conduct to the University's Title IX Coordinator or the Director of Employee Care. These individuals are available to talk if you have a concern you want to share, have questions about the Title IX investigative process or want to report an incident.

More specifically, the following individuals address matters in which the party alleged to have engaged in the behavior is a student.

Colleen Wood
Assistant Vice President for Student Affairs &
Associate Dean of Students
Title IX Coordinator
Argyros Forum 101
cwood@chapman.edu
(714) 997-6721

Lauren Lockwood
Program Coordinator for Student Affairs
Argyros Forum 205
llockwood@chapman.edu
(714) 532-6056

Stephen Heggem
Program Coordinator for Student Affairs
Argyros Forum 205
heggem@chapman.edu
(714) 532-6039

Cody Garcia-Pusateri
Program Coordinator for Student Affairs
Argyros Forum 205
garciapusateri@chapman.edu
(714) 516-5649

Workplace Accommodations **(employees only)**

(714) 997-6979
accommodations@chapman.edu
DeMille Hall 140, One University Drive
Orange, CA 92866

The University is committed to providing reasonable workplace accommodations to qualified employees with disabilities. Workplace accommodations are intended to assist individuals with disabilities to overcome limitations that interfere with their ability to perform the functions of their job and to enjoy the benefits and privileges of employment.

The Director of Employee Care administers the University's disability-accommodation process for employees.

This process includes determining whether an employee's medical condition constitutes a disability as defined under the Americans with Disabilities Act (ADA), Rehabilitation Act (RA), and California Fair Employment & Housing Act (FEHA) and working to ensure that a qualifying employee has an opportunity to engage in the interactive process. Through the interactive process, HR will engage with the employee, their manager and their physician to provide reasonable accommodations that will enable them to perform the essential elements of their job.

Each request for accommodation is assessed on an individual basis by the Wellness and Leaves Administrator. The first step in the accommodations process is to submit a request. The request form can be found [here](#).

III. COMMUNITY RESOURCES

The following resources can be accessed in Orange County, Los Angeles County, online and or via telephone. These resources are being provided as a convenience and for informational purposes only; they do not constitute an endorsement or an approval by the University. Additionally, you may find it useful to ask about confidentiality and privilege at the start of your conversation with any of these resources.

Hotline/Helpline 

Legal Assistance 

LGBTQIA Services 

Medical 

Victim/Survivor Advocacy 

Other 



1in6 National Helpline 

1in6’s mission is to help men who have had unwanted or abusive sexual experiences live healthier and happier lives and to help their loved ones by providing additional support, information and resources. 1in6 is a free and anonymous helpline chat that is available 24/7.

To access the 1in6 helpline chat, visit: 1in6.org/helpline/.

The Safe Place at AHMC Anaheim Regional Medical Center 

(714) 774-1450 | 1111 W. La Palma Ave. Anaheim, CA 92801

Next to Anaheim Regional Medical Center’s Emergency Department is The Safe Place, a sexual assault examination unit. In order to visit The Safe Place, individuals must be assessed by the medical staff in the Emergency Department to ensure that any and all emergencies are taken care of. After this, any patient who believes that they have been sexually assaulted can meet with law enforcement officials at The Safe Place to submit forensic evidence of such a case.

AHMC Anaheim Regional Medical Center has the only Space Place in Orange County.

Center for the Pacific Asian Family   

(800) 339-3940 | 3424 Wilshire Blvd., Suite 100 Los Angeles, CA 90010

The Center for the Pacific Asian Family (CPAF) is recognized nationally for their pioneering work in domestic violence, sexual assault and child abuse services within the Los Angeles Asian Pacific Islander (API) community. They provide a wide range of comprehensive services, focusing on the needs of survivors who seek to establish independent, violence-free lives. Their services are free of charge, conducted in many API languages. Their services include: a multi-lingual crisis helpline; a sexual assault response team (SART); emergency shelter and transitional housing; counseling and case management; prevention; and technical assistance and training.

Central Justice Center – Victim Witness Specialists 

(714) 834-4350 | 700 Civic Center Drive West, Santa Ana, CA 92701

The Victim Witness Specialists provide direct assistance, information and referral services to victims and witnesses of crimes, while encouraging their cooperation in the investigation of the case and prosecution of the offender. For additional information, contact the Victim/Witness Assistance Program located in each courthouse in Orange County.

Cyber Civil Rights   

844-878-2274

Cyber Civil Rights Initiative’s (CCRI) mission is to combat online abuses that threaten civil rights and civil liberties. CCRI’s five programmatic areas include victim and survivor services; tech policy; legislative reform; research; and outreach.

If you are a victim of nonconsensual pornography, sextortion, deep fakes, or other form of image-based sexual abuse, please visit the CCRI Safety Center, [here](#), for a thorough and detailed step-by-step guide.

If you require additional assistance, please contact the CCRI Image Abuse Helpline (814-878-2274), which is available free of charge, 24/7.

DeafHope   

DeafHope provides support services, including peer counseling, about domestic violence/sexual violence (DVS), support groups, system advocacy and referral to DVS legal services and shelter. They also provide space to explore options for safety and healing that include community-based alternatives to police and court systems.

The best way to meet with a DeafHope advocate is to make an appointment first by email: deafhope@deaf-hope.org.

AIM: DeafHotline
VP: (855) 812-1001

Hearing advocates at the National Hotline are on duty 24 hours.
TTY: (800) 787-3224
Voice: (800) 799-7233

Domestic Violence Assistance (Protective Orders) 

(714) 935-7956

To receive information about temporary restraining orders, call Domestic Violence Assistance. They have a 24-hour recorded message, in English and Spanish, which will advise on where and how to obtain a temporary restraining order. Advocates are available during regular business hours.

East Los Angeles Women’s Center   

24/7 Crisis Hotline | (800) 585-6231

The mission of the East Los Angeles Women’s Center (ELAWC) is to ensure that all women, girls and their families live in a place of safety, health and personal well-being, free from violence and abuse, with equal access to necessary health services and social support, with an emphasis on Latino communities. ELAWC is a bilingual hotline for Spanish-speaking survivors of sexual assault. ELAWC provides an array of innovative and integrated culturally responsive services that build on a foundation of trauma informed, evidence-based services.

FORGE Forward

(414) 559-2123

FORGE is a national transgender anti-violence organization that has been federally funded to provide direct services to transgender, gender non-conforming and gender non-binary survivors of sexual assault. FORGE has served as the only transgender-focused organization federally funded to provide training and technical assistance to providers around the country who work with transgender survivors of sexual assault, domestic and dating violence and stalking. Their work is rooted in two foundational principles: Being trauma-informed and empowerment-focused in all the work they do both with survivors and with victim service professionals.

Contact FORGE by completing the contact form, [here](#).

HEART to Grow

info@heartwomenandgirls.org
hearttogrow.org/ask-us-anything

HEART's mission is to ensure that all Muslims have the resources, language and choice to nurture sexual health and confront sexual violence. Since 2010, they have provided sex education, training, and sexual assault advocacy to nearly 10,000 individuals, organizations and campuses across the country.

Human Options

24/7 Hotline | (877) 854-3594

Human Options ignites social change by educating Orange County to recognize relationship violence as an issue that threatens everyone, advocating for those affected by abuse, extending a safe place for victims and empowering survivors on their journey of healing. Human Options provides a 24-hour hotline, emergency shelter, transitional housing, counseling and support services, safe options for seniors, services for military families, prevention and education, and legal advocacy services.

Jenesse Center

24/7 Hotline | (800) 479-7328

Jenesse Center is a nonprofit domestic violence intervention and prevention organization with a resolute mission: to restore and provide trauma-informed, culturally responsive, holistic, comprehensive services to survivors and families impacted by domestic and sexual violence and to advance prevention modalities to sustain healthy and safe communities free of violence. Jenesse works locally, nationally and globally to shine a light on violence against women, girls, men and boys and advocates the basic human right for all people to have peace in their homes and relationships. Jenesse's culturally sensitive programs and services not only transition families from crisis to self-sufficiency, but transform the lives of its clients and the community at large by offering education, referrals and resources that go beyond shelter.

Laura's House

24/7 Hotline | (866) 498-1511

Laura's House provides domestic violence-related services to the 915,000 residents of Orange County, California and beyond. Today, Laura's House continues to be the only state-approved comprehensive domestic violence agency in South Orange County. Laura's House provides residential shelter services, transitional housing, counseling and workshops, and legal services to thousands of individuals. Their target population is families experiencing the effects of domestic violence in need of emergency shelter, support, education and counseling.

Legal Aid Foundation Los Angeles

(800) 399-4529

Legal Fund of Los Angeles (LAFLA) is a nonprofit law firm that protects and advances the rights of the most underserved – leveling the playing field and ensuring that everyone can have access to the justice system. LAFLA's family law practice focuses on helping survivors of domestic violence leave abusive relationships and rebuild their lives. They meet survivors where they are and provide access to a full range of critical legal services.

Los Angeles LGBT Center

(323) 993-7400

The Los Angeles LGBT Center provides programs, services and global advocacy that span four broad categories: health, social services and housing, culture and education, leadership and advocacy.

Love is Respect

24/7 Hotline | (866) 331-9474

Text LOVEIS to 22522

Love is Respect is the national resource to disrupt and prevent unhealthy relationships and intimate partner violence by empowering young people through inclusive and equitable education, support and resources. A project of the National Domestic Violence Hotline, Love is Respect offers 24/7 information, support, and advocacy to young people between the ages of 13 and 26 who have questions or concerns about their romantic relationships. They also provide support to concerned friends and family members, teachers, counselors and other service providers through the same free confidential services via phone, text and live chat.

National Domestic Violence Hotline

24/7 Hotline | (800) 799-SAFE (7233)

Twenty-four hours a day, seven days a week, 365 days a year, the National Domestic Violence Hotline provides essential tools and support to help survivors of domestic violence so they can live their lives free of abuse.

National Sexual Assault Hotline (RAINN)

24/7 Hotline | (800) 656-HOPE (4673)

**Online Hotline | online.rainn.org
rainn.org/es**

Rape, Abuse & Incest National Network (RAINN) is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors and ensure that perpetrators are brought to justice.

Rape Treatment Center at UCLA Medical Center, Santa Monica

(424) 259-7208

1250 16th St., Santa Monica, CA 90404

Victims can receive highly specialized emergency medical care, forensic services, counseling, advocacy and information about their rights and options to support them in making informed choices and decisions 24 hours a day.

St. John's Well Child & Family Center (Trans)

(323) 541-1411

St. John's Well Child and Family Center is committed to protective and transparent healthcare regardless of gender identity, sexual orientation, and/or presentation. It provides comprehensive transgender health services in a safe and welcoming environment where individuals are free to be themselves. Services include primary and preventive care, medical, dental, behavioral health and pharmacy services, referrals to transgender advocates, legal support, behavioral and mental health care, individual counseling, family counseling and support groups and HIV and STI testing, counseling and treatment.

StrongHearts Native Helpline

24/7 Hotline | (844) 7NATIVE (762-8483)

StrongHearts Native Helpline is a safe domestic, dating and sexual violence helpline for American Indians and Alaska Natives, offering anonymous and confidential culturally appropriate support and advocacy daily from 7 a.m. to 10 p.m. CT. StrongHearts offers the following services at no cost:

- Peer support and advocacy
- Information and education about domestic violence and sexual violence
- Personalized safety planning
- Crisis intervention
- Referrals to Native-centered domestic violence and sexual violence service providers
- Basic information about health options
- Support finding a local health facility or crisis center that is trained to care for survivors of sexual assault and offer services like sexual assault forensic exams

The Haven at College

(888) 224-2836

The Haven at College helps students struggling with mental health and substance use challenges have a safe and successful college experience.

Transgender Law Center

(510) 587-9696

Grounded in legal expertise and committed to racial justice, Transgender Law Center employs a variety of community-driven strategies to keep transgender and gender nonconforming people alive, thriving and fighting for liberation. Through their organizing and movement-building programs, they assist, inform and empower thousands of individual community members a year and build towards a long-term, national, trans-led movement for liberation.

Trans LifeLine

(877) 565-8860

Trans Lifeline is a grassroots hotline non-profit organization offering direct emotional and financial support to trans people in crisis – for the trans community, by the trans community.

Violence Intervention Program (VIP)

(323) 221-4134 | contact@vip-cmhc.org

The Violence Intervention Program (VIP) creates programs and systems that simplify the path to recovery for people experiencing abuse or neglect. Their work aims to cover the spectrum from child abuse, to adult, elderly and LGBTQ needs across Los Angeles County.

Waymakers

(949) 250-0488 | info@waymakersoc.org

Waymakers is a nonprofit resource building safer communities by helping people find their way. Whether redirecting youth offenders, helping sheltered children get back on track, unifying troubled families, resolving community conflicts or empowering victims of violence, Waymakers clears the path so clients can advance beyond crisis.

YWCA Orange County

(714) 871-4488 | 215 E. Commonwealth Ave. Suite D, Fullerton, CA 92832

The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

YWCA is the largest network of domestic and sexual violence service providers in the nation. More than 150 YWCAs across 44 states provide gender-based violence services.

IV. ASSISTANCE FOLLOWING AN INCIDENT

If you (or someone you know) have experienced sexual harassment and/or sexual misconduct, there are options. You may choose any combination of the options listed in this section that you feel are right for you.

Access Medical & Safety Options

If you've experienced sexual harassment, sexual assault, dating violence, domestic violence and/or other forms of interpersonal violence that can result in medical and safety issues, you may consider getting medical attention. Although you might not feel an urgency to your medical concerns, it can be helpful to speak with a provider about reducing the risk of sexually transmitted infections, HIV-transmission and pregnancy.

Forensic exams (commonly referred to as rape kits) are not conducted at all medical facilities. The following medical facilities conduct forensic exams in the Orange and Los Angeles County areas:

- **[AHMC Anaheim Regional Medical Center:](#)**
1111 W. La Palma Ave., Anaheim, CA 92801
In Orange County, forensic exams are only conducted at Anaheim Regional Medical Center. Other Orange County hospitals or urgent care facilities do not conduct forensic exams.
- **[PIH Health, Whittier:](#)**
12401 Washington Blvd., Whittier, CA 90602
- **[Providence Little Company of Mary Medical Center:](#)**
1300 W. 7th St., 1st Floor, San Pedro, CA 90732
- **[Rape Treatment Center at UCLA Medical Center:](#)**
1250 16th St., Santa Monica, CA 90404

If you are not currently in a safe place or if you have an emergency, you can call 911. If you are on campus, calling the Department of Public Safety at (714) 997-6763 will assist with quickly notifying the proper emergency services.

Timelines to keep in mind if you are considering seeking medical care:

- If you suspect that you were given any type of drug, testing should take place as soon as possible as drugs vary in how long they can be detected after ingestion.
- If you think you might like to have a forensic exam and/or DNA evidence from a trained Sexual Assault Nurse Examiner (SANE), it's important that you seek services at a qualifying hospital emergency department as soon as possible. SANEs are skilled in performing exams and collecting evidence from patients who may have experienced a sexual assault. They also help address pregnancy, HIV and related concerns.
- To prevent pregnancy, start emergency contraception within 72 hours of the assault.
- HIV emergency post-exposure prophylaxis (PEP) should be started as soon as possible for maximum effectiveness and must be started within 72 hours of the potential exposure. You can access this at no charge through SANE services.

Guidelines for evidence preservation:

- Though it is understandable that you may wish to, try not to bathe, douche, smoke, change your clothes or clean the area where you were assaulted before evidence is collected. If you've removed the clothing you wore at the time of the incident, you are encouraged to maintain all items worn and other materials in separate paper bags.
- Save copies of all email messages, text messages, direct messages, social networking pages, pictures, logs or any other documents that could be helpful in an investigation of the incident. If you aren't certain about something, hold on to it.
- Write down everything you can remember about the other person and the incident, including the location and time, a description of the perpetrator and a description of injuries.

We encourage you to keep your options open. Medical professionals can collect and preserve physical evidence, which may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order and the identification and location of witnesses. It is up to you whether, when and with whom you share that evidence.

Obtain Supportive Measures

Supportive measures are individualized supports that help those who may have experienced or been accused of incidents of sexual harassment, including sexual assault, or other sexual misconduct to participate in campus life at Chapman and to continue with their studies or work. Supportive measures are non-disciplinary, individualized services offered as appropriate and as reasonably available. There is no fee or charge for supportive measures.

Supportive measures are available regardless of whether or not the complainant chooses to report full details to the University or to law enforcement, or to file a formal complaint with the University. They are available whether the incident(s) occurred on or off campus. Supportive measures can be confidential, to the extent that maintaining confidentiality does not impair the University's ability to provide such measures. These measures may not unduly burden the individual(s) accused. Requests for supportive measures can be made to the Director of Employee Care.

Supportive measures may be implemented at any time and may include, but are not limited to the following options:

- Counseling
- Modifications of work or class schedules
- Transportation and parking assistance
- Change in work or housing locations
- Leave of absence
- No Contact Directive

These are just a few examples of supportive measures. The Director of Employee Care will work with individuals to ensure that supportive measures are individually tailored to meet each individual's unique needs.

If you have questions about supportive measures, do not hesitate to reach out to the Equal Opportunity Office.

About No Contact Directives

Complainants, Respondents and witnesses may request a No Contact Directive at any time to prevent unnecessary or unwanted contact from another party, when reasonably available. A no contact directive is a University directive that mutually restricts contact between individuals, either directly or through another person, in person or via technology.

Reporting to Chapman University

Any person may make a report of prohibited conduct regardless of affiliation with the University and regardless of whether or not the person reporting is the person alleged to be the individual impacted by the conduct. A report may be made at any time (including during non-business hours) by using the telephone number, email address, or office mailing address of the contacts listed below.

For prohibited conduct by a University employee or third party, please contact one of the following:

Employee Care and Diversity Office
DeMille Hall-Room 140
One University Drive
Orange, CA 92866
EO@Chapman.edu

Albert Roberson, Director of Employee Care
Deputy Title IX Coordinator
DeMille Hall-Room 140
One University Drive
Orange, CA 92866
aroberson@chapman.edu
(714) 997-6847

Dawn White, Senior Investigator
DeMille Hall-Room 140
One University Drive
Orange, CA 92866
dawwhite@chapman.edu
(714) 997-6827

For alleged prohibited conduct by a University student, please contact one of the following:

Colleen Wood
Title IX Coordinator
Assistant Vice President for Student Affairs &
Associate Dean of Students
Argyros Forum 101
One University Drive
Orange, CA 92866
cwood@chapman.edu
(714) 997-6721

Lauren Lockwood
Program Coordinator for Student Affairs
Argyros Forum 205
One University Drive
Orange, CA 92866
llockwood@chapman.edu
(714) 532-5056

Stephen Heggem
Program Coordinator for Student Affairs
Argyros Forum 205
One University Drive
Orange, CA 92866
heggem@chapman.edu
(714) 532-6039

Cody Garcia-Pusateri
Program Coordinator for Student Affairs
Argyros Forum 205
One University Drive
Orange, CA 92866
garciapusateri@chapman.edu
(714) 516-5649

Reporting to Law Enforcement

The University supports and will assist with any complainant who wishes to file a report with law enforcement and will inform that individual of this reporting option. Complainants are encouraged to contact local law enforcement in the city where the incident occurred, but it is their choice whether or not to report to law enforcement. If an individual reports an alleged incident to law enforcement, the University will cooperate with any investigation to the extent possible under federal and state law.

Individuals may report to:

911 (for emergencies)

Orange Police Department: (714) 744-7444

Irvine Police Department: (949) 724-7000

Anaheim Police Department: (714) 765-1900

An individual over the age of 18 has a right to report or to not report prohibited conduct to law enforcement.

An individual who wishes to report prohibited conduct to the University Department of Public Safety may contact Public Safety directly at (714) 997-6763. When prohibited contact is reported to Public Safety, Public Safety immediately notifies the Director of Employee Care and/or the Title IX Coordinator, and the appropriate law enforcement agency. Students over the age of 18 can request that their name not be shared with law enforcement and Public Safety will honor that request.

Obtaining a Restraining Order or Other Order of Protection

You may also access a restraining order through the legal system. If you wish for assistance in applying for such an order, please contact the Director of Employee Care, Title IX Coordinator and/or Public Safety. Should a student or employee obtain a restraining order against another individual, the student or employee is encouraged to share that information with the Director of Employee Care, Title IX Coordinator and/or Public Safety so that the University can be prepared to assist in the enforcement of the restraining order.

Reporting to Government Agencies

University employees, including student employees, who feel they may have been subjected to unlawful harassment or discrimination may also file a complaint with any of the following:

[Department of Fair Employment and Housing \(DFEH\)](#)

320 West 4th St., Suite 1000
Los Angeles, CA 90013
Phone: (800) 884-1684 (TTY: (800) 700-2320)
Email: contact.center@dfeh.ca.gov

[U.S Equal Employment Opportunity Commission \(EEOC\)](#)

Roybal Federal Building
255 East Temple St., 4th Floor
Los Angeles, CA 90012
Phone: (800) 669-4000 (TTY: (800) 669-6820)
Email: info@eoc.gov

Employees, students and third parties to the University may file a complaint with the following:

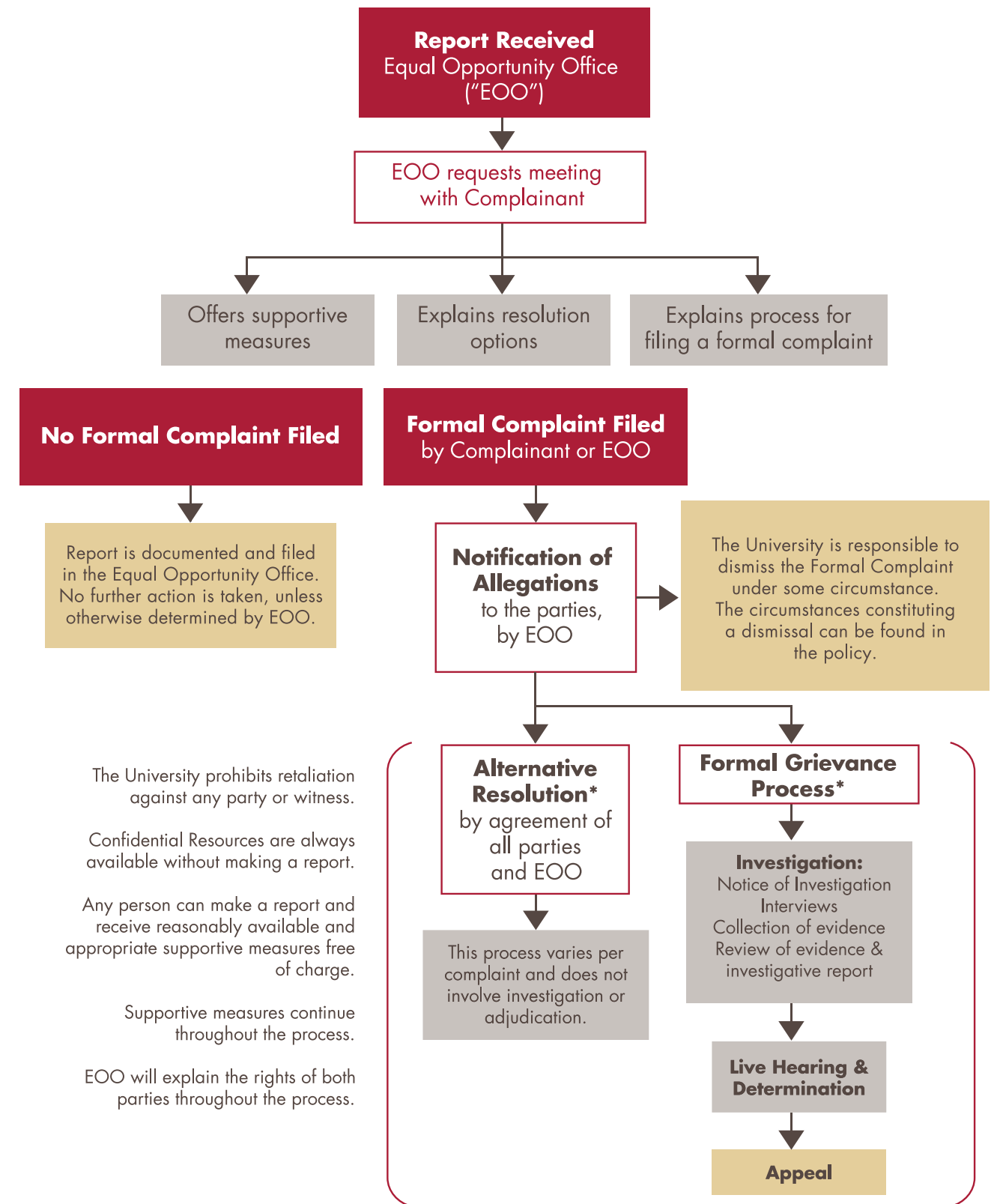
[U.S. Department of Education Office for Civil Rights](#)

50 United Nations Plaza
Mailbox 1200, Room 1545
San Francisco, CA 94102
Phone: (415) 486-5555
TDD: (800) 877-8339
Fax: (415) 486-5570
Email: OCR.SanFrancisco@ed.gov



Overview of the Policy on Sexual Harassment Prohibited by Title IX

This flowchart provides a visual representation of the steps and processes under this policy.



*For definitions and a full understanding of these processes, please visit the applicable University policy.

File a Formal Complaint with the University

University students, employees, applicants and all other members of the University community may file a formal complaint of sexual harassment prohibited by Title IX. A formal complaint against University students, staff and faculty members must be filed by the alleged victim (also referred to as the Complainant) with the Equal Opportunity Office or the University's Title IX Coordinator using the contact information previously listed. If a party is under 18 years of age, the party's parent or guardian may also be considered a complainant.

A formal complaint means a document that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. A formal complaint shall trigger an investigation except as specified in the applicable policy.

Alternative Resolution

At the request of an involved party, and with the agreement of the other party(ies), some conduct reported under this policy may be addressed by alternative resolution. The goals of alternative resolution are to address reported behavior, prevent recurrence and remedy effects without completing a formal investigation and hearing process. It is flexible by nature and tailored to the specific circumstances of a particular case. Alternative resolution will be considered only when consistent with institutional values, legal obligations and the voluntary, mutual agreement of all involved parties, including the University. Alternative Resolution is not available to resolve allegations that an employee sexually harassed a student.



V. APPENDIX

Definitions of Prohibited Sexual Harassment

In accordance with its obligations under the Title IX Regulations of 2020, the University prohibits sexual harassment, which is conduct based on sex, including gender identity, gender expression, or sexual orientation, that satisfies one or more of the following definitions:

Quid Pro Quo Conduct: An employee conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;

Unwelcome Conduct: Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or

Sexual Assault:

This category of prohibited conduct includes the following:

- **Sex Offenses**—Any sexual act directed against another person, without the affirmative consent of the Complainant including instances where the Complainant is incapable of giving affirmative consent. Sexual Act is defined as conduct between persons consisting of:
 - a. Contact between the penis and the vulva.
 - b. Contact between the penis and the anus.
 - c. Contact between the mouth and the penis.
 - d. Contact between the mouth and the vulva.
- **Non-Consensual Penetration**—Actual or attempted 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 affirmative consent of the Complainant. This includes penetration forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving affirmative consent because of their temporary or permanent mental or physical incapacity.
- **Fondling**—The non-consensual touching of the private body parts of another person for the purpose of sexual gratification, without affirmative consent, whether forcibly and/or against that person's will or not forcibly or against

the person's will in instances where the victim is incapable of giving affirmative consent because of their age or because of their temporary or permanent mental or physical incapacity.

- **Other Lawfully Prohibited Sexual Intercourse**—This category includes conduct constituting sexual assault that does not meet the definition of non-consensual penetration or fondling:
 - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law, regardless of affirmative consent.
 - Non-forcible sexual intercourse with a person who is under the statutory age of consent, regardless of affirmative consent.

Dating Violence—Violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of California or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of California.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

For the purposes of this definition:

I. **Course of conduct:** means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through a third party, 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.

II. **Reasonable person:** means a reasonable person under similar circumstances and with similar identities to the Complainant.

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

Sexual Exploitation: Sexual exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person, without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include but are not limited to: prostituting another person; recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and, viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire. Sexual exploitation may occur regardless of whether sexual activity takes place.

General Definitions

Affirmative Consent: Affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in sexual activity. Affirmative consent must be ongoing through a sexual activity and can be revoked at any time.

- Lack of protest or resistance does not mean consent.
- Silence does not mean consent.
- The existence of a dating relationship between the persons involved, or the fact that sexual relations between them exist, should never by itself be assumed to be an indicator of consent.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstance:

- The Complainant was asleep or unconscious.
- The Complainant was incapacitated due to the influence of drugs, alcohol or medication, so that the Complainant could not understand the fact, nature or extent of the sexual activity.
- The Complainant was unable to communicate due to a mental or physical condition.

In addition, it shall not be a valid excuse to allege lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances:

- The Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Respondent.
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the University's Policy on Sexual Harassment Prohibited by Title IX.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under the University's Policy on Sexual Harassment Prohibited by Title IX.

Formal Complaint: A document signed and filed by a Complainant (or signed by the Director of Employee Care or designee) alleging sexual harassment against a Respondent and requesting that the University investigate the allegation of sexual harassment. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the University with which the Formal Complaint is filed.





CHAPMAN
AUDITORIUM

Equal Opportunity Office

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One University Drive
Orange, CA 92866
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