



**Pontifical John Paul II Institute
for Studies on Marriage and Family**

**Policies on Crime Prevention
and Reporting Procedures**

2016-2017

This guide is adapted from the information and policies of CUA's Department of Public Safety in order to more specifically address the needs and concerns of the John Paul II Institute community while respecting the existing wider context of the CUA campus community.

Policies on Crime Prevention and Reporting Procedures

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N.B. See "Crime Report – Fall 2014" document for crime statistics gathered by the Catholic University of America, representing the campus as a whole. This document is available on the website and in hardcopy at McGivney room 313.

I. THE INSTITUTE AND CUA'S DEPARTMENT OF PUBLIC SAFETY

A. General Introduction

The Pontifical John Paul II Institute seeks the safety and security of personnel and property of faculty, staff, and students involved in Institute activities. To achieve this security, the Institute naturally relies on the Institute staff during business and class hours, but also it largely and primarily depends on the services, reporting and information that comes from the CUA Department of Public Safety (DPS). This policy guide, in describing how the Institute handles crime procedures, necessarily draws from the CUA DPS's policies and reports, as there is a cooperative arrangement with the Catholic University of America and the Institute, which is housed in CUA's McGivney Hall.

McGivney Hall is located at a central position of the CUA campus and throughout the weekdays both Institute and CUA students attend classes and events in the building. Being so situated, the Institute is able to take advantage of the 24-hour-a-day, seven-days-a-week, service-oriented operation of the CUA Department of Public Safety, whose director develops safety and security policies designed with the safety of the entire CUA campus in mind. All safety and security procedures must be consistent with local District of Columbia laws and regulations.

B. About the CUA Campus Police Authority, Jurisdiction, and Training

The CUA Department of Public Safety employs a staff of commissioned special police officers, who are appointed by the Chief of Police of the D.C. Metropolitan Police Department (MPD). These officers are subject to the rules promulgated for the MPD insofar as those rules are applicable. These campus officers are empowered to make arrests on the premises or outside of the premises in fresh pursuit for offenses committed on the premises. For any offense committed in their presence, they may arrest based on probable cause. However, if the offense was not committed in the officer's presence, the arrest may only be made on probable cause if the offense is a felony or one of the probable cause misdemeanors enumerated in the D.C. Official Code. Persons so arrested are taken to a facility of the MPD for processing.

Campus police officers work closely with the local law enforcement agencies (see Section D. below) and make every reasonable effort to follow up on crimes referred to them. Less serious incidents and violations of university regulations are investigated by the campus police and referred to Institute or CUA campus administrators as necessary. Any student or employee is free to report any matter directly to the appropriate local police authority and is provided instructions on how to do so.

The MPD staffs a Security Management Branch to facilitate the issuance of special police officer commissions and to ensure compliance with all applicable laws and regulations. Campus officers must complete the Campus Law Enforcement Academy (250 hours), have completed an equivalent law enforcement academy in the past, or must complete such within two years of receiving a campus commission.

C. CUA's DPS Units and Functions

In brief:

- The CUA Communication Center handles taking calls and dispatching officers; it monitors the Closed-Circuit Television cameras, the alarm systems, and the emergency telephone systems. It also serves as a secondary CUA campus information center.
- The Patrol Section—vehicle, bicycle and foot patrols
- The Investigation and Crime Prevention Unit handles all investigative and crime prevention activities for the campus, which includes McGivney Hall.
- CUA's Transportation Management and Identification Office provides traffic and parking management as well as identification and fingerprinting services.
- The campus Locksmith Unit is a part of the Department of Public Safety. They respond to all campus requests for locksmith services.

1. The Communications Center - 120 Leahy Hall

The Institute relies greatly on the helpful and consistent service provided by the Communications Center, a part of the CUA Department of Public Safety.

The Center, located in 120 Leahy Hall, is open 24 hours a day, 365 days a year. Dispatchers at the Communication Center are responsible for

- disseminating information to officers;
- directing calls for police service;
- coordinating the management of emergencies;
- dispatching escorts; and
- managing the alarm and access control systems.

<p>The phone number to reach the Dept. of Public Safety at the Communications Center is: (202) 319-5111.</p>

2. Patrol Division

The CUA DPS shift supervisors generally perform motor vehicle patrol. The patrol staff covers the area in five ways: on foot, by bicycle, in a vehicle, at fixed posts and at the Metro kiosk (covered 5 p.m. until 1 a.m.). The CUA campus is divided into 11 patrol beats. An officer is assigned to each of the patrol beats during a 24-hour period. DPS uses a problem-oriented, community-based philosophy. A campus police officer is dispatched to requests for police service. For criminal offenses and noncriminal incidents, CUA's Department of Public Safety Officers prepare an event report. The Metropolitan Police Department of the District of Columbia is immediately notified in all cases of serious felonies.

CUA patrol officers are responsible for a full range of security and safety services, including generating crime reports, conducting investigations, assisting in medical emergencies, enforcing

traffic regulations, and enforcing all local laws and the provisions of the university code of conduct.

Fixed posts: Patrol officers are assigned to several fixed posts, the CUA Columbus School of Law, and the CUA Edward Pryzbyla University Center during their hours of operation. During the school year, patrol officers provide coverage at the CUA/Brookland Metro station on the CUA side and the Taylor Street Bridge at John McCormack Road during the evening and late-night hours. Officers are also deployed to Harewood Road and the Seventh and Monroe Streets NE area when the need arises.

Bike patrol: The bicycle patrol officer is a foot patrol officer who uses a lightweight, durable high-tech bicycle. The bicycle gives the foot patrol officer greater mobility. Officers who seek this position must complete a minimum 32 hours of physically demanding training provided by an outside police agency. The training encompasses agility testing, long-distance biking, and off-terrain riding, which challenge the durability of the bike and the officer's endurance.

3. Investigations

The investigations unit is responsible for coordinating with the local police on investigations of all crimes, felonies or otherwise, reported to the CUA Department of Public Safety by members of the campus community. The unit monitors each crime referred to the local police through final disposition. With the concurrence of the local police, a member from the investigations unit will notify the complainant of the final disposition. This unit is also responsible for on-campus criminal and administrative investigations.

4. Campus Transportation Management Office

This office, under the direction of the administrative services officer, is responsible for issuing parking permits. It is also charged with administering a campus transportation program including parking enforcement, vehicle immobilization, and shuttle bus operations.

The Campus Transportation Management/LD. Office is located in 121 Leahy Hall and is open Monday through Friday, 7:30 a.m. to 5 p.m.

D. Coordination with Outside Policing Agencies

The Institute relies on the CUA Department of Public Safety, as its security provider, to maintain a close working relationship with local law enforcement agencies, including the Metropolitan Police, Metro Transit Police, FBI, Consortium of Universities, and the National Capital Region University and Healthcare Investigations Task Force. Joint efforts are frequently undertaken with these agencies to address crime problems affecting the CUA campus. The CUA Department of Public Safety, staying abreast of pertinent crimes and results of investigations, etc., with the help of these agencies, issues its annual crime report for the entire CUA campus. It is from the CUA statistical report that statistics for those areas (i.e., McGivney Hall) which are of primary concern to the Institute are drawn. The Institute's annual report is found at www.johnpaulii.edu. The entire CUA report, reflecting the entire CUA campus is available at <http://publicsafety.cua.edu/report.cfm>.

II. SAFETY AND SECURITY MEASURES

A. Emergency Planning, Preparedness, Response and Recovery

During university emergencies, the CUA Department of Public Safety provides for the safety of students, staff, faculty, and visitors and the security of property. Emergency Support Functions (ESFs) have been identified to accomplish the mission of handling emergencies in a manner consistent with the District Response Plan. The Institute endorses and subscribes to the elements of the CUA response plan procedures that are part of the District's Response Plan. The department manages and coordinates law enforcement activities and provides personnel, equipment, and security in support of the university ESFs. Each ESF is managed by a professional-level staff member. Mitigation, preparedness, and training are ongoing activities.

B. Timely Warning Procedures:

The John Paul II Institute cooperates with the efforts of The Catholic University of America in maintaining its emergency management plan, designed to address the issues of planning, preparation, response and recovery for all emergencies. If or when the Institute becomes aware of criminal activity or emergency, and it is clear that CUA's Department of Public Safety has not been informed, the Institute staff, under the direction of the Associate Dean for Programs and Administration, will inform CUA's DPS immediately.

If the safety and security of the Institute community requires such action in the event of a crime or safety matter, Institute students, faculty and staff are informed via email immediately. If a dire emergency develops, Institute employees in the building will be informed also by phone (phone tree system). Institute staff, if able to do so safely, will follow set emergency procedures to tell others throughout the building of the emergency and what action is required. These actions in their most basic form follow two principles: Either **sheltering in place** or **evacuation** of the building.

- a. In the event of a shelter in place, depending on the nature of the emergency, people should take cover. Those in the building should remain where they are or move to a safer area within the building—e.g. for tornados, the halls of the lowest level or the lower level rooms without windows.
- b. In the event of evacuation, the closest, safest McGivney Hall exit should be used and evacuees should meet at the northeast side emergency call/siren pole.

Crime alerts that come from CUA are shared with the Institute through the email warning/alert procedures that CUA has established and in which the Institute participates. Institute staff also post on McGivney Hall bulletin boards the printed notices of recent Crime Alerts so that anyone who is not in email contact has access to that information. Students and Institute employees also have the option to receive text alerts pertaining to D.C. crime alerts on their mobile devices by signing up through CUA for the "Alert DC" system. (For more information, see instructions at <https://textalert.ema.dc.gov/index.php?CCheck=1>).

For more information, see the CUA Public Safety Web site: “How We Manage Emergencies” at <http://publicsafety.cua.edu/emergency/index.cfm>.” This site is linked at www.johnpaulii.edu under Student Life/Safety.

C. Access and Building Security – McGivney Hall

Through CUA’s access control security system, the three exit doors (egress at Level 1 North, Level 1 South, and Ground Floor South ramp) to McGivney Hall open at 7:30 a.m. and close at 10 p.m. Mondays through Fridays. The doors to the office corridor on McGivney Levels 2 and 3 are opened automatically from 9:00 a.m. to 5:30 p.m. Monday –Friday — the hours when Institute staff is typically present. Doors to the reading room and student lounge are unlocked by Institute staff from 9 a.m. to 5 p.m. Mondays through Fridays except when evening Institute classes and evening events in McGivney make it reasonable to have those rooms open later.

If problems occur during business hours, Institute employees will help visitors and students to contact CUA’s Department of Public Safety (319-5111), if such assistance is needed. Outside normal business hours, in the event of an emergency, within McGivney Hall, the elevator has an emergency call button that links directly to CUA’s Security Office. Outside McGivney Hall, there is also an emergency telephone near the sidewalk leading between the Shrine and the Pryzbyla Plaza (north side of McGivney Hall). This location is also the McGivney Hall assembly area in the event of an evacuation emergency.

The Department of Public Safety requires that all maintenance, custodial services, and power plant staff wear identification badges on their outer garments. All contractors hired by CUA are issued and required to wear identification badges, and they are to be escorted by CUA staff. This makes it possible for Institute students and employees to identify work personnel within the confines of McGivney Hall and surroundings.

III. Crime Prevention & General Safety Measures

It is important to reduce the possibility of a crime or dangerous situation, and the CUA crime prevention unit seeks to do so by providing proactive risk reduction programs for the entire campus community.

A. General Precautions

Below are precautions that Institute students and staff should take:

- Report suspicious persons and activities immediately to the Department of Public Safety by calling (202) 319-5111, or by using the emergency telephone system. Any suspicious activity noticed in or around McGivney Hall should immediately be reported as well to the Institute’s Associate Dean of Programs and Administration, Nick Bagileo (202) 526-9693.
- Lock room doors, offices, and other student and employee work spaces, even when leaving for a short time. Be sure to carry your keys with you.

- Faculty should close windows at the end of their classes.
- Immediately report stolen items, valuables, or keys to Institute staff and/or the DPS.
- Never leave valuables and keys out, visible, unmonitored in classrooms, study areas, etc.
- Log out of public computers (classroom, library, etc.) after every use. Use a strong password for log-in and keep it secure. Never store passwords in web browsers on public computers.
- Do not take your personal safety for granted. Avoid remaining alone in isolated areas.
- When walking at night, have a friend along and carry a cell phone. Use the university shuttle and loop bus systems and the escort service. There is a bus and shuttle stop just outside McGivney Hall on the east side.

B. Programs for Safety Education and Awareness

CUA's crime prevention officers are responsible for developing risk reduction programs that foster a safer environment. Additionally, the crime prevention officer is responsible for providing and disseminating educational and instructional printed materials. All printed materials distributed by the CUA Department of Public Safety list the campus police telephone number: 202-319-5111 where one reports incidents and can obtain police service 24 hours a day.

Safety and Security Presentations: Throughout the year, the crime prevention unit provides safety and security presentations. At the beginning of every academic school year, Institute staff and students receive a presentation from CUA officers who speak at the Institute's Orientation Day to inform the Institute community about safety on the CUA campus. The Institute staff and students also receive emails of the CUA events for the week, which contain information about a variety of safety events that the DPS sponsors. Safety information is distributed at the Institute orientation, and at all the presentations, meetings and seminars which the CUA Department of Public Safety holds. This information is also available at the CUA public safety headquarters and some information is also available from the Institute's Office of Associate Dean for Programs and Administration.

CUA's DPS provides information on the locations and use of emergency telephones, the location of the Department of Public Safety, and the way to contact public safety in the event of an emergency. The procedure for reporting criminal and suspicious activity is explained at the presentations. Also, information about the Department of Public Safety's risk reduction procedures can be found at <http://publicsafety.cua.edu>. This site is also linked at www.johnpaulii.edu.

C. Rape Aggression Defense System

The Crime Prevention Unit offers classes to Institute students and employees on self-defense techniques. The officers are certified and trained through the Rape Aggression Defense Systems Inc. Seminars on sexual assault prevention are provided throughout the year. Additional information on Risk Reduction and Campus Sexual Assault Awareness Programs, can be found at <http://publicsafety.cua.edu> (linked at www.johnpaulii.edu).

D. Proactive Services for the Campus Community

1. Emergency Telephones

There is an emergency button in the elevator in McGivney Hall that calls DPS, and there is another outside, northwest of the Hall, on the emergency call/light pole next to the sidewalk between the Pryzbyla Plaza and the National Basilica. There are 126 emergency telephones and 10 panic buttons strategically located throughout the CUA campus to assist with communicating with campus police, but these are the nearest to the Institute.

2. Escort Service

CUA provides public safety officers to escort people needing an escort. These are members of the foot, vehicle, or bicycle patrol. They can be reached by calling (202) 319-5111.

3. Bus Service

The CUA Department of Public Safety provides campus bus service for students, faculty and staff. Bus schedules are available at <http://publicsafety.cua.edu>, or at 120 Leahy Hall.

E. How to Report Crimes

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Institute employees and students should immediately report any crime. Crimes or suspected criminals should be reported to the CUA Dept. of Public Safety dispatcher, or, if appropriate, to 911. If in doubt about reporting something, it is better to report it. Timely reporting leads to timely warnings given to the campus community. For immediate assistance from the campus police to the Department of Public Safety, use either an (1) emergency button (2) emergency phone, or (3) phone (202) 319-5111.

If students within McGivney Hall need assistance in contacting DPS, they can immediately ask for help from Institute employees. And, especially with regard to any crime in McGivney Hall, the Institute's Associate Dean of Programs and Administration (nbagileo@johnpaulii.edu, (202) 526-9693), should be informed -- or in his absence, the Provost/Dean of the Institute {(202)-526-9691}. These are the designated security authorities of the Institute, and they will need to know of such matters affecting people in McGivney Hall.

Victims of or witnesses to crimes may disclose them on a voluntary, confidential basis to the CUA Department of Public Safety (202-319-5111), and/or to the Institute's Associate Dean of Programs and Administration. These authorities will take appropriate action and will assess whether the event constitutes a crime that has to be collected and statistically reported (see list

below), if other appropriate agencies need to be called, etc. For situations where a victim of a crime or witness to a crime wants to maintain an absolute confidentiality, the priests on the Institute faculty also serve as pastoral counselors to the Institute community and can lend assistance and direction for those seeking their help.

The types of crimes that must be statistically reported are:

- Aggravated assault
- Arson
- Automobile/Motor vehicle theft
- Burglary
- Forcible sex offenses
- Hate crimes involving bodily injury
- Liquor, drug or weapons law violations resulting in an arrest.
- Murder and non-negligent manslaughter
- Negligent manslaughter
- Non-forcible sex offenses
- Robbery

F. Where to Find Information on Registered Sex Offenders

In conjunction with the Campus Sex Crimes Prevention Act, the District of Columbia enacted the Sex Offender Registration Act of 1999, which authorized the Metropolitan Police Department to release sex offender information to the public. A list of Class A registered sex offenders is provided on the Metropolitan Police Department's Web site as a service to the community, <http://mpde.de.gov/mpdc/site/default.asp> (Services - Sex Offender Registry).

G. Sexual Assault Policy

The John Paul II Institute has access to the CUA safety awareness program that provides Rape Aggression Defense System classes (through Public Safety at <http://publicsafety.cua.edu/RADTraining.cfm>). Targeted training is provided. The policy below has been adapted from the CUA Sexual Assault Policy to be cohesive with the CUA community in promoting safety from sexual assault.

1. Introduction

The Pontifical John Paul II Institute for Studies on Marriage and Family affirms the teaching of the Catholic Church that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife and are to contain the respect due to each person's human dignity. The Institute realizes, however, that the threat of sexual assault unfortunately exists throughout society in general. All sexual assaults are serious and considered unacceptable behavior, will not be tolerated, and will be adjudicated to the fullest extent afforded to the Institute.

2. Definitions

A. Sexual Assault: Sexual assault is defined as sexual contact without meaningful, explicit, ongoing consent. This includes forcing, threatening, or coercing an individual into sexual contact under duress and/or against his or her free will.

B. Consent: Although the John Paul II Institute condones sexual relationships only in the context of marriage, "consent" is defined as an understandable exchange of affirmative words and actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, actively sought prior to and during sexual activity, and freely and actively given. Absence of any explicit response constitutes lack of consent. It is expected that after consent has been established, a person who changes his/her mind during the sexual activity will communicate through words or actions his/her decision to no longer proceed.

3. Statement on Sexual Assault

Sexual assault, including acquaintance rape, will not be tolerated. Sexual assault by any member of the Institute community is a violation of accepted student behavior that, in addition to other consequences, can lead to disciplinary action.

Institute community members have the right to have any and all reported sexual assaults treated with seriousness and to be treated justly and with dignity throughout the process. Members will not (1) be pressured to suppress a sexual assault report; (2) be made to think that they are somehow responsible for the commission of the crime against them; or that the victim was guilty of contributory negligence by assuming the risk of being assaulted by reason of circumstances, dress, or behavior; or that the victim, Institute, or University would incur unwanted publicity if the sexual assault was reported.

4. What To Do In The Event Of Sexual Assault

Victims of a sexual assault at the Institute should, as soon as possible:

1. Report the incident to the CUA Department of Public Safety at 202-319-5111. The Department of Public Safety is open 24 hours a day, seven days a week. In addition, victims/survivors of sexual assault are strongly encouraged to report a sexual assault to the District of Columbia Metropolitan Police Department. The Department of Public Safety can assist anyone who needs help with this process.
2. Seek medical attention and do not interfere with the preservation of evidence (e.g., do not bathe or change clothing).
3. Meet with the Institute's Associate Dean of Programs and Administration, the Provost/Dean, or possibly one of the Institute priests who also serve as pastoral counselors. Depending on the circumstances involved, these Institute professional staff may seek assistance from -- or advise the victim to seek assistance from -- the campus counseling staff at the CUA, from local community resources, including the DC Rape Crisis Center [Hotline: (202) 333-7273; Business:

(202) 232-0789] or from the list of community resources and area hospitals available in the CUA Office of the Dean of Students.

4. Upon request, the Institute will help to prevent any unwanted contact between the complainant and the accused by, for example, making reasonably available changes to academic schedules.

5. Confidentiality and Support

The Institute will make reasonable effort to protect the confidentiality of information. The degree to which this happens, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts. The Institute has the responsibility to protect the larger community and so, certain cases may warrant investigation and resolution beyond the solution desired by the individual reporting the incident. An individual can speak confidentially with certain persons in legally protected roles. These roles include clergy, off-campus medical clinicians, professional sexual assault counselors, and on-campus professional counselors at the CUA Counseling Center. However, professional and pastoral counselors are encouraged to inform students being counseled of voluntary disclosure procedures. Students are encouraged to seek counseling in order to speak confidentially with a professional and begin the recovery period.

6. Prevention Education

The Institute community is able to access the CUA's Sexual Assault prevention programs. This program includes self-defense workshops, educational seminars, resource information and referral and Sexual Assault Awareness Week. In addition, the CUA Student Health Services is a comprehensive resource center that contains journals, books and videos on a wide range of contemporary college health issues including sexual assault. Each year an officer from the CUA Department of Public Safety speaks at the Institute's Orientation Day on personal safety.

7. Disciplinary Action

Allegations of sexual assault will be reviewed, assessed, and adjudicated by the Provost/Dean of the Institute. Acts that constitute violations of law would make offenders accountable to both civil and criminal authorities. Disciplinary action at the Institute may proceed during the pendency of criminal proceedings and is not subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced or that no criminal charges have been brought. Penalties shall not be increased in severity because civil or criminal action may be pending. Sanctions for a finding of sexual assault would range, depending on the nature and severity of the assault, from disciplinary probation to expulsion.

H. Alcohol and Drug Abuse Policy

John Paul II Institute students who are 21 years of age or older are free to consume alcohol responsibly at Institute events. These students, however, assume responsibility for their use of alcohol. No student or employee shall encourage the use of alcohol by underage students.

The manufacture, sale, distribution, cultivation, possession, or use of drugs or drug paraphernalia is illegal. The Catholic University of America's Drug and Alcohol Abuse Policy strictly prohibits the unlawful manufacture, distribution, cultivation, dispensation, or use of controlled drugs or alcohol on the University campus. The Institute also abides by this policy—prohibiting the unlawful possession or unlawful use of drugs or alcohol on the university's property.

John Paul II Institute students who choose to violate this policy may be expelled, suspended, or at minimum required to attend a counseling workshop to address the issue of drug and alcohol abuse, depending on the severity of the circumstances. In line with CUA's own policies, the Institute will notify the University as soon as possible of any drug-related or alcohol-related accidents or criminal offenses on the premises involving the Institute's agents or employees. Violations of the CUA drug and alcohol policy which are also violations of federal or local law may be referred to the appropriate agencies.

1. Risks of Alcohol and Drug Use

[The following risks involved with alcohol and other drug use are reiterated here and/or adapted from the CUA policy found at <http://policies.cua.edu/studentlife/studentconduct/alcoholdrugs.cfm>.]

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include

- physical and mental impairment
- emotional and psychological deterioration
- devastating effects on family and friends
- hangover
- being charged with driving under the influence or while intoxicated
- sustaining or causing personal injury

Other risks:

- Poor academic performance
- Poor job performance
- Poor social interactions
- Unwanted and inappropriate sexual activity, which may spread diseases.
- Needle-transmission diseases such as HIV/AIDS
- Jeopardizing future career prospects

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include

- | | |
|----------------|---------------------------|
| • nausea | • elevated blood pressure |
| • vomiting | • psychotic episodes |
| • cancer | • hallucinations and |
| • liver damage | • death |

In addition to the risk to the abuser of illicit drugs and alcohol are the risks to fellow classmates, the public, and to unborn children.

2. Legal Penalty Matters

CUA and the John Paul II Institute both cooperate fully with law enforcement authorities. Violations of this drug and alcohol policy that are also violations of federal and local law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently in the Institute's review process and in the criminal justice system. Legal penalties for violation of the laws regarding alcohol and drugs may include including monetary fines and imprisonment. The penalties for violating federal and local jurisdiction standards are available at <http://counsel.cua.edu/Security/clicks/drugchart.cfm> which is also linked at www.johnpaulii.edu.

The CUA Counseling Center and Student Health Services can provide confidential consultation and referral to those with problems or concerns related to alcohol and/or drug use. Information about substance abuse and treatment programs is also available in the CUA's Office of the Dean of Students as well as through the Institute's Associate Dean of Administration and Programs.

For information on federal drug penalties, please visit <http://counsel.cua.edu/security/clicks>.

I. Weapons Policy

The Institute abides by the policy of the Catholic University of America, which prohibits weapons on campus. For details, see Appendix 1, CUA's Prohibited Conduct list: "Dangerous Items." Sanctions against those who disregard this policy will be adjudicated by the Provost/Dean and relayed to the appropriate authorities and agencies.

IV. FIRE SAFETY

The CUA provides a comprehensive fire safety program for the protection of the campus community, coordinating personnel, electronic and mechanical systems. All fire protection systems are regularly inspected and tested according to the District of Columbia Fire Code. CUA ensures appropriate prevention measures and response services are maintained. Fire alarms in McGivney Hall are linked to the DPS Communications Center, which monitors activity 24-hours per day year-round. All life safety systems including all fire alarms and fire sprinkler systems are tested on a regular schedule determined by D.C. Fire Code regulations. Annual safety inspections are conducted in addition to the independent testing of the alarm systems.

Unannounced fire drills are held annually in the fall for all academic/administrative buildings. Instructions outlining what to do in case of a fire and building-specific emergency evacuation plans are posted in prominent locations. These procedures are reviewed during required orientation programs, follow-up safety sessions, and fire drill exercises.

For a fire alarm in McGivney Hall, proceed through the nearest safe exit, and then gather at the northeast emergency-siren pole. Do not use elevators. Those who cannot exit via the doors should signal from a window for help or call 319-5111 to inform DPS of their location.

APPENDIX 1

The list below from The Catholic University of America addresses prohibited conduct. The John Paul II Institute community, housed so prominently on the CUA campus, is aware of the standards that CUA follows in order to cooperate with the promotion of a safe campus. If Institute students are aware of breaches of CUA standards, they are expected to report such matters to the Institute's Associate Dean of Programs and Administration and/or to CUA's Department of Public Safety, so that matters might be appropriately addressed.

CUA's List of Prohibited Conduct

The following are examples of prohibited behaviors and activities which may result in disciplinary action. Commission of or attempts to commit these acts, condoning, supporting or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may be treated as violations.

Alcohol: The use, abuse, possession, or distribution of alcohol, except as permitted by law and university policy.

1. Offenses if Committed by Persons Under 21

- a. Possession of containers that previously contained alcoholic beverages.
- b. Possession of alcoholic beverages.
- c. Consumption of alcoholic beverages;
- d. All behaviors prohibited under section (2) below.

2. Offenses Regardless of Age

- a. Possession of alcohol paraphernalia which is defined as any item typically used to aid in the consumption of alcohol (e.g. funnels, beer-pong tables,).
- b. Possession of an excessive quantity of alcohol including but not limited to common source containers, whether full or empty, of alcohol such as kegs, beer balls, or boxed wine, etc.
- c. Consumption of alcoholic beverages in any public area (except at an official university approved event or location), including public space within a residence hall.
- d. Participation in negligent and irresponsible activities or events (e.g. drinking games).
- e. Intoxication.
- f. Sale, distribution, or provision, or attempts to sell, distribute, or provide alcoholic beverages to and/or by anyone under 21 years of age. ("Distribution" means any form of exchange, gift, transfer, or sale.)

Damage to or Misuse of Property:

1. Intentionally or carelessly destroying or damaging other's or university property.
2. Unauthorized entry into university facilities or property.
3. Unauthorized use or misuse of university property or the property of others.

Dangerous Conduct: Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any person, including the violator.

1. Placing a person in fear of imminent physical danger or bodily harm.
2. Causing bodily harm to a person or engaging in aggressive physical contact that would likely have caused bodily harm despite the lack of any measurable harm.

Dangerous Items: The use, possession, or storage of any firearms, explosives, other weapons, fireworks, or dangerous chemicals.

1. Firearms and ammunition - Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including paint balls), regardless of the propellant used.
2. Explosives and fireworks including, but not limited to, firecrackers, cherry bombs, smoke bombs, and similar devices.
3. Knives or other weapons, objects that could be construed as weapons, or items that pose a potential hazard to the safety or health of others. Other weapons are defined as any instrument of combat or any object not designed as an instrument of combat but carried or used for the purpose of inflicting or threatening bodily injury or damaging/destroying university property or the property of others.
4. Unauthorized hazardous materials or chemicals.

Drugs: The use, possession, or distribution of any controlled substances, except as permitted by law, or possession of drug paraphernalia.

1. Possession of paraphernalia including any item typically used to inhale/ingest/inject/smoke illegal substances, regardless of whether the item has been used for illegal purposes. (Note: the university considers items such as hookahs to be drug paraphernalia regardless of intended use.)
2. Possession of illegal drugs or controlled substances.
3. Use of illegal drugs or controlled substances.
4. Distribution (any form of exchange, gift, transfer or sale) of illegal drugs or controlled substances.

Disorderly Conduct:

1. Acting in a manner to annoy, disturb, interfere with, obstruct, or be offensive to another/others.
2. Shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others.
3. Verbally abusing university officials (including students appointed to act as representatives of the university) acting in the performance of their duties.
4. Behaving in a lewd or indecent manner.

Gambling: Participation in any form of illegal gambling.

Harassment

1. Any actions, threats, gestures, and/or words directed toward another person which have the purpose or which tend to incite a breach of the peace, create a hostile environment, or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. It frequently, but not always, involves a pattern of conduct.

2. Any unsolicited, offensive behavior that inappropriately asserts sexuality over status as a student or an employee; unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic admission or advancement;

b. Submission to or rejection of such conduct is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations;

or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work, living, or learning environment.

Interfering with Fire Safety

1. Misusing, tampering or damaging fire safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems, or exit signs.

2. Unauthorized burning of any material in any university building, on university property, or on areas adjacent to university property.

3. Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is sounding.

4. Recklessly or intentionally activating an alarm when an emergency situation does not exist.

Interfering With University Events:

1. Interfering with any normal university or university-sponsored events, including but not limited to studying, teaching, research, sponsored social programs, and university administration, fire, police, or emergency services.

2. Any effort by conspiracy or omission to impede or hinder any disciplinary proceeding.

Non-academic Dishonesty:

1. Knowingly furnishing false information to the university/university member.

2. Furnishing false information at university judicial proceedings.

3. Possession or use of false identification cards.

4. Forgery, misuse, unauthorized alteration/creation of documents, records or IDs.

5. Fraud, by omission or commission.

6. Knowingly initiating or causing to be initiated any false report, warning or threat.

Non-compliance: Failure to comply with reasonable directives of university officials, including students appointed to act as representatives of the university, acting in performance of their duties. Directives to provide identification and/or participate in a university disciplinary process are included in the scope of this provision.

Sanction Violation: Violating the terms of any disciplinary sanction as imposed in accordance with judicial procedures, including the failure to complete sanctions by the stated deadline.

Sexual Offenses

1. **Sexual Misconduct:** Physical contact of a sexual nature that is unwanted by either party and/or that is disruptive to the university community, such as any sexual expression that is inconsistent with the teaching and moral values of the Catholic Church.

2. **Sexual Assault:** Forcing, threatening, or coercing another into a sexual contact against his/her free will without his/her consent or when consent is given under duress. This includes, but is not limited to, any sexual act performed on an individual, any sexual act required to be performed by an individual, or forced or coerced intercourse. Having sexual contact with another while knowing or having reason to know s/he is incapacitated by alcohol and/or drugs or by other means is considered against free will.

Smoking: Smoking in a building or vehicle that is owned, operated or leased by the university or within 25 feet of an entrance or window of any university building.

Solicitation: Unauthorized solicitation, sale or promotion of any goods or services in university owned hall.

Theft/Unauthorized Possession of Property

1. Theft of property or of services or possession of stolen property.

2. Unauthorized possession of university property (including residence hall lounge furniture) or the property of others.

Violating Other University Rules and Regulations:

1. Any violation of other published university regulations including but not limited to Residence Life and Housing Services policies and procedures, rules published in the Student Handbook and other university publications, and those available at <http://policies.cua.edu> and other CUA websites.

2. Involvement in a violation, including being present during any violation of this Code, in such a way as to condone, support or encourage that violation. (Note: Students who anticipate or observe a violation are expected to remove themselves from participation and are encouraged to report the violation.)

Violation of Law: Violation of local, state or federal laws, regulations or ordinances.