

Appendix A - Legal Standards

The materials in this section include definitions and procedures that must be used in order to meet the requirements of the Clery Act.

1. Definitions

These definitions are taken from: (1) Appendix E to the Clery Act regulations, which, except for sex offenses, reflect definitions of the Uniform Crime Report (UCR) prepared by the Federal Bureau of Investigation (FBI); (2) Sex offenses are defined using the UCR-National Incident Base Reporting System (UCR-NIBRS); (3) Hate Crime definitions are taken from the FBI's UCR Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

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

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

Bias: A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

Bias Crime: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime. **Note:** Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

Bisexual: (adjective) Of or relating to persons who experience sexual attraction toward and responsiveness to both males and females; (noun) a bisexual person

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

Business Day: Monday through Friday, excluding any day when the institution is closed.

Campus:

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

Campus Security Authority:

- (i) A campus police department or a campus security department of an institution.
- (ii) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
- (iii) Any individual or organization specified in an institution's statement of campus security policy as an

individual or organization to which students and employees should report criminal offenses.

- (iv) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Criminal Homicide—Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide—Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

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

Disabled: (adjective) Of or relating to persons who have physical or mental impairments/challenges, whether temporary or permanent, due to conditions that are congenital or acquired by heredity, accident, injury, advanced age, or illness; (noun) a disabled person.

Disciplinary Referrals – Incidents in which the person was not arrested, but instead was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Drug Law Violations: Violations of State and local laws relating to the unlawful possession of, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

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

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Gay: (adjective) Of or relating to males who experience a sexual attraction toward and responsiveness to other males; (noun) a homosexual male.

Hate Crime: Bias Crime.

Hate Group: An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization, e.g., the Ku Klux Klan, American Nazi Party.

Heterosexual: (adjective) Of or relating to persons who experience a sexual attraction toward and responsiveness to members of the opposite sex; (noun) a heterosexual person.

Homosexual: (adjective) Of or relating to persons who experience a sexual attraction toward and responsiveness to members of their own sex; (noun) a homosexual person.

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

Lesbian: (adjective) Of or relating to females who experience a sexual attraction toward and responsiveness to other females; (noun) a homosexual female.

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and Driving under the influence are not included in this definition.)

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

Murder: see Nonnegligent Manslaughter

Negligent Manslaughter: The killing of another person through gross negligence.

Non-campus Building Or Property:

- (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- (ii) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Pastoral Counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Public property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is

within the campus, or immediately adjacent to and accessible from the campus.

Racial Bias: A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features; etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, whites.

Referred for Campus Disciplinary Action: The referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Religious Bias: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

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

Sex Offenses-Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses-Nonforcible: Unlawful, nonforcible sexual intercourse.

Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual-Orientation Bias: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g., gays, lesbians, heterosexuals.

Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

2. State Law Correlation Table

This correlation table is provided by Jennifer Beeman of UC Davis.

The following 7 pages provide conversions from crimes defined in the California Penal Code to Clery Act reportable crimes. In addition, each campus is responsible for converting offenses defined in local city and county ordinances to Clery Act categories.

3. Part I and Part II Crimes

Please see the next 13 pages from the FBI *Uniform Crime Reporting Handbook*.

4. Police Supplement

a. Hierarchy Rule

The Clery Act requires campuses to compile statistics for the specified crimes in accordance with the FBI's UCR standards. Under the UCR standards, if two or more persons jointly commit one crime, only one crime is reported. Similarly, if multiple offenses are committed at the same time and place by a person or a group of persons, the only crime to be recorded for statistical purposes is the most serious of those reported. (See appendix A, #3)

The UCR program divides crimes into two groupings, Part I crimes, the most serious crimes, and Part II crimes, less serious crimes. Within each grouping, the crimes are ranked from the most serious to the least serious.

- If two Part I crimes are committed as part of the same incident, only the highest-ranking crime reportable under Clery should be included in the statistical compilation for the Annual Security Report.
- The same "hierarchy rule" applies to Part II offenses that are subject to Clery Act reporting requirements.
- If an incident involves one Part I crime and one Part II crime, only the Part I crime should be counted for statistical purposes.

Example 1: An offender physically attacks a victim with a weapon and takes the victim's car. Although the incident involves two crimes – aggravated assault and motor vehicle theft – only the assault will be reported, as it is the more serious crime under the hierarchy rule.

Example 2: Two fraternity members (Al and Bob) and three pledges (Carl, Dave and Evan) were found in the arboretum at 1:00 am by campus police who suspect hazing. The fraternity has a tradition of tossing drunken, naked pledges in the creek that runs through campus. Both Al and Bob, who are over 21, have beer in their possession, and Bob has a "butterfly knife" in his pocket (illegal weapon). Carl, Dave and Evan are all underage and drunk, dressed only in boxer shorts. Carl and Dave are each holding a half-full beer bottle. When the police attempt to handcuff Dave, he swings the bottle at the officers (aggravated assault).

Hierarchy rule application to cases involving both arrests and discipline, and to both "Clery reportable" and non-reportable crimes/incidents:

1. Al is arrested for hazing, and disciplined for hazing and alcohol possession in violation of campus policy. (For Clery reporting, do not count hazing arrest, since it's not a Clery crime; and do not count alcohol discipline referral since Al is over age 21, and the violation is not a violation of law.)
2. Bob is arrested for illegal weapons possession and hazing, and disciplined for weapons possession, hazing and alcohol possession. (For Clery reporting, count weapons arrest, don't count hazing arrest, and don't count alcohol discipline referral since Bob is over 21.)
3. Carl is arrested for "minor in possession" and for being drunk in public. He is also disciplined by the campus for both offenses. (For Clery reporting, count the alcohol arrest for minor in possession; do not count the discipline for minor in possession, nor the arrest or discipline for being drunk in public, because it's not Clery reportable.)

4. Dave is arrested for aggravated assault upon a police officer, for minor in possession of alcohol and drunk in public. He is also disciplined for “physical abuse or threats of violence” and for minor in possession and being drunk in public. (For Clery reporting, count the arrest for aggravated assault, but do not count the arrest for minor in possession {hierarchy rule}. Do not count the discipline for “physical abuse” or drunk in public, but do count the discipline for minor in possession.)

5. Evan is both arrested and disciplined for being drunk in public only since he did not have beer in his possession. (For Clery purposes, do not count either the arrest or discipline for being drunk in public, because it is not Clery reportable.)

b. Arson Exception

The only exception to the “hierarchy rule” is for arson, which must always be reported separately.

c. Summary and Examples

A summary of UCR Part I and Part II offenses, a further description of the “hierarchy rule,” and examples of applying the hierarchy rule are included in Appendix A, #4. Campus police familiar with the application of the hierarchy rule must make the crime classification determination based on guidance from the UCR Handbook, while using the Clery Act definitions.

Appendix B - UC Requirements

This appendix contains forms and form letters that all campuses should use. They have been prepared to ensure that the campuses meet the requirements of the Clery Act and to obtain some degree of uniformity among the campuses.

1. Notice to Campus Security Authorities

TO: [Designated Campus Security Authorities]
FROM: [Name], Chief of Police
DATE:
RE: Report of Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) is a federal law that requires each university receiving federal student assistance funding to annually compile and publish crime statistics for the university campus and surrounding areas. The Clery Act requires “campus security authorities” which includes, among others, all University officials having significant responsibility for student and campus activities, to report specified crime statistics for inclusion in the campus’ Annual Security Report. You have been identified as a campus security authority who has the responsibility for reporting such crime statistics.

The criminal offenses that the campus is required to report are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and nonforcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations and/or weapons law violations. In addition, the campus is required to separately report as hate crimes any of the above offenses that manifest evidence that the victim was intentionally selected because of the victim’s race, gender, religion, sexual orientation, ethnicity or disability, as well as hate crimes that involve bodily injury.

The campus is further required to report these crimes separately for a number of different geographic locations. These locations each have a complex legal definition, but include locations such as campus student residential facilities, on-campus locations other than student residential facilities, non-campus buildings or property (including those owned or controlled by a recognized student organization), and public property adjacent to the campus.

If you are aware of any crimes that occurred on campus during calendar year [2001], and you are not sure they were reported to the campus police department, it is important that you forward information concerning the crime to me no later than [June 30, 2002]. I have enclosed a Crime Statistic Report Form and a Sexual Assault Report Form that should be used to report the incidents described above. Given the complexity of the Clery Act and related FBI crime definitions, the University does not expect campus security authorities to determine whether a given act actually meets the legal criteria for one of the specified crimes or the criteria for the specified location required to be included in the annual report. However, the information you provide on the enclosed forms will assist the police department in appropriately classifying and recording reported statistical information. We will contact you in the event we require additional information in making these assessments.

I would appreciate it if you would distribute this memorandum with the attachments to other staff members in your unit who you believe have “significant responsibility for student and campus activities.” If you or others have any questions about this request or would like to discuss the specifics about an incident, please feel free to contact me at [phone number]. Please return all completed forms to me at [address].

Thank you for your cooperation and assistance in complying with this federal law.

2. Crime Incident Report Form

UNIVERSITY OF CALIFORNIA CRIME INCIDENT REPORT FORM

This form should be completed by those individuals identified as “campus security authorities” who are required to report information they receive about specified crimes (described below) pursuant to the federal Clery Act. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the campus’ Annual Security Report.

It is the policy of the University of California to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report University policy violations to the appropriate office (e.g., student conduct violations to the Office of Student Judicial Affairs). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Campus Police will use this form to determine the category of crime and location under which the crime should be reported according to the requirements of the Clery Act. Please forward this completed form to: [Chief of Campus Police Department] [Address].

Person Receiving Report: _____ Phone Number: _____

Report Made by:

_____ Victim

_____ Third Party Please identify relationship to victim: _____

Date and Time the Incident occurred: _____

Description of the incident or crime: _____

Location of Incident

Identify building name, address, etc.; be as specific as possible): _____

The location where this incident occurred was:

- _____ On campus, but not in student housing
- _____ On campus student housing
- _____ Off-campus affiliated property (owned, controlled, or affiliated with the campus; e.g., leased property, fraternity, student co-op)
- _____ Off-campus public property immediately adjacent to campus
- _____ Off-campus, NOT affiliated with or not adjacent to campus
- _____ Unknown

Sex Offenses

Examples of sex offenses are rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

Was this crime a sexual offense? _____ Yes _____ No

If yes, were the victim and the assailant acquainted? _____ Yes _____ No

If yes, were either the victim or the assailant under the influence of alcohol or drugs?

Victim: _____ No Yes, alcohol _____ Yes, drugs _____

Assailant: _____ No Yes, alcohol _____ Yes, drugs _____

Hate Crimes

Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.

Was this incident motivated by hate or bias? _____ Yes ; _____ No .

If yes, identify the category of prejudice:

_____ Race _____ Ethnicity _____ National Origin
_____ Religion _____ Disability _____ Sexual Orientation

If yes, provide a brief explanation of the determination: _____

Alcohol, Drug and Weapons Law Violations

Check all that apply:

_____ Alcohol _____ Drugs _____ Weapons Describe: _____

Number of individuals arrested or referred for campus disciplinary action: _____

3. Request for Statistics from Local Police

[Date]

[Commanding Officer of Local Police Agency]

[Name and address of Local Police Agency]

Dear [_____]:

I would like to request crime statistics for the locations described below for the 2001 calendar year. Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the [name of campus] is required to annually compile and publish crime statistics. This annual report must include statistics of specified crimes reported to local police agencies that occurred on or near campus and on University controlled or affiliated property. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR-National Incident Based Reporting System): murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and nonforcible); robbery; burglary; aggravated assault; motor vehicle theft; and arson. In addition, I need statistics concerning any of the above crimes that manifest evidence of a hate crime, in addition to other crimes that involve bodily injury that also manifest evidence of a hate crime. Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the victim’s race, gender, religion, sexual orientation, ethnicity or disability.

Pursuant to the Clery Act, the campus is also required to report these crimes separately for a number of geographic locations. These locations include the main campus, on campus student residential facilities, off-campus buildings or property that is owned or controlled by the University, or a recognized student organization such as a fraternity, and public property immediately adjacent to the main campus.

Therefore, I respectfully request the required statistics for the following locations:

- [main campus]
- [addresses of off-campus property owned or controlled by an officially recognized student organization]
- [other off-campus property owned or controlled by the University and used in relation to the University’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution; e.g., property leased or owned by the University in the community surrounding the campus]
- [public property immediately adjacent to and accessible from the campus]

I have enclosed a “Crime Statistic Report Form” and “Sexual Offense Statistic Report Form” that are provided to campus officials required to comply with the same statistical reporting obligations we are requesting of you. I hope these forms further clarify the information that I am requesting of you.

I realize that complying with this request will add to the workload of your staff and very much appreciate your cooperation in assisting us in complying with this federal law. If you have any questions or wish to further discuss this request, please contact me at [phone number].

Sincerely,

[Chief of Campus Police Department]

4. Campus Crime Statistics Form

See next page (not numbered).

5. Campus Hate Crime Statistics Form

See next page (not numbered).

6. Notice to Enrolled Students

Notice of Availability of Campus Security Reports

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, enrolled students are entitled to request and receive a copy of the Security Report for the [] campus. The report includes statistics for the past three years concerning crimes and incidents (whether they occurred on campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus) reported to campus security authorities. The report also provides campus policies and practices concerning security – how to report sexual assault and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims' assistance programs, student discipline, campus resources, and other matters. You may obtain a copy of this report by contacting [name and address of campus office] or online by accessing the following Internet address: [address of website]

Notice of Availability of Certain Other Information About the University

The University is also required under federal law to make certain other information available to students, parents, prospective students, employees, prospective employees, potential student-athletes, high school coaches, guidance counselors, and the general public, as follows:

- A. **Information on Student Privacy Rights**
Information on student privacy rights, as outlined in the federal Family Educational Rights and Privacy Act (FERPA), including procedures for inspection, correction, and disclosure of information in the student's record; a description of what constitutes directory information; the consequences of blocking directory information; and an explanation of how to impose and remove such a block.
- B. **Information on Student Financial Assistance**
Information on the availability of scholarships and student financial aid programs, including information on how to apply, eligibility criteria, general award criteria, and the rights and responsibilities of students who accept financial aid.
- C. **Information on Student Graduation and Transfer Out Rates**
Information about the percentage of students who enter the University as freshmen and either graduate within a set time frame or transfer to a program at another institution for which the University provided the student with substantial preparation.
- D. **Information on Athletic Program Participation Rates and Financial Support Data**
Information about (1) The rates at which men and women participate in intercollegiate sports, the revenue and expenses of the various intercollegiate sports programs; and (2) the levels of athletically-related financial aid awarded to different types of student athletes.
- E. **Information on Graduation and Transfer Out Rates of Student Athletes**
Information on the rates at which student athletes graduate from the University or transfer to another institution for which the University has provided the student athlete with substantial preparation.

F. Other Information on the University

Information on the (1) costs of attendance; (2) academic programs; (3) special services available to disabled students; (4) campus Student Financial Aid Office contact phone numbers; (5) withdrawal procedures and locations where students can complete a withdrawal; (6) refund policies; (7) return of aid rules; (8) accreditation information; and (9) student aid for study abroad programs.

Students who have access to the Internet may obtain information in any of the above categories about [name of campus] by linking to the following campus website: [link]

If you do not have access to the Internet, you may obtain information in any of the above categories about [name of campus] by submitting a request in writing directly to: [name and address of campus office]

(To facilitate the handling of your request, please mark clearly on the outside of the envelope “Information Request—Student Privacy Rights”, “—Student Financial Assistance”, “—Student Graduation and Transfer Out Rates”, etc. as appropriate)

7. Annual Notice to Current Employees

ANNUAL NOTICE TO CURRENT EMPLOYEES

Notice of Availability of [name of campus] Annual Security Report

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, campus employees are entitled to request and receive a copy of the [name of campus] Annual Security Report prepared in compliance with this Act. The report includes statistics for the past three years concerning crimes reported to Campus Security Authorities that occurred on campus, in off-campus buildings or on property owned or controlled by the University, and on public property adjacent to the campus. The report also includes campus policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance programs, student discipline, campus resources, and other matters. You may obtain a copy of this report by contacting [name and address of campus office] or by accessing the following website [address of website].

8. Notice to Prospective Students

Notice to Prospective Students

Notice of Availability of Campus Security Reports

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective students are entitled to request and receive a copy of the Security Report of any campus of the University they are interested in attending. Each Security Report includes statistics for the past three years concerning crimes and incidents (whether they occurred on campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus) reported to campus security authorities. Each Report also provides campus policies and practices concerning security – how to report sexual assault and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims’ assistance programs, student discipline, campus resources, and other matters.

Security Reports for each campus of the University are available online through the following University-wide link: [\[link\]](#)

If you do not have access to the Internet, you may obtain a copy of the Security Report of each campus you are interested in attending by submitting a request in writing directly to:

University of California, Berkeley
Chief of Police
1 Sproul Hall
Berkeley, CA 94720-1199

University of California, Davis
Chief of Police
Fire/Policy Building
One Shields Avenue
Davis, CA 95616-8681

University of California, Irvine
Chief of Police
150 Public Services Building
Irvine, CA 92697-4900

University of California, Los Angeles
Chief of Police
601 Westwood Plaza
Los Angeles, CA 90095

University of California, Riverside
Chief of Police
3500 Canyon Crest
Riverside, CA 92521

University of California, San Diego
Chief of Police
9500 Gilman Drive 00171
La Jolla, CA 92093—0017

University of California, San Francisco
Chief of Police
1855 Folsom Street
San Francisco, CA 94143-0238

University of California, Santa Barbara
Chief of Police
1201 Public Safety Building
Santa Barbara, CA 93106

University of California, Santa Cruz
Chief of Police
“H” Barn – 1156 High Street
Santa Cruz, CA 95064

Notice of Availability of Certain Other Information About the University

The University is also required under federal law to make certain other information available to students, parents, prospective students, employees, prospective employees, potential student-athletes, high school coaches, guidance counselors, and the general public, as follows:

- A. **Information on Student Privacy Rights**
Information on student privacy rights, as outlined in the federal Family Educational Rights and Privacy Act (FERPA), including procedures for inspection, correction, and disclosure of information in the student’s record; a description of what constitutes directory information; the consequences of blocking directory information; and an explanation of how to impose and remove such a block.
- B. **Information on Student Financial Assistance**
Information on the availability of scholarships and student financial aid programs, including information on how to apply, eligibility criteria, general award criteria, and the rights and responsibilities of students who accept financial aid.
- C. **Information on Student Graduation and Transfer Out Rates**
Information about the percentage of students who enter the University as freshmen and either graduate within a set time frame or transfer to a program at another institution for which the University provided the student with substantial preparation.

- D. Information on Athletic Program Participation Rates and Financial Support Data
Information about (1) The rates at which men and women participate in intercollegiate sports, the revenue and expenses of the various intercollegiate sports programs; and (2) the levels of athletically-related financial aid awarded to different types of student athletes.
- E. Information on Graduation and Transfer Out Rates of Student Athletes
Information on the rates at which student athletes graduate from the University or transfer to another institution for which the University has provided the student athlete with substantial preparation.
- F. Other Information on the University
Information on the (1) Costs of attendance; (2) academic programs; (3) special services available to disabled students; (4) campus Student Financial Aid Office contact phone numbers; (5) withdrawal procedures and locations where students can complete a withdrawal; (6) refund policies; (7) return of aid rules; (8) accreditation information; and (9) student aid for study abroad programs.

Prospective students who have access to the Internet may obtain information in any of the above categories about a specific campus or campuses by linking to the appropriate campus website or websites (where such information is available on the web) through the following Universitywide link: [link].

If you do not have access to the Internet, you may obtain information in any of the above categories about a specific campus or campuses by submitting a request in writing directly to:

(To facilitate the handling of your request, please mark clearly on the outside of the envelope “Information Request—Student Privacy Rights”, “—Student Financial Assistance”, “—Student Graduation and Transfer Out Rates”, etc. as appropriate)

University of California, Berkeley
Office of the Vice Chancellor, Undergraduate Affairs
130 California Hall, MC#1504
Berkeley, CA 94720-1504

University of California, Davis
Office of the Vice Chancellor, Student Affairs
476 Mrak Hall
One Shield Avenue
Davis, CA 95616

University of California, Irvine
Office of the Vice Chancellor, Student Affairs
405 Administration Building
Irvine, CA 92697-5180

University of California, Los Angeles
Office of the Vice Chancellor, Student Affairs
2127 Murphy Hall
405 Hilgard Avenue
Los Angeles, CA 90095-1405

University of California, Riverside
Office of the Vice Chancellor, Student Services and Enrollment
3108 Hinderaker Hall
Riverside, CA 92521

University of California, San Diego
Office of the Vice Chancellor, Student Affairs
9500 Gilman Drive
La Jolla, CA 92093-0015

University of California, San Francisco
Office of the Associate Vice Chancellor, Student Academic Affairs
500 Parnassus Avenue, MU 200W
San Francisco, CA 94143-0244

University of California, Santa Barbara
Office of the Vice Chancellor, Undergraduate Affairs
5203 Cheadle Hall
Santa Barbara, CA 93106-2030

University of California, Santa Cruz
Office of the Vice Chancellor, Student Affairs
296 McHenry
Santa Cruz, CA 95064

9. Notice to Prospective Employees

NOTICE TO PROSPECTIVE EMPLOYEES

Notice of Availability of [name of campus] Annual Security Report

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request and receive a copy of the [name of campus] Annual Security Report prepared in compliance with this Act. The report includes statistics for the past three years concerning crimes reported to Campus Security Authorities that occurred on campus, in off-campus buildings or on property owned or controlled by the University, and on public property adjacent to the campus. The report also includes campus policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance programs, student discipline, campus resources, and other matters. You may obtain a copy of this report by contacting [name and address of campus office] or by accessing the following website [address of website].

10. Crime Alert Publication Determination Form

CRIME ALERT PUBLICATION DETERMINATION FORM

Date of Incident: _____ Date Reported to [campus] Police Department: _____

Classification: _____ File Number: _____

Crime Alert Posted? Yes No

If yes, Date: _____

Has the subject been arrested/barrred from campus? Yes No

Will a Crime Alert being posted hinder the investigation? Yes No

If yes, why? _____

If a Crime Alert was not posted, indicate the reason(s) why:

Signature: _____

[Chief of Police]

Appendix C - Sample Policy Statements

The following pages are sample policy statements selected from various UC campus security reports. They are intended to illustrate the level of detail and the kinds of information that should be included. Actual policies and procedures will differ from campus to campus.

1. Sample Policy Where to Report Crimes

This sample is from the Los Angeles campus:

Reporting Incidents & Crimes

Whether it happens to you or you're a witness, you have the responsibility to report crime. If a crime occurs on or around campus, report it immediately to the police. UCPD has primary jurisdiction over the University and Medical Centers.

Crimes in progress and crimes that have just occurred should be reported by dialing **9-1-1** from any phone. Whenever possible, the actual victim or witness of the crime should call the Communication Center directly. Firsthand information is always more accurate and complete. If someone merely gives you the information and leaves, please include this information. There are blue *Emergency Phones* throughout campus and yellow *Emergency Phones* in the parking structures. The Emergency Phones are directly linked to UCLA Police.

The UCLA Emergency Communication Center is staffed 24-hours a day by trained public safety dispatchers. The dispatchers constantly receive calls from the 9-1-1 and business lines. They assign the appropriate police officers, firefighters or paramedics/EMTs to handle the call. When calling to report a crime or incident, please be ready to give information such as: a brief description of what occurred, where the incident occurred, when the incident occurred, did the suspect(s) have a weapon, where and when was the suspect(s) last seen, what did the suspect(s) look like (gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information. In addition to the importance of reporting, timely information assists us in developing information and warnings for the campus.

Non-Emergency Procedures

For non-emergency assistance, please call the UCLA Police Department at (310) 825-1491. The UCLA Police Department is located on campus at 601 Westwood Plaza.

While students are encouraged to report crimes to the police, the Dean of Students, Ombuds Office and the Center for Women & Men will also provide assistance with reporting.

2. Sample Policy for Timely Warning

This sample is from the Berkeley campus:

Cal TIP: Anonymous Crime Tip Program

Do you have information concerning a crime that has already occurred or about an ongoing crime problem in and around the campus? If so, you can send us confidential information via our home page where it will be sent to us via electronic mail.

Cal TIP is NOT intended for in-progress crimes. To report in-progress crimes call 911 from an off campus or pay phone, or 9-911 from a campus phone. To access the Cal TIP page, [click here](#).

How We Report Crime to the Campus Community

In addition to the yearly statistics provided in this booklet and on our web site, our department will make periodic reports, or Crime Alerts, to the campus community of recent crimes that may affect the quality of life in the greater campus area. These reports are intended to raise awareness regarding criminal activity so that the community can increase or implement personal safety strategies.

Crime Alerts, will be distributed through the following means:

- The UC Police Web Site at www.berkeley.edu/ucpolice
- The UCB Police News electronic mail list
- Flyers to selected offices on campus, including Student Activities and Services and Residential and Family Living

If you would like to receive crime alerts, as well as occasional safety briefs, via electronic mail see below for subscription information to UCB Police News.

UCPD, in conjunction with Campus Safety Programs has created an email list open to all members of the campus community. This list is a part of our department's ongoing effort to notify the campus community when incidents of criminal activity occur which may have an impact on the quality of life of the campus community at large and to share crime prevention information. List members can expect to receive crime alerts for the Berkeley campus and immediate area, when appropriate. There may also be periodic informational messages about topics in crime prevention such as theft prevention and night safety.

To sign up for the list, send email to: Majordomo@listlink.berkeley.edu with the following in the body of the message: `subscribe ucb_police_news [your email address]`

The message should contain no other information or signature files. If you have any questions about the list or need help subscribing, contact us: ucpolice@uclink.berkeley.edu.

Send Us E-Mail

The UC Police Department has an electronic mail address so that you can ask us questions regarding safety and other law-enforcement issues. To drop us a line, write to us at: ucpolice@uclink.berkeley.edu.

3. Sample Policy for Preparing Annual Report

This sample is from the Davis campus:

Collection of Statistics for Campus Security Report

The UC Davis Police have responsibility for gathering statistics, identifying reportable crimes, and reporting/publishing statistics to Department of Education, to the FBI, and to the public. Statistics are reported in different formats and categories depending upon legal requirements: FBI reports include different crimes from the Clery Act, while the Clery Act requires statistics to be reported from a wider geographic area than the FBI (e.g., adjacent public property and off-campus student organization properties), and also requires reports of student disciplinary referrals in addition to arrests for drug, alcohol, and weapons offenses. Further, the Clery Act mandates the collection of information regarding crimes from non-law enforcement “campus security authorities” having “significant responsibility for students or campus activities,” while FBI statistics include only crimes reported to the police.

The 2001 Campus Security Report has been compiled for the 2000 calendar year from statistics based upon crime reports received by the UC Davis Police Department; from crime statistics received from 28 outside police agencies having jurisdiction over “non-campus buildings” at distant locations; and from incident reports received in response to written surveys distributed to approximately 300 non-police “campus security authorities.”

UC Davis urges that all crimes be promptly reported to the UC Davis Police Department. As noted above, the campus also surveys “campus security authorities,” which include those with responsibility for controlling access to buildings or facilities and officials having significant responsibility for students or campus activities (e.g. deans, coaches, Student Housing staff, and Student Judicial Affairs staff – a complete list is available from Campus Counsel’s Office, at 754-6295), to ensure that all crimes are included in statistics.

Licensed counselors (including certified Sexual Assault Victim Counselors) and campus clergy (pastoral counselors) are exempt from reporting requirements. UC Davis encourages counselors and clergy; if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Security Report.

Non-police campus security authorities receiving reports of crimes forward the information to the UC Davis Police Department. These reports are confidential unless the victim gives permission to document identifying information or for police to investigate. Reporting forms include crime definitions and request specific information (e.g., date, location, and nature of the offense). This information and regular meetings of key campus officials are used to preserve confidentiality, avoid duplicate, inaccurate, or inflated statistical reporting, and assure that the incidents listed are, as much as possible, congruent with FBI Uniform Crime Reporting classifications.

The City of Davis, the City of Sacramento, and Yolo and Solano counties surround the main UC Davis campus and the UC Davis Medical Center. Police agencies with jurisdiction over those areas have been asked to provide crime statistics for adjacent public property and non-campus buildings including outlying campus and UC Davis Medical Center facilities, as well as statistics for the addresses of facilities such as Greek-letter organization housing. In addition, 24 other law enforcement agencies were surveyed regarding UC Davis buildings and property located within their jurisdictions.

UC Davis Police report arrests for liquor law, drug, and weapons violations occurring on campus, in Student Housing, at non-campus buildings, and on public property adjacent to campus. Student Housing and Student Judicial Affairs separately track disciplinary referrals for drug, liquor law, and weapons violations. Student Housing and Student Judicial Affairs consult with each other and with the police to avoid double reporting of the same incident; a disciplinary referral will be reported if it is not otherwise reported as an arrest or crime.

4. Sample List of Officials with Significant Responsibility for Student and Campus Activities

This sample is from the UC San Diego campus:

Although we encourage the reporting of campus criminal activity directly to the UCSD Police Department, in some instances members of the campus community may choose to file a report with one of the other campus security authorities. Crime statistics are continuously gathered from UCSD Campus Security Authorities via on-line reporting utilizing a Mailable Filler report form. Any reportable crime made to a Campus Security Authority can be immediately transmitted to the UCSD Police Department via the Internet, fax machine or campus mail. For reporting purposes at UCSD, Campus Security Authorities have been designated as:

- 1) UCSD Police Department
- 2) UCSD College Deans
- 3) UCSD College Resident Deans
- 4) UCSD College Assistant Resident Deans
- 5) Office of Student Judicial Affairs
- 6) Office of Student Safety Awareness
- 7) Director of the Office of Graduate Studies and Research
- 8) Director of Student Affairs, UCSD School of Medicine
- 9) Assistant Director of Student Affairs, UCSD School of Medicine
- 10) Director of UCSD Extension
- 11) Director of UCSD Summer Session
- 12) Director, Intercollegiate Athletics
- 13) Intercollegiate Athletics, Associate Athletic Directors
- 14) Intercollegiate Athletics, Assistant Athletic Directors
- 15) Intercollegiate Athletics, Assistant Athletic Directors-Marketing
- 16) Intercollegiate Athletics, Associate Athletic Director
- 17) Intercollegiate Athletics, Sports Information Director
- 18) Intercollegiate Athletics, Assistant Sports Information Director
- 19) Intercollegiate Athletics, Head Trainer
- 20) Intercollegiate Athletics, Assistant Trainers
- 21) Intercollegiate Athletics, Softball Coaches
- 22) Intercollegiate Athletics, Water Polo Coaches
- 23) Intercollegiate Athletics, Crew Coaches
- 24) Intercollegiate Athletics, Soccer Coaches
- 25) Intercollegiate Athletics, Basketball Coaches
- 26) Intercollegiate Athletics, Tennis Coaches
- 27) Intercollegiate Athletics, Volleyball Coaches
- 28) Intercollegiate Athletics, Fencing Coaches
- 29) Intercollegiate Athletics, Swim Coaches
- 30) Intercollegiate Athletics, Track Coaches
- 31) Intercollegiate Athletics, Cross Country Coaches
- 32) Intercollegiate Athletics, Golf Coaches
- 33) Campus Recreation Department, Director
- 34) Campus Recreation Department, Associate Department Director
- 35) Campus Recreation Department, Assistant Department Director
- 36) Campus Recreation Department, Director of Recreation and Sports

- 37) Sports Facilities, Director
- 38) Sports Facilities, Assistant Director Marketing and Events
- 39) Sports Facilities, Assistant Director of Operations
- 40) Sports Facilities, Manager of Main Gym

UCSD pastoral and professional counselors are encouraged to tell their clients about the reporting procedures outlined in this document. As noted below, confidential reports/anonymous reports are extremely valuable in order to prevent further victimizations and to obtain a more accurate portrait of UCSD campus crime.

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated campus security authorities. At a minimum, crime victims will receive valuable counseling and referral information. Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. (Remember, help is available. All you need to do is ask.)

This sample is from the Irvine campus:

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of UCIPD can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

5. Sample Policy on Campus Security Measures

This sample is from the Davis campus:

ACCESS TO AND MAINTENANCE OF CAMPUS BUILDINGS AND GROUNDS

The University of California, Davis is a large campus, situated on 5,500 acres. During the school year, our daily population of nearly 43,000 students, staff, and faculty makes us a small city in itself with its own crime problems. The nature of the study, service, and research conducted at UC Davis and UCDCMC requires that many of our buildings and facilities be open and accessible 24 hours a day. Since the campus and UCDCMC are open, many individuals find it easy to access the buildings and grounds; a few may engage in criminal activity. So, regardless of the time of day or night, no matter where you are on campus or at UCDCMC, be alert and aware of your surroundings and exercise common-sense safety precautions.

Buildings, facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UC Davis Police Officers regularly patrol the campus and report malfunctioning lights or other unsafe physical conditions to facilities management authorities for correction. In addition, UC Davis invites reports of physical hazards (for example, a broken stair, overgrown shrubs, or a missing traffic sign). Further, each year, the Police Department coordinates one or more campus-wide evening “safety walks” in which students, staff and faculty participate. This event pinpoints potential safety issues such as areas needing additional lighting, trees or bushes needing trimming to reduce shadows, or potholes or other obstacles.

Non-Residential Buildings

Our campus has over 1,100 buildings comprising almost 8 million square feet. Burglars or other individuals intent on crime may target these structures. Although almost all of these buildings can be accessed by key after business hours, many are locked and alarmed after 5 p.m. It is essential that staff, faculty, and students cooperate to keep closed facilities locked. To ensure that unauthorized individuals do not enter campus buildings DO NOT prop doors open or leave doors unlocked if you enter after hours, or open the door for individuals you do not know. In addition, protect the security of campus keys, and report immediately the loss or theft of keys.

Residential Buildings

UC Davis provides residential housing to approximately 6,500 students, from apartments designed for students with children to multi-student apartment complexes and high-rise residential buildings. The UC Davis Police Department, Student Housing staff, and apartment managers for on-campus private housing work closely together to create a safer and more comfortable living and learning environment. The security of residential areas involves on-duty residence hall staff, apartment managers, Cal Aggie Host and Safety Escort services, and round-the-clock UC Davis Police patrols. Campus wide security and safety seminars are held for residents throughout the year to increase awareness of crime risks and improve campus safety. To provide residents with timely notice of major crimes or threats to the campus, Student Housing staff and apartment managers promptly post all Crime Alert Bulletins.

Although all residence halls* are accessible only by key or card key 24 hours a day, residents must also take an active role to ensure their own security by exercising common sense and by learning and

following campus security procedures. In addition, since the campus is open, and visitors to residence halls and apartments are not restricted or monitored, residents need to be alert and aware of their surroundings.

To maintain the safety and security of residence halls, residents and visitors must ensure that locked buildings stay closed and locked. Keep your room or apartment door locked, always carry your key, take precautions to protect your keys against theft or loss, and report immediately any theft or loss of your building/room keys. In addition, do not open the door for people you don't know, and alert residence hall staff and the UC Davis Police Department if you notice unauthorized entry (for example, someone climbing over a fence) or suspicious activity (someone you don't know walking out of a friend's room carrying a computer).

6. Sample Policy on Law Enforcement

This sample is from the Davis campus:

a. Enforcement authority concerning security personnel

UC Davis Police Department officers are duly sworn peace officers under Section 830.2 of the California Penal Code. The department's 50 officers are armed and have the same authority under the law as municipal police officers. UC Davis police officers patrol the campus and UCDMC 24 hours a day, 365 days a year. They enforce applicable local, state, and federal laws; arrest violators; investigate and suppress crime; investigate traffic and bicycle accidents; and provide a full range of police related services, including immediate response to all medical and fire emergencies. The communication center also operates 24 hours a day, 365 days a year and is able to take calls from TDD machines.

The Department also employs unarmed Public Safety Officers at UCDMC, to provide on-site security and assistance in the hospital and outlying areas, as well as 150 student Cal Aggie Hosts who perform security-related functions on campus.

Crime prevention and apprehension of those who commit crimes at the UC Davis campus and UCDMC are the Police Department's primary goals. To achieve these goals, the Police Department works closely with surrounding law enforcement agencies.

This sample is from the Irvine campus:

b. and c. Prompt reporting and pastoral counselor reporting procedures

UC Irvine community members are strongly encouraged to immediately report criminal activity and suspicious person(s) to the UCI Police Department. Incidents that may or may not be crimes may also be reported to "campus security authorities" which include, in addition to the UC Irvine Police, those with responsibility for controlling access to buildings or facilities and officials having significant responsibility for students or campus activities. Licensed counselors (including certified Sexual Assault Victim Counselors) and campus clergy (pastoral counselors) are exempt from reporting requirements. UC Irvine encourages counselors and clergy; if and when they deem it appropriate, to inform those who they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion the Campus Security Report.

7. Sample Policy on Safety Information

This sample is from the Los Angeles campus:

The UCLA Police Department is dedicated to promoting and maintaining safety awareness and community outreach programs. In addition to Patrol services, the Police Department has a Crime Prevention Unit dedicated to developing and coordinating a variety of activities to meet the safety needs of the entire campus community. Presentations and special workshops on all aspects of personal safety, prevention of workplace violence, office/business safety, rape/assault prevention and related law enforcement topics are scheduled on a regular basis or by request for all campus members and at employee and student orientations. During 2000 there were approximately 20,940 individuals reached through campus presentations and programs. Informational news articles, emergency flyers and safety related brochures are developed and distributed to students and employees describing incidents impacting campus security or personal safety.

UCPD encourages students and employees to take responsibility for their own safety by taking proactive steps to reduce the likelihood of crimes on campus or to themselves. Crime prevention literature is available at the University Police Department lobby, on the UCPD web page and throughout campus. The Department also offers numerous crime prevention programs and workshops each quarter. Examples of the programs and workshops available through the Crime Prevention Unit include:

- *Personal Safety:* Crime prevention tips and suggestions of actions that individuals can take to make themselves less vulnerable to crime. Examples of topics covered are robberies, assaults, stalking, identity theft, and property theft. Written materials are also available.
- *Sexual Assault Awareness & Prevention:* Crime prevention tips and suggestions of actions that individuals can take to make themselves less vulnerable to a sexual assault. Topics include rape prevention, acquaintance rape, and date-rape drugs such as Rohypnol and GHB. Written materials are also available.
- *Hate Crimes:* Defines hate crimes, and behaviors/acts that are hate crimes. Topics covered include relevant laws, how to report hate crimes and available resources. Written materials are also available.
- *Drug & Alcohol Awareness:* Designed to bring about awareness and prevention of drug and alcohol use and abuse. Topics covered are drug and alcohol laws, alcohol consumption and driving under the influence. Written materials are also available.
- *Campus & Community Assistance for Victims of Sexual Assault:* UCLA has a variety of resources for individuals who have been victimized by a sexual assault or would like to take a proactive stance by attending educational seminars and workshops. A list of area resources is at the document's end.

Information, programs and schedules are available by calling information (310) 825-1491.

8. Sample Policy on Crime Prevention Information

This sample is from the Irvine campus:

The UCI Police Department is dedicated to promoting and maintaining safety awareness and community outreach programs. In addition to Patrol services, the Police Department has a Crime Prevention Unit and Community Service Officer Program dedicated to developing and coordinating a variety of activities to meet the safety needs of the UC Irvine campus community. In 2000, UCIPD provided presentations and special workshops on law enforcement related topics: 13 on general and personal safety, 1 on new student orientations, 10 CSO programs and services, 2 on hate crimes, 1 on workplace violence, 1 on sexual assault & date rape drugs, 1 on alcohol awareness, 1 on drug abuse prevention, 4 on Residence and Housing Assistant training. These presentations are scheduled on a regular basis or by request for all campus members and at employee and student orientations. During 2000 there were approximately 5,598 individuals reached through campus presentations and programs. Informational news articles, emergency flyers and safety related brochures are developed and distributed to students and employees describing incidents impacting campus security or personal safety.

UCIPD encourages students and employees to take responsibility for their own safety by taking proactive steps to reduce the likelihood of crimes occurring on campus for themselves. Crime prevention literature is available at the UCIPD lobby, on the UCI Police WebPages and throughout campus. The department also offers numerous crime prevention programs and workshops each quarter.

9. Sample Policy on Off-Campus Criminal Activity

Sample Policy on Off-Campus Criminal Activity

The University of California <campus> has asked police departments in XX and XX jurisdictions [presumably adjacent to campus or the jurisdiction where recognized student organizations control properties] to inform its student judicial affairs officer whenever a student is charged with a criminal offense involving serious bodily injury, including sexual assault; stalking; arson; burglary; motor vehicle theft; or any hate crime. The campus will determine whether there is sufficient information to permit a determination whether the alleged student offender should be the subject of a separate campus disciplinary investigation. In soliciting such information, UC<campus> does not distinguish where in the police jurisdiction the offense took place.

Alternatively, for campuses that do not exercise off-campus jurisdiction:

The University of California <campus> does not track or monitor law enforcement proceedings against students for offenses that take place off campus other than by collecting the required statistics on crimes that occur at specified off-campus locations as required by the Clery Act.

10. Sample Policy on Alcoholic Beverages

This sample is from the San Diego campus:

The possession, sale or the furnishing of alcohol on the University campus is governed by UCSD Alcohol Policy and California state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on campus is the primary responsibility of the UCSD Police Department. The UCSD campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the UCSD Police Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the UCSD Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

11. Sample Policy on Illegal Drugs

This sample is from the San Diego campus:

The UCSD campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the UCSD Police Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

12. Sample Policy on Substance Abuse Programs

This sample is from the San Diego campus:

UCSD students and employees with substance abuse problems (including alcohol) create a health and safety risk for themselves and for others. Such abuses can also result in a wide range of serious emotional and behavioral problems. UCSD makes available to students and employees a variety of alcohol and substance abuse programs. These programs are designed to discourage the use of illicit substances and to educate students and others as to the merits of legal and responsible alcohol consumption.

UCSD Psychological and Counseling Services provides counseling and referral services to students who are troubled by a substance abuse problem. Group and individual counseling sessions are available to students at no cost. All information regarding any contact or counseling is confidential and will be treated in accordance with University policies, state and federal laws. A student's decision to seek assistance will not be used in connection with any academic determination or as a basis for disciplinary action.

UCSD employees who have substance abuse problems are encouraged to seek assistance through the UCSD Faculty and Staff Assistance Program (FSAP) located on campus. Individual counseling, referral and other valuable services are available through this office. UCSD policies on substance abuse are also described in the schedule of classes entitled, "Official Notice to Students Required by the Drug-Free Schools and Communities Act of 1989," and in the UCSD Substance Abuse Program Guide, which is available from the Human Resources Department or on-line in a PDF format at www.blink.ucsd.edu.

13. Sample Policy on Sexual Assault Programs

This sample is from the Santa Barbara campus:

Educational Program Description

Sponsored by the Police Department and the Women's Center, the Rape Prevention Education Program provides education and information about sexual assault, dating and domestic violence, and stalking. Programs explain laws and definitions, suggest strategies to increase safety, and dispel the common myths about sexual violence. The RPEP also provides assistance for survivors of sexual violence and their families and friends. Assistance includes crisis counseling, information about reporting to law enforcement and the campus judicial system, help with legal and medical questions, help with academic and housing problems, and referrals to other campus and community resources.

Procedures to follow if a sexual offense occurs:

Information about notifying law enforcement personnel:

1. Get to a safe place. Call a friend or someone else to be with you.
2. If you know you want to report to the police, call 911 (9-911 on campus) and say, "I want to report an assault." You will need to give your name and other information.
3. If you are not sure what you want to do, call the Santa Barbara Rape Crisis Center's 24-hour hotline (564-3696). You do not have to give your name. The advocate will talk with you about your options, rights, and choices.
4. You may also call or come in to the UCSB Women's Center, Monday through Friday from 10 am until 5 PM (893-3778). A staff member will help you with your decisions about what to do.
5. If you are not sure about reporting but think you might want to later, you must make a police report now in order to obtain an evidence exam. The evidence exam can only be done if you make an official report. You have the right to change your mind later about being involved in a legal case.
6. Do not eat, drink, wash, shower, go to the bathroom, douche or clean up. As hard as this is, your body comprises the evidence in a sexual assault. If you have already done these things it is still okay to make a report; be sure to let the officer know.
7. If you definitely do not want to report to the police, it is still a good idea to have a medical exam to see if you were injured internally and to check for sexually transmitted diseases and pregnancy. You can do this at Student Health during their normal hours of operation or have a private physician do the exam.
8. It is important to note, however, that all health care providers (including Student Health) are legally required to report to the police any suspected sexual or physical assaults. This does not mean that YOU must talk to the police.

Information about counseling:

The Rape Prevention Education Program Coordinator is available to assist with crisis intervention, medical and legal questions, referrals to outside agencies, liaison to professors for academic problems, assistance with housing changes, and assistance with reporting to law enforcement and the campus judicial system. These services are free and confidential.

Other counseling resources on campus:

1. Counseling & Career Services for students;
2. Academic and Staff Assistance Program for staff and faculty.

Notification about changes in academic/living situations:

Survivors of sexual assault may:

1. Request academic assistance for missed classes or exams, or help with rearranging coursework.
2. Be moved if both you and the accused live in residential housing, or you may request that the accused be moved pending a campus conduct hearing.

Procedures for campus disciplinary action:

The following information applies only to UCSB student perpetrators of sexual assault and outlines how UCSB responds. Please get advice from the Rape Prevention Education Coordinator, or the police, if the offender is a faculty, staff or community member.

1. Any person sexually assaulted by a student on University property, at an official University function, or on any property deemed by the University to be within its jurisdiction, may ask the University to investigate and bring charges against the accused.
2. A preliminary investigation by the Associate Dean of Students will determine whether “interim suspension” should be invoked (see Section 105.08, Campus Regulations). Essentially, this process immediately removes from campus any person deemed an immediate threat or danger to any member of the campus community.
3. The Associate Dean will also determine if the case should go to a hearing based on preliminary investigation and the determination of a prima facie case of sexual assault. The role of the Dean’s office is both to establish a case against, and protect the rights of, the accused. For the University to take action against the student, the victim must, whenever possible, be the reporting party and be willing to testify at a closed conduct committee hearing.
4. If a hearing is held, the complainant and others may be asked to testify. The complainant and the respondent (accused) will each, separately, work with the Dean of Students Office throughout the adjudication of a complaint. The RPEP can provide an advocate for the complainant when requested; it is our recommendation that all complainants seek this assistance.

Complainant’s Rights And Responsibilities Connected To A Conduct Hearing

1. To a timely hearing after filing charges (cases reported just prior to the end of a quarter may be delayed by the quarter break period);
2. To have a person or persons of her or his choice accompany her or him to the hearing;
3. To remain present throughout the proceeding (excluding Committee deliberations);
4. Not to have to sit directly across from or next to the accused;
5. To respond to questions about the facts of the case posed by the Committee, or Judicial Affairs staff;
6. Not to have his or her irrelevant past sexual history discussed during the hearing;
7. To be informed as soon as possible of the outcome of the hearing;
8. To keep the outcome of the hearing confidential.

Rights of the Accused

The accused has the right to procedural due process as outlined in the Campus Regulations. Among these rights are the right:

1. To written notice of the charges;
2. To be accompanied at the hearing by an advisor;
3. To be present while evidence is being presented;
4. To produce witnesses and evidence pertaining to the case;
5. To confront and cross-examine all witnesses;
6. To not be required to give self-incriminating evidence.

For a full description of accused rights and responsibilities, as well as an overview of the disciplinary system, please see Chapter VI of the UCSB Campus Regulations Applying to Campus Activities, Organizations, and Students. All hearings are closed and information pertaining to a conduct case is protected by federal and state privacy laws.

Description of sanctions:

Students found guilty of a sexual assault may receive the following university sanctions: warning, disciplinary probation, exclusion from areas of campus or activities, suspension, or dismissal.

14. Sample Policy on Registered Sex Offender Information

The State of California requires sex offenders to register with the police in the jurisdiction in which they reside. The State makes this information available to law enforcement agencies. This information is available to the public at the local police department. For the [Name] campus information on registered sex offenders is available at: [Name] Police Department, [Address], [Phone Number].

15. Sample Campus Crime Alert

These samples are from the Davis campus:

See next two pages (not numbered).

16. Sample Crime Log

This sample is from the Davis campus:

See next page (not numbered).