

UNIVERSITY OF THE
PACIFIC
McGeorge School of Law

3200 Fifth Avenue
Sacramento, CA 95817

ANNUAL SECURITY AND FIRE SAFETY REPORT
SEPTEMBER 2011

Prepared by:
Campus Public Safety Department

An electronic copy is available at
http://www.mcgeorge.edu/About_McGeorge/Campus_Offices_and_Services/Campus_Public_Safety/Annual_Security_Report.htm

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TO: The Pacific McGeorge Campus Community
FROM: Elizabeth Rindskopf Parker, Dean
DATE: September 26, 2011
SUBJECT: **Annual Security and Fire Safety Report**

The safety and security of our Pacific McGeorge Community of students, faculty and staff is of vital importance – as true here as at any institution of higher learning in our nation. To ensure that members of each postsecondary academic community, as well as their families, have safety information about campuses, the U.S. Department of Education mandates that every such institution provide annual crime statistics for their campuses, in addition to listing their policies related to safety. The law requiring that this information be recorded and disseminated is known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or the Clery Act. On the pages that follow, you will find our Annual Security Report that includes crime statistics for the last three years and a listing of our campus policy statements. We also included a Fire Safety Report, which is now mandated by the Higher Education Opportunity Act of 2008.

Pacific McGeorge has long enjoyed a very safe campus environment, in no small part thanks to the efforts of our Campus Public Safety Department. Even so, safety is everyone's responsibility and I encourage you to do your part to help ensure we have the safest possible environment.

**Pacific McGeorge Annual Crime Statistics
January 1, 2008-December 31, 2010**

The following offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act and reported annually to the U.S. Department of Education.

Criminal Offenses	On-Campus			Campus Residences *			Non-Campus			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Aggravated Assault	0	0	0	0	0	0	0	0	0	4	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	2	2	1
Burglary	2	2	3	1	1	0	0	0	0	5	4	0
Negligent Manslaughter (Homicide)	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter (Manslaughter)	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0	0	0	11	2	1

Arrests and Disciplinary Referrals	On-Campus			Campus Residences *			Non-Campus			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Drug Violation Arrest	3	0	2	0	0	0	0	0	0	20	10	1
Drug Violation Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violation Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violation Referral	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrest	0	0	1	0	0	0	0	0	0	0	3	1
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0

*Crimes reported under the "Campus Residences" section is a subset of the crimes already reported under the "On-Campus" Section.

Pacific McGeorge 2008 Statistics

Hate Crimes	Race				Gender				Religion				Sexual				Ethnicity / Nat'l				Disability			
	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OC = ON CAMPUS NC = NON-CAMPUS PP = PUBLIC PROPERTY RF = RESIDENTIAL FACILITIES																								

Pacific McGeorge 2009 Statistics

Hate Crimes	Race				Gender				Religion				Sexual				Ethnicity / Nat'l				Disability			
	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OC = ON CAMPUS NC = NON-CAMPUS PP = PUBLIC PROPERTY RF = RESIDENTIAL FACILITIES																								

Pacific McGeorge 2010 Statistics

Hate Crimes	Race				Gender				Religion				Sexual Orientation				Ethnicity / Nat'l				Disability			
	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF	OC	NC	PP	RF
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OC = ON CAMPUS NC = NON-CAMPUS PP = PUBLIC PROPERTY RF = RESIDENTIAL FACILITIES																								

Annual Disclosure of Crime Statistics Policy

The Campus Public Safety Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). A hard copy of this report can be obtained at the Admissions Office, Human Resources Office, or the Campus Public Safety Office. The full text of this report is also available on the [Pacific McGeorge website](#).

Campus crime, arrest, referral and hate crime statistics reported by Pacific McGeorge Public Safety Department include those reported by the Sacramento Police Department, Pacific McGeorge Campus Security Authorities as well as from confidential or anonymous reports. To obtain information from the Sacramento Police Department, the Pacific McGeorge Director of Public Safety contacts the Sacramento Police Department annually and requests information regarding crimes that may have occurred on or near the Pacific McGeorge campus for the reporting period. The Sacramento Police Department has supplied hard copies of crime statistics and has also directed Campus Public Safety to the [police department's website](#) for the requested information. The Pacific McGeorge Director of Public Safety reviews the City's crime information and includes the statistics applicable to Clery.

These statistics include crimes that occurred on campus property, campus residences, non-campus property and public property. The Clery Act sets forth the category definitions as follows:

On Campus: All buildings and property owned or controlled by Pacific McGeorge School of Law, including campus residences.

Campus Residences: Apartments and buildings in which students reside on campus (this is a subset of the "On Campus" statistics).

Non-Campus Property: Any building or property owned or controlled by Pacific McGeorge that is used in direct support of, or in relation to, the institution's education purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This category includes Pacific McGeorge's international summer programs in Salzburg and Guatemala. Pacific McGeorge does not have any student organizations located off campus officially recognized by the law school.

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 is included.

Campus Law Enforcement Authority and Jurisdiction Policy Statement

All Pacific McGeorge Public Safety Officers have completed an approved training course as prescribed by the Commission on Peace Officer Standards and Training (P.O.S.T) as required by Penal code section 832. Although they are not sworn peace officers, Public Safety Officers have the authority to make arrests on campus. They enforce campus and University security policies, and provide other security related services as required. Their authority is limited to the boundaries of the law school's property, including land, structures, streets, roadways, and parking lots. Pacific McGeorge Public Safety Officers receive their law enforcement authority through a Memorandum of Understanding agreement between the City of Sacramento and Pacific McGeorge as required by the State of California. Under the terms of this agreement, the

Sacramento Police Department has agreed to investigate all felony and misdemeanor offenses that occur within the jurisdiction of Pacific McGeorge, and to provide police radios and 911 dispatch services for the Campus Public Safety Department. Pacific McGeorge Public Safety Officers are authorized to carry firearms while on duty.

Process to Report a Crime or Other Emergency

To Report a Crime:

Anytime you need immediate police, fire, or medical response, dial 911. You may also contact Campus Public Safety at 916-739-7200, 916-217-0896 or by using one of the emergency phones or call boxes located throughout the campus. People are encouraged to report any suspicious activity or person seen loitering around vehicles, inside buildings or around campus residential housing. You may also report a crime to the following Campus Security Authorities:

1. Principal Assistant Dean for Academic Programs & Student Life – 916-739-7399
2. Assistant Dean, Administration & Resource Management – 916-739-7151
3. Assistant Dean for Library & Research Services – 916-739-7192
4. Assistant Dean for Student Affairs – 916-739-7089
5. Associate Dean for Academic Affairs – 916-739-7194
6. Assistant Director, Center Activities – 916-739-7353
7. Student Services Counselor – Assistant Dean of Students Office – 916-739-7089
8. Dean – 916-739-7151
9. Manager, Housing & Recreation Center – 916-739-7119
10. Director, Human Resources – 916-739-7343
11. All Campus Public Safety Officers – 916-739-7200
12. All Student Public Safety Officers

Voluntary Confidential Reporting Policy Statement

If you are a victim of, or witness to, a crime and do not want to pursue action within the Pacific McGeorge system or criminal justice system, you may still want to make a confidential report. With your permission, a Campus Security Authority, including Campus Public Safety, can file a report on the details of the incident.

Alternatively, a [form to file an anonymous report](#) is available on the Pacific McGeorge website. With such information, the law school can keep accurate records of the number of incidents involving students, determine whether 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 confidentially or anonymously are counted and disclosed in the annual crime statistics for this institution.

Daily Crime Log Policy Statement

In compliance with the provisions of the Clery Act, Pacific McGeorge has created, maintains, and makes available a daily crime log. The Campus Public Safety Department is responsible for preparing and maintaining the daily crime log. It is available for review during normal business hours upon request in the Director of Public Safety's office. The daily crime log includes crimes that are reported annually to the U.S. Department of Education and other crimes reported to the

Campus Public Safety Department including those occurring within the patrol jurisdiction of the Campus Public Safety Department.

Security and Access Policy Statement

Pacific McGeorge is a private educational institution and access to its buildings and grounds are open to students, parents, employees, contractors, guests, and invitees. The Campus Public Safety Department and the Buildings and Grounds Department share responsibility for locking and unlocking campus facilities. Campus facilities are secured in accordance with established procedures while routine janitorial services are performed during the night hours. Facilities are not unlocked by either department without proper authority. The Campus Public Safety Department has the final responsibility for securing facilities at the close of business each day and during holiday or seasonal days off. Doors to student housing facilities remain locked and are accessible by key. Campus Public Safety Officers regularly monitor the campus throughout the hours of darkness. Nevertheless, it is important for you to be alert and aware of your surroundings and exercise personal safety.

Timely Warning Policy Statement

Public Safety publishes *Updates & Information* monthly that advises students and employees of incidents, including all crimes listed on page 2 of this report, that have been reported in and around the Pacific McGeorge Campus in order to increase the campus community's awareness of crime and to help prevent victimization.

In the event that a situation arises (either on or off campus) that in the judgment of the Director of Public Safety constitutes a serious or continuing threat to students and employees a campus wide immediate "timely warning" will be issued. This warning will provide pertinent information to the campus community to help prevent a similar crime or unsafe condition. Systems for issuing timely warnings include campus email, bulletin board postings (located outside classrooms, the student center and law library), speaker phone announcements, bullhorns, PA systems and news releases. Depending on the circumstances, Pacific McGeorge's emergency alert system, Pacific Connect may be utilized. Pacific Connect is an emergency alert system used at Pacific McGeorge to communicate important alerts and important emergency information to the campus via text and voice messages sent to the cell phone numbers provided by students, faculty, and staff through self registration, as well as to email addresses and land-line numbers. All employees and students are encouraged to self register to receive information from this alerting system by logging into [insidePacific](#) (go to the Administrative Tab and open Pacific Connect). All students will receive an email alert sent to their student email account whether they have registered with Pacific Connect or not. The information entered into Pacific Connect is secure and the system will be used in the event of a campus or regional emergency. [Timely warnings](#) may also be posted on the Campus Public Safety Department's website.

Anyone with information that may warrant a timely warning should immediately report the circumstances to the Campus Public Safety Department, either by phone 916-739-7200 or in person at the Director of Public Safety's office.

Emergency Response and Evacuation Procedures

The Campus Public Safety Department is responsible for publishing the Disaster Operations Control Plan which is the emergency operations plan for Pacific McGeorge. All employees are required to be familiar with the plan and be prepared to carry out his or her duties and responsibilities during any emergency, which includes taking whatever steps are necessary to protect life, communicating with authorities (Campus Public Safety first, then 911, then campus leadership), and being prepared to serve. The plan includes specific courses of action to be taken in case of an emergency or disaster. The plan will be utilized to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff unless issuing a notification will compromise efforts to contain the emergency. The Dean or the Dean's designee is responsible for the coordination of this plan during emergency operations through the Director of Public Safety. A copy of this plan is available in hard copy in the Director of Public Safety's office.

In the event of a campus emergency, Campus Public Safety will work with Crisis Response Team (CRT) members to provide a coordinated response to the campus community. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Dean or the Dean's designee has the authority to declare a state of campus emergency. Although Campus Public Safety is the initial point of contact for all emergencies, the Dean, or the Dean's designee and the CRT have ultimate responsibility for communication, coordination and planning necessary to resume operations during a crisis.

Upon declaring an emergency, the Dean will convene, as appropriate, the members of the Crisis Response Team who will assist and advise the Dean regarding priorities, strategies, dissemination of information, coordination and resource availability. Members of the Crisis Response Team include:

CRT Member

- Senior Communications Officer
- Dean
- Associate Dean for Academic Affairs
- Assistant Dean for Administration and Resource Management
- Assistant Dean for Advancement, External Relations & Career Development
- Executive Director for Administrative Resources
- Director of Public Safety
- Administrative Coordinator (support)

The process Crisis Response Team members will following in case of a significant emergency:

1. Receive reports of occurrence and response thus far.
2. Review possible scenarios and determine appropriate segment of campus community to receive a notification and response level.

3. Declare an emergency, if warranted, and engage the Disaster Operations Control Plan which contains a pre-identified matrix to guide CRT members.
4. If immediate emergency notification is warranted, agree to text/language, and send via the appropriate Pacific McGeorge alert system that includes Pacific Connect, campus email, speaker phone announcements, bullhorns, PA systems, in-person conduct and news releases. Assign necessary tasks to appropriate personnel.
5. Determine if external immediate notification is required at this time (University, civic, neighbors). This notification may be achieved by contacting law enforcement, fire, local media, in-person contact, or other appropriate means.
6. Determine time of routing incident updates and location of update meetings.
7. Assign task of establishing a command post.
8. Develop communications strategy, campus community updates, fact sheet, speaking points, press release and website updates.

If it becomes necessary to evacuate a building, all occupants will be told to evacuate and reassemble in a designated location by members of the Campus Public Safety Department or the Crisis Response Team. In addition to CRT members, each campus building has a Team and Alternate Team Leader that know their assigned floor plans, are familiar with the locations of exits and alternate exits to use in case of an evacuation, and are responsible for assessment, communication and action direction as a first responder in their area. Additionally, evacuation routes are posted in the hallways of all on-campus residences.

The Director of Public Safety, with the approval of the Executive Director for Administrative Resources, is responsible for developing and executing tests of Pacific McGeorge's Emergency Response and Evacuation Procedures at least once annually. The test(s) may be announced or unannounced. Announced tests will be publicized via one or more of the following methods of communication:

- Email
- Telephone / Voicemail
- Text Messaging
- Posted Alert Bulletins
- Pacific Connect

The Director of Public Safety is responsible for documenting and maintaining records for each test, including a description of the exercise, the date, time, and whether the test was announced or unannounced. Documentation of the test information is available in the Director of Public Safety's office.

Pacific Connect is an emergency alert system used at Pacific McGeorge to communicate important alerts and important emergency information to the campus via text and voice messages sent to the cell phone numbers provided by students, faculty, and staff through self registration, as well as to email addresses and land-line numbers. All employees and students are encouraged to self register to receive information from this alerting system by logging into [insidePacific](#) (go to the Administrative Tab and open Pacific Connect). All students will receive an email alert sent to their student email account whether they have registered with Pacific Connect or not. The information entered into Pacific Connect is secure and the system will be used in the event of a campus or regional emergency.

Alcoholic Beverages Policy Statement

School policy, California State law and federal law govern the possession, sale or furnishing of alcohol on the Pacific McGeorge campus. The unlawful possession or use of alcohol by anyone younger than 21 years of age is illegal. Violators are subject to Pacific McGeorge disciplinary action in addition to criminal prosecution, fine and imprisonment. Student organizations are forbidden from serving alcoholic beverages at events on campus without prior approval of the Assistant Dean of Students. Enforcement of alcohol related laws and rules on school campus is the responsibility of the organization sponsoring the event. Organizations or groups violating this policy may be subject to sanctions by Pacific McGeorge.

Illegal Drugs and Substance Abuse Policy Statement

Pacific McGeorge students and employees are expected to comply with federal, state, and local laws prohibiting the use of illegal drugs. The sale, possession, distribution, or use of illegal drugs will not be tolerated. Violators are subject to Pacific McGeorge disciplinary action in addition to criminal prosecution, fine and imprisonment. It is the responsibility of every student, faculty member, and employee to report incidents involving violations of federal, state and local drug and alcohol laws on campus, or at officially sponsored off-campus activities.

A separate publication of Pacific McGeorge, *Substance Abuse Policies and Procedures*, provides further information about policies, procedures and available drug or alcohol abuse education programs. Contact the Director of Public Safety at 916-739-7187 or the Assistant Dean of Students at 916-739-7089 for more information.

Encouragement of Accurate and Prompt Crime Reporting Policy Statement

All students and employees of Pacific McGeorge are encouraged to report crimes to the Campus Public Safety Department at 916-739-7200. Accurate and prompt reporting is encouraged because it affords the Campus Public Safety and/or local law enforcement the best opportunity to respond appropriately and protect the safety and security of the campus community. Campus Public Safety officers are available on campus 24 hours a day, seven days a week, to respond to crimes or other emergencies. There are 23 emergency phones or call boxes located throughout the campus in buildings and parking lots that provide direct access to the Campus Public Safety Department. In addition to Campus Public Safety, people may also call the Sacramento Police Department's emergency number 916-264-5151, or call 911. When calling, be prepared to provide accurate and detailed information to Campus Public Safety or the police dispatcher. If you see a crime in progress, call in the information as soon as practical. Do not assume someone else has made or will make the call.

Crime Prevention Programs Policy Statement

The Campus Public Safety Department regularly publishes crime prevention tips for students and employees. The most recent updates and information, including the latest crime and safety information, are available on the [Campus Public Safety website](#). The Campus Public Safety Department provides information to new students during orientation. Employees who handle cash are taught procedures to follow during and after a robbery, with an emphasis on employee safety. Safety escorts for students and employees to the parking lots or on-campus housing are provided on request by the Campus Public Safety Department 24 hours a day, seven days a

week. Engravers are available upon request at the Director of Public Safety's office. Students and employees are encouraged to mark their valuables to deter theft and aid in the recovery of stolen property. Employees and students are encouraged to register their bicycles. More safety tips are available at the [Campus Public Safety website](#).

Sexual Offender Registration Policy Statement

In accordance to the Campus Sex Crimes Prevention Act, the Clery Act, and the Family Educational Rights and Privacy Act, the Pacific McGeorge Public Safety Department provides a link to the California Department of Justice's Sex Offender Registry, known as [Megan's Law](#). The California Department of Justice is responsible for maintaining this registry. Federal Law requires persons who must register as sex offenders to provide notice to the State if they are employed by, or are a student at, an institution of higher education.

Sexual Assault and Response Policy Statement

Pacific McGeorge is committed to the personal safety of its students and other members of its campus community and maintaining a safe and respectful environment free from sexual misconduct. As part of its safety education program to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, the Campus Public Safety Department provides information from Women Escaping a Violent Environment (W.E.A.V.E.) regarding the services they provide for the awareness and prevention of sexual assault, domestic violence, and for victims of abuse. The information is made available to students during orientation and is available year round in the Public Safety Office; they are also posted in the quad area. The Campus Public Safety Department also has a [list of safety tips](#) posted on the campus website. The Public Safety Department is part of the Orientation Program and provides information to entering students. Students have the opportunity to ask questions and pick up free publications designed to help them protect themselves from becoming victims of crime.

If a student is the victim of sexual assault, their first priority is to get to a safe place. The victim is encouraged to seek assistance and support from someone he or she trusts, such as a friend, family member, faculty member or staff person.

The victim is encouraged to obtain immediate and necessary medical treatment at the UC Davis Medical Center, 2315 Stockton Boulevard, Sacramento, CA 95817, phone 916-734-2011. When the student arrives at the medical center for an exam, the Sacramento Police Department will be notified by the hospital. A Sexual Assault Response Team (SART) Advocate will be dispatched and can offer support at the hospital. The student may choose whether or not to speak to police at the hospital.

In instances where a student does not choose to use his or her insurance or is unable to pay for treatment, Pacific McGeorge will pay the charges incurred during the initial emergency room visit. Medical assistance at the UC Davis Medical Center includes a comprehensive medical and forensic exam with appropriate testing and treatment. Time is a critical factor in collecting and preserving evidence. The victim should attempt to preserve evidence at the scene of the assault by leaving it undisturbed to allow professionals to collect evidence. If it is not possible to leave the scene undisturbed, evidence (e.g. bedding, loose fabrics, prophylactics, and clothing) should be placed in separate paper bags to be preserved.

Pacific McGeorge provides free confidential counseling from individuals specifically trained in sexual assault crisis intervention. Counselors can be accessed by contacting the Assistant Dean of Student's Office at 916-739-7089. The victim may also contact the Cowell Wellness Center at 209-946-2315, located on the Stockton Campus. The Cowell Wellness Center provides student-centered primary care and counseling for Pacific McGeorge School of Law students. The victim may also contact W.E.A.V.E. at 916-920-2952. The victim may contact Sacramento Victim/Witness Assistance office at 916-874-5701 for information relating to a sexual assault.

The victim can report the sexual assault directly to the Sacramento Police Department at 916-808-0650. The Campus Public Safety Department is also available to assist the student in notifying law enforcement, if the student requests this assistance.

To file a formal report with Pacific McGeorge, the victim may contact a Campus Public Safety Officer, a Campus Security Authority, or other school official. If the victim chooses to file a formal report and the accused is a student, it may result in action under the Pacific McGeorge Code of Student Responsibility.

Code of Student Responsibility – If the accused is a current student, and if requested by the Dean of Students, the Campus Public Safety Department will initially conduct an investigation of the incident and further disciplinary proceedings may take place as appropriate under the Code of Student Responsibility. The Dean of the Law School will review the referral to determine if there is sufficient evidence to charge a student with a violation of this Code. If so, the Dean of the Law School will issue a disciplinary complaint to the accused. Pacific McGeorge will treat all students who bring forth reports of a violation of this Policy in accordance within the Code of Student Responsibility. Sanctions following a final determination for a violation of the Code of Student Responsibility for rape, acquaintance rape, or other forcible or non-forcible sex offense include expulsion, suspension, or a lesser disciplinary sanction.

In the case of an alleged sexual offense, the accuser and the accused are entitled to the same opportunities to have others present during a hearing, and both the accuser and the accused must be informed of the outcome of the hearing.

If the accused is someone other than a student, other policies may apply. Pacific McGeorge staff and faculty members may be subject to disciplinary action under applicable personnel policies. To report staff or faculty sexual misconduct contact Human Resources at 916-739-7343.

A sexual assault report may lead to review by the criminal justice system, whether or not Pacific McGeorge is reviewing the matter under the Code of Student Responsibility or other policies.

The victim may elect to file an anonymous report with Pacific McGeorge. The anonymous report may not result in a police investigation, but it will assist the school in compiling crime statistics. Copies of the [anonymous report form](#) are available on the Pacific McGeorge website.

The victim may elect not to file a report. However, if they discuss the incident with a Pacific McGeorge Campus Security Authority, (campus counselors are confidential resources and are not Campus Security Authorities), the CSA will report a sexual assault to the Campus Public Safety Department for the purpose of making a timely warning report and so it will be included in the annual crime report.

Student victims have the option of changing their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available. A list of rights for the student victim and the accused student can be found in the Pacific McGeorge *Code of Student Responsibility*.

Pastoral and Professional Counselors Policy Statement

Campus “Pastoral Counselors” and Campus “Professional Counselors” when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis for inclusion into the annual crime statistics. Counseling services are available through the Cowell Wellness Center; to schedule an appointment call 209-946-2315.

The Clery Act defines these counselors as follows:

Pastoral Counselor – An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor – An employee of an institution 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.

Missing Student Policy Statement

Pacific McGeorge is required by the Higher Education Opportunity Act to establish a Missing Student Notification Policy. The Sacramento Police Department is responsible for investigating reports of missing persons. The Pacific McGeorge Public Safety Department may assist the police department by providing the police with information regarding the student.

This policy pertains to all current students of Pacific McGeorge living on-campus. If you suspect that a student has been missing for 24 hours you should immediately report that information to Pacific McGeorge Public Safety. If an employee receives information that a student may be missing, he or she must immediately notify Pacific McGeorge Public Safety. All students are encouraged to voluntarily identify and confidentially register a contact person to be notified within 24 hours of when a student is determined to be missing. Local law enforcement will also be notified no later than 24 hours after a student has been determined to be missing whether or not a confidential contact person has been designated. In the event a student is under 18 and not emancipated, a custodial parent or a legal guardian will be contacted as well as any listed confidential contact person(s).

If a determination is made that a student is missing before 24 hours has elapsed, Pacific McGeorge may still notify the student’s confidential contact person, custodial contact person, and/or local law enforcement if the circumstances warrant (for example: evidence of foul play).

Notification Procedures

Upon receiving notification that a student living on campus may have been missing for more than 24 hours, Campus Public Safety will do the following:

Respond to the missing student's residence, knock on their door and attempt to make contact. If there is no answer, the Campus Public Safety Officers will use their master key to unlock the door while announcing themselves, and inquire if anyone is in the unit. Campus Public Safety will try to have at least two officers or another student present when entering the missing person's apartment. If the apartment is empty, Campus Public Safety will note the date and time of entry and who was present at that time for the Incident Report.

- The Campus Public Safety Officer will talk to the neighbors of the missing student's apartment and ask when was the last time they saw the missing student or heard them in their apartment.
- The Campus Public Safety Officer will notify local law enforcement if appropriate.
- The Campus Public Safety Officer will notify the individual(s) identified by the student to be contacted in this circumstance.

Notification to Key Campus Personnel

Upon receiving notification of a missing student, Campus Public Safety will make notification by phone, campus email or in-person to the following key personnel on this campus:

- Dean
- Associate Dean for Academic Affairs
- Principal Assistant Dean for Academic and Student Life
- Assistant Dean for Student Affairs

These procedures may be expedited if circumstances warrant.

Voluntary Contact Information

Students who have applied for on-campus housing will be given a Voluntary Contact Information Form at the signing of their lease agreement. The contact information they provide will be kept confidential, and will be accessible only to authorized campus officials and to law enforcement personnel in furtherance of a missing person investigation.

Safety Tips and Other Important Telephone Numbers

- ◇ Staying Safe in On-Campus housing:
 - Lock the windows and doors when you are sleeping and anytime you leave.
 - Keep your apartment locked at all times, even if just going down the hall.
 - Don't prop open the outside door to your housing unit.
 - Use your curtains and close them at night or when you're out.
 - Make sure emergency numbers are posted beside the phone.
- ◇ Walking on campus after dark:
 - Walk in well lit areas and don't jog, run, or bike alone.
 - If you're followed, cross the street. If the person follows, go into a public place. If there isn't one, keep moving. If you have to scream for help, **do it!**
 - If you're robbed, stay calm and do what the robber asks. Turn over your money and report the crime immediately.
 - If you're not with a group, stay in sight of one.
 - Use your campus escort service. Call Campus Public Safety at 739-7200 or 916-217-0896.
- ◇ Protecting your car:
 - Close all windows and lock your car when parked.
 - Park in well lit areas at night.
 - Don't leave anything valuable in your car, but if you must, place it out of sight.
 - Use wheel locks to protect your tires from being stolen.
 - Install an alarm system if your vehicle doesn't have one. Car thieves like easy targets.
- ◇ What to do if you become a victim:
 - Get help immediately by calling Campus Public Safety at 739-7200, 916-217-0896 or 911 for the local police, if off-campus, or a friend or relative.
 - Don't touch or remove anything at a crime scene until police or Campus Public Safety arrive, and give permission.
 - Try to remember as many details about the assailant as possible, such as race, clothing, facial hair, or any identifiable marks, such as a scar on the face or a limp when they walk.
 - Don't destroy any possible evidence. If you're a victim of a sexual assault, don't take a shower or change clothing until you have made contact with the police.

Find more [personal safety tips for students](#) on the Pacific website.

◇ **Important Telephone Phone Numbers:**

Campus Public Safety	916-739-7200
*During a power outage.....	916-217-0896
Director of Public Safety	916-739-7306
Sacramento Police (non-emergency)	916-264-5471
Sacramento Police (emergency)	911
Sacramento Police (cell phone emergency).....	916-264-5151
Sacramento Police Crime Alert	916-443-HELP (4357)
Sexual Assault Reporting.....	916-808-0650
W.E.A.V.E.	916-920-2952
Sacramento Victim/Witness Assistance Office	916-874-5701

FIRE SAFETY REPORT

1. Purpose

The Higher Education Opportunity Act requires all institutions that maintain on-campus student housing facilities to publish a fire safety report annually. This report shall include the following:

Statistics for each campus housing facility for the most recent calendar year for which data are available, including:

- number and cause of each fire;
- number of fire-related injuries that resulted in treatment at a medical facility;
- number of fire-related deaths;
- value of property damage caused by a fire;
- a description of each on-campus housing facility fire safety system, including fire;
- sprinkler system;
- the number of mandatory supervised fire drills;
- policies or rules on portable electrical appliances, smoking, open flames, evacuation;
- procedures and fire safety education; and
- plans for future improvements in fire safety, if necessary.

2. Training

CPR, fire extinguisher, and safety training are provided annually to campus employees. Fire Safety education is provided to students during orientation. [Fire safety tips](#) are routinely included in Campus Public Safety's Monthly Updates and Information Letters, which are available in hard copy in the Campus Public Safety Department and online. Students are invited to participate in fire extinguisher training annually.

3. Policies

- (a) Electrical appliances such as portable heaters, fans, and coffee pots shall be turned off when the apartment is unoccupied. This includes any appliances used for cooking.
- (b) Smoking is prohibited in any portion of the apartment complexes. Smoking outside of the apartment complexes must be at least 20 feet from the entrance.
- (c) The Lessee shall not leave his/her apartment unoccupied with an open flame such as a candle burning or a grill burning on the patio.

4. Reporting

Each institution is required to maintain a log of all campus student housing fires, including the nature, date, time, and general location of each fire. To report a fire instance of open flame or other burning in a place that was not intended to contain the burning or in an uncontrolled manner and did not require emergency response, contact Campus Public Safety at 916-739-7200, or Student Housing at 916-739-7119 so that information can be

logged and included in the annual fire report. The fire log is available for review in the Director of Public Safety's office.

5. Evacuation Procedures

If a person smells smoke or gas or observes a fire, from the nearest safe phone they should immediately notify Campus Public Safety at 739-7200 or 916-217-0896, and/or notify the Sacramento Fire Department by calling 911. If they observe fire or smoke, they should pull the nearest fire alarm. They should not reenter the building until the area has been declared safe by Fire Department officials.

An evacuation of the student housing complexes will take place when it has been determined that it is no longer safe to remain in the buildings. Students are encouraged to self register online to receive alert message via the Pacific Connect alert system by logging into [insidePacific](#) (go to the Administrative Tab and open Pacific Connect). Campus Public Safety officers will respond to buildings that are affected and assist individuals with mobility impairments or other conditions that may impair a person's ability to evacuate. Students will be evacuated to areas determined to be safe by Campus Public Safety depending upon the situation and weather conditions. Students are instructed not to re-enter a building that has been evacuated until authorized to do so by emergency personnel or Campus Public Safety.

6. On-Campus Housing Fire Safety Systems

Pacific McGeorge has five separate on-campus housing buildings. In 2010, one supervised fire-evacuation drill was conducted for Silver Acre, South Acre, and White Acre, and Black Acre. The chart below shows each building's fire safety equipment and plans for future improvements in fire safety:

<u>On-Campus Building</u>	<u>Type of Fire Safety Equipment</u>	<u>Plans for Future Fire Safety Improvements</u>
Silver Acre Apartment Complex	Heat / Smoke Detectors	Build new facility
South Acre Apartment Complex	Sprinkler / Heat / Smoke	None
Black Acre Apartment Complex	Sprinkler / Heat / Smoke	None
White Acre Apartment Complex	Sprinkler / Heat / Smoke	None
Beige Acre Apartment Complex	Heat / Smoke	None (building demolished late 2010)

**Annual Fire Statistics
January 01 – December 31, 2010**

This information is reported by Pacific McGeorge to the U.S. Department of Education in compliance with the Higher Education Opportunity Act.

Silver Acre Apartment Complex

Number & Cause:	0
Number of Injuries:	0
Number of Deaths:	0
Value of Property Damage:	0
Type of Fire Safety System:	Heat and Smoke Detectors
Number of Supervised Fire Drills:	1
Plans for Future Improvements:	Build new facility

South Acre Apartment Complex

Number & Cause:	0
Number of Injuries:	0
Number of Deaths:	0
Value of Property Damage:	0
Type of Fire Safety System:	Sprinkler / Heat / Smoke
Number of Supervised Fire Drills:	1
Plans for Future Improvements:	None

Black Acre Apartment Complex

Number & Cause:	0
Number of Injuries:	0
Number of Deaths:	0
Value of Property Damage:	0
Type of Fire Safety System:	Sprinkler / Heat / Smoke
Number of Supervised Fire Drills:	1
Plans for Future Improvements:	None

White Acre Apartment Complex

Number & Cause:	0
Number of Injuries:	0
Number of Deaths:	0
Value of Property Damage:	0
Type of Fire Safety System:	Sprinkler / Heat / Smoke
Number of Supervised Fire Drills:	1
Plans for Future Improvements:	None

Beige Acre Apartment Complex

Number & Cause:	0
Number of Injuries:	0
Number of Deaths:	0
Value of Property Damage:	0
Type of Fire Safety System:	Heat / Smoke
Number of Supervised Fire Drills:	0
Plans for Future Improvements:	Building demolished 2010