

CAMPUS PUBLIC SAFETY & PARKING REGULATIONS

♦ Reporting Criminal Activity and Emergencies on Campus

The Pacific McGeorge Public Safety Department provides 24-hour patrol and crime prevention service for the McGeorge campus and its students and employees. The Public Safety Office is located in Fuller Memorial Hall at 3301 Fifth Avenue. Their office is accessible from the 33rd street- side of the building. To report a problem that is not urgent or life threatening, contact Public Safety by telephoning 739-7200. This telephone number provides 24-hour access to all Public Safety services. During business hours, Monday – Friday, you can contact the Director of Public Safety at 739-7187 for additional information or assistance.

To report fire, medical emergencies, or crimes in progress, call 911. Tell the dispatcher what the problem is and where help is needed. This provides the dispatcher with the minimum information required to respond even if you cannot complete your call. Stay on the line until the dispatcher terminates the call.

Assistance for emergencies may also be obtained by using any of eighteen (18) specially marked emergency phones located throughout the campus (see Emergency Telephone Map on back). These phones are intended for reporting crime, fire, medical and other emergencies to campus Public Safety. They are not to be used to request access to buildings or other routine services.

When to Report a Crime or Emergency:

- If someone is injured or ill
- If you see or smell smoke or fire
- If you see someone being hurt
- If you see a crime in progress such as someone stealing, causing damage or driving while under the influence of alcohol
- If you see something suspicious

Do not assume someone else has made or will make the call. Provide the officer(s) or dispatcher(s) with accurate detailed information about the situation so that it can be relayed to the emergency personnel who are on the way to assist.

If you are reporting a medical problem, ask someone to monitor the affected person's condition so you can relay the information to the officer(s).

Student Housing Facilities:

Student housing leases detail the procedures for accessing individual housing units on campus by Public Safety/Buildings and Grounds personnel for emergencies, general maintenance,

and other purposes. **Questions or concerns in these matters should be directed to the Housing Manager at: 739-7119.**

Lock out: During normal business hours, students residing in campus housing who need entry assistance to their apartment after being locked out are to contact the Housing Office. **After hours, residents must contact a Public Safety at: 739-7200.**

◆ Law Enforcement Authority and Relationship with City of Sacramento:

The Sacramento Police Department is the primary law enforcement agency for the City of Sacramento. Pacific McGeorge School of Law is located within the city's jurisdiction, therefore, all criminal activity is reported to the city police. McGeorge Public Safety officers have constant radio communication with the city police dispatch center and work closely with city officers. McGeorge Public Safety Officers receive their law enforcement authority through a Memorandum of Understanding agreement between the City of Sacramento and McGeorge School of Law as required by the State of California. Under the terms of this agreement, the Sacramento Police Department provides 911 dispatch services for the McGeorge Public Safety Department.

McGeorge officers are P.O.S.T. trained (832 P.C.) with the powers of arrest while on duty. They enforce all campus and school policies, and provide other security services as required. Their authority is limited to the boundaries of McGeorge School of Law property, including land, structures, streets, roadways, and parking lots. Public Safety Officers do not have authority to enforce rules, policies, or laws off school property. McGeorge Public Safety Officers monitor Sacramento Police Department radio channels and will be dispatched to respond to incidents reported on campus. All Pacific McGeorge Public Safety Officers are authorized to carry firearms while on duty.

McGeorge students and employees are encouraged to report any criminal activity on campus of which they are aware to Pacific McGeorge Public Safety Officers or to the Sacramento Police Department. Prompt and accurate reports are an important factor enabling the Public Safety Department to fulfill its responsibilities and provide crime prevention services.

◆ Crime Prevention Programs:

The Public Safety Office regularly publishes crime prevention tips and personal safety information to keep students and employees informed. You can go to the McGeorge web site at <http://www.mcgeorge.edu> and click on Campus Public Safety to get Updates and Information on the latest crime and safety information for the campus. The Public Safety Office provides crime prevention bulletins throughout the year. These bulletins offer safety reminders and alert students and staff to particular problems that may arise. In addition, Public Safety Officers advise students and staff of crime prevention measures in the course of their patrol duties.

The Public Safety Office provides a number of programs and services to educate students, faculty, and staff about safety and security. These programs are designed to achieve the following goals:

- A. Increase awareness of campus security and safety procedures and practices;
- B. Encourage students and staff to be responsible for their own security and the security of others; and
- C. Inform students and staff about the prevention of crime.

Implementation of these programs and services reflects McGeorge School of Law's proactive approach to promoting safety and security. The cooperation, involvement, and personal support of all members of the McGeorge community in the campus safety program are crucial to its success. All members of the community must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. The Public Safety Office's educational program is designed to enable students and employees to act responsibly. Programs and services include:

Orientation Program:

The Public Safety Department is part of the Orientation Program for providing information and advice 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.

Robbery Prevention Program:

The Robbery Prevention Program provides special crime prevention guidance for departments that handle cash. Employees learn procedures to follow during and after a robbery, with emphasis on employee safety.

Safety Escort Program:

The Public Safety Office employs student officers to escort students and staff members to and from campus parking lots, offices and residences. Student officers carry radios and maintain constant contact with patrol officers. **To request an escort, call 739-7200 or contact the attendant on duty at the Law Library circulation desk.**

Operation Identification:

Students living in campus residences are encouraged to mark their valuables with their driver's license number. This practice deters theft and aids in the recovery of stolen property. An engraver is available on request at the Public Safety Office.

Bicycle Registration:

Students may register bicycles at the Business Office. Registration increases the chances of recovering a stolen bicycle. Students are also encouraged to engrave their license number or other identification information onto their bikes for recovery purposes.

Bicycle Security Cage: A secure fenced area is maintained in parking lot A for storage of bicycles. Keys for the security cage may be obtained from the Business Office. Bike lockers are available through the Director of Public Safety's Office. **NOTE: Bicycles on this campus are not allowed to be chained up to poles or railings next to buildings. If found in this manner, they are subject to be removed by Public Safety**

Security and Safety Survey:

The Public Safety Office conducts an annual campus security and building safety survey. All alarms, lighting, and locking devices are inspected for functionality. Survey reports describe

findings such as physical aspects of the campus such as broken windows and overgrowth of shrubbery, methods of increasing security, and equipment protection.

Fire Prevention Program: The Public Safety Department cooperates with the City of Sacramento Fire Department to eliminate fire hazards and ensure compliance with fire safety regulations. All of the buildings on the McGeorge campus are centrally monitored by an automated fire alarm protection system.

No-Weapons Zone: With the exception of on-duty law enforcement officers, McGeorge students and employees are prohibited from bringing firearms of any type, weapons (as defined per CA penal code, etc.), ammunition, fireworks or explosives of any kind onto the campus and campus housing.

PARKING INFORMATION

ALL STUDENTS, FACULTY and STAFF are required to obtain a parking permit from the Business Office or Director of Public Safety's office. Permit holders may park only in designated areas. Visitor permits can be obtained at the Business Office from 8:30 a.m. - 5:30 p.m. McGeorge School of Law assumes no responsibility for damage or theft of vehicles or contents therein while parked in its facilities.

Motorcycles and bicycles are only permitted to park in designated areas. Bicycles chained to posts, etc. or left inside of buildings or classrooms will be removed and impounded. Lockers for bicycles are available upon request at the Public Safety Office.

Parking regulations is enforced Monday through Friday from 7:00 a.m. to 10:00 p.m. and in restricted areas on weekends and for special events occurring on weekends. Parking in spaces marked "Dean," "Faculty Member," and "Executive Staff," are reserved from 7:00 a.m. to 5:30 p.m. Monday through Friday. These restrictions apply during the entire calendar year.

Carpool Parking:

Employees who carpool are entitled to preferential parking. Employees may enroll in the carpool program through the Office of Human Resources. All vehicles parked in marked employee carpool spaces are reserved from 7:30 a.m. to 5:30 p.m. for employees. Restrictions apply during the entire calendar year.

The basic speed limit in the parking lots shall not exceed 10 MPH; however, drivers shall exercise diligence in maintaining a safe speed at all times and observing stop signs at exits.

Parking in the McGeorge School of Law parking lots is by permit only. Unauthorized vehicles will be cited and/or towed at owner's expense.

Violations of the parking regulations include:

- Parking in spaces reserved and so marked for **Faculty, Dean, and Employee Carpool Executive Staff and Adjunct Professors during restricted hours.**
- Parking in unauthorized areas, outside white lines, or otherwise obstructing traffic

- Leaving vehicles on McGeorge property for 72 hours or longer without a current permit or valid registration, or non-operational.

Violations are subject to vehicle code 22658 CVC & S.C.C. 25.150. Vehicles are towed to the nearest garage. To recover a towed vehicle, contact the Sacramento Police Department at 264-5471.

Faculty and Staff members who have failed to satisfy unpaid citations will be referred to their respective administrators. Students with unpaid citations will have their grades and transcripts withheld until such fines are paid. Questions or Appeals regarding vehicle citations are to be directed to the McGeorge Director of Public Safety between the hours of 8:30 a.m. to 4:30 p.m., M-F, within 10 days of receipt.

◆ Parking Permits

To be eligible for a parking permit, one must be currently employed by or enrolled at McGeorge School of Law. All permit holders are expected to follow the regulations set forth herein and will be responsible for any violation regardless of who operates his/her vehicle. The first parking permit is free of charge.

Every McGeorge School of Law student, faculty or staff member who parks a vehicle, truck, or motorcycle on campus must be currently registered with a state and have a campus parking permit. The permit will hang from the rearview mirror. In the event a permittee: (1) purchases another vehicle, (2) moves from campus housing, or (3) destroys the permit, notify the Business office for replacement at a cost of \$3.00.

There is no permit required for bicycles, however, bicycles must park in designated areas only. Keys for the bicycle cage are obtained from the Business Office.

Fines for parking without a valid permit, parking in restricted areas, and other parking violations are \$25.00. Illegal parking in a designated handicapped space is subject to a fine of \$275 pursuant to VC 22507.88.

When visiting the University of the Pacific Stockton Campus, McGeorge (L & F) permits are valid in their B lots **only**.

McGeorge School of Law may restrict the use of its parking spaces at any time. To be considered for special parking privileges, submit a written request to the Director of Public Safety. Please respect the rights of local homeowners by not blocking their driveways. Vehicles blocking alleys will be ticketed and or towed by the Sacramento City Police Department.

Student Resident Parking:

Parking is available on the north and south sides of the campus for student residents. A limited number of underground reserved parking spaces in the Black Acre apartment complex are leased for a monthly fee of \$35 to student residents as they become available. Parking permits are required in this area also.

◆ Security

As McGeorge School of Law is not responsible for items stolen from vehicles or for damage to vehicles parked on McGeorge property, the Public Safety Department solicits the assistance and cooperation of those parking to decrease the vulnerability of vehicles and bicycles to theft and vandalism. Vehicles should always be locked and all items of value secured in the trunk. Bicycles should be locked in designated areas only.

All security and traffic complaints, on campus, shall be reported to the Public Safety Office by calling 739-7200.

◆ Emergency Telephones

Eighteen (18) emergency telephone boxes are strategically placed throughout the McGeorge community to allow students, staff and faculty to immediately contact campus security officer(s) or request assistance in the event of an emergency. Additionally, all elevators on campus are equipped with emergency telephones. Refer to the map on the back of the hard copy of this pamphlet for locations.

◆ Safety Escort Services

Safety Escort Services to the parking lots and surrounding streets are provided for students and staff by request. Call 739-7200 or go to the Law Library circulation desk to request a safety escort.

◆ Engravers to Mark Valuables

Engravers are available to students living on campus from the Campus Public Safety Office. Engraving greatly increases the chances of recovering property if it is stolen.

◆ Lost & Found

McGeorge lost and found is located at the Public Safety Office. Departments are requested to forward any “found” items to the Public Safety Office, which is the central location for persons seeking lost property. The Public Safety Department will maintain a list of items reported missing and cross check the list with the items that are turned in. The identified owners will be notified immediately and arrangements will be made to return the property. Unidentifiable or unclaimed property will be held for 90 days, after which it will be discarded. The lost and found can be reached at 739-7200.

These Public Safety and Parking Regulations are subject to change.

◆ How to Use the Emergency Telephones:

Pull open the telephone box and lift the receiver from the cradle. Describe the emergency and a Campus Public Safety Officer will respond to the location where the call was made, if so requested. When describing an emergency, speak slowly and clearly and provide the location and

nature of the emergency. When possible, a description of the person(s) involved would be helpful.

Do not use the emergency telephones to request services such as the locking and unlocking of buildings. All non-emergency callers will be directed to call the regular non-emergency number for Public Safety, which is 739-7200.

◇ **How to Use the Emergency Call Boxes located in the parking lots:**

These emergency call boxes are easily identifiable. They have a blue light located directly above the call box that stays on during the hours of darkness. Push the red button for help. The green light should come on which indicates that your call has been sent. Wait for the red light to come on. This indicates your call was received by Public Safety. You are then ready to talk. Again, push the red button and hold it down while you are talking and release it to listen.

◆ **Important Phone Numbers and Crime Prevention Tips:**

Emergency Phone Numbers:

Campus Public Safety.....	739-7200
Sacramento Fire Dept. (Emergency)	911
Sacramento Police Dept. (Emergency)	911
Sacramento Police Dept. (Police Emergency)	264-5151
Sacramento Police Dept. (Non-Emergency/Reports)	264-5471
Ambulance (Emergency)	911
U.C. Davis Medical Center*	734-3797
Location: 2315 Stockton Blvd. (Trauma Center)	
* Has 24-hr. emergency room coverage	
Sutter General Hospital*.....	454-2222
Sutter General Hospital (Emergency).....	733-3003
Location: 2801 L Street	
* Has 24-hr. emergency room coverage	

Crisis Intervention Agencies

Rape Crisis/Domestic Violence (W.E.A.V.E) Hotline	920-2952
Poison Control	800-876-4766
	TDD: 800-972-3323
Sacramento County Mental Health (Crisis Line)	732-3637
Suicide Prevention-Crisis Line	368-3111
Crisis Line for the Handicapped	800-426-4263
	TDD: 800-421-4327
California Missing Children Hotline	800-222-3463
California Youth Crisis Line	800-843-5200

Using your Cell Phone in an Emergency:

California Highway Patrol	911
Sacramento Police Department	264-5151

Protect Yourself: Safety Tips

AT HOME:

- ✓ **Lock the door** to your apartment or residence hall at all times to gain the extra protection a locked door affords. Most thefts and burglaries occur when the doors remain unlocked.
- ✓ **Never admit uninvited non-residents** into residence halls or campus housing facilities.
- ✓ **Do not leave entrances to Student Housing Facilities Propped Open.** This reduces the chance of unauthorized persons from entering.
- ✓ **Keep a record of the serial numbers** of all your belongings. Items of value that do not have a serial number can be engraved with your driver's license number and photographed to aid in recovery.
- ✓ **Store valuables and large sums of cash at the bank.** A checking account is a safer way to store cash and valuables can be stored in a safety deposit box.
- ✓ **Insurance** in residence halls covers the institutions property only. Residents are encouraged to provide their own insurance against loss of, or damage to personal possessions.

IN PUBLIC AREAS:

- ✓ **When going out, make a habit of telling** your roommate, a friend, or staff member know what your plans are and when you expect to return as a precautionary safety measure.
- ✓ **At night,** travel in well-lighted areas and **walk facing traffic** whenever possible. This increases awareness of potential traffic hazards and also reduces the possibility of being followed by someone in a vehicle.
- ✓ **Stay alert** and avoid walking by the curb or near buildings or shrubbery. Walk in the middle of the sidewalk with confidence.
- ✓ **If you feel threatened** or suspect that you are being followed, walk toward lighted areas where people are present. Look over your shoulder frequently to let the follower know that you are aware of both his/her presence and your surroundings.
- ✓ **Do not leave personal property unattended** in public areas, such as the library, student center, and classrooms. It only takes a moment for someone to steal.
- ✓ **Do not carry more cash than you need** and **Carry your purse or backpack close to your body** and keep a tight grip on it.
- ✓ **Keep a list of your credit cards,** identification cards and checking account numbers, so that if they are stolen or lost, you can provide the list of numbers to the police. Also keep a list of the phone numbers to your bank and credit card companies with which you do business, so that you can immediately notify them when your cards are lost or have been stolen.
- ✓ **Cellular phones** are an excellent way to remain in touch and summon help if needed. Make sure to charge your phone regularly so that you can use it when you need it most.

IF ANYTHING MAKES YOU LOOK TWICE OF FEEL UNCOMFORTABLE, call campus Public Safety or the police. Report any unusual or suspicious activity immediately.

PARKING AND VEHICLE SAFETY:

- ✓ **Park in the campus parking lots** if space is available. If not, park in the most lighted area you can find and avoid parking in isolated and dark areas.
- ✓ **Do not leave valuable items** unattended in your vehicle. Place all items that may attract attention in your locked trunk. (Hint: almost anything may attract attention- when in doubt, place it in the trunk or take it with you).
- ✓ **Upon returning to your vehicle,** have your keys ready as you approach your vehicle. Check the back and front seats to make sure the car is empty before you get in.
- ✓ **After dark** when walking to your vehicle, travel with a group or ask a safety escort to accompany you.
- ✓ **Keep the doors locked at all times** when riding in your vehicle.

BICYCLES AND MOPEDS:

- ✓ **Lock bicycles and mopeds.** Never leave your bicycle or moped unlocked or unattended. Lock your bicycle with a good lock and chain or "U" type of lock and cable to prevent all parts of your bicycle from theft.
- ✓ **Engrave your bicycle or moped** with your name and/or driver's license number and keep a record of it with a description of the bike and serial number.

CAMPUS MAP
(Available on hard copy)