

**Annual Report of  
Campus Security Policies  
and Crime Statistics**

**California Baptist University  
On-Line and Professional Studies (OPS)  
Campus and Non-Campus Properties  
Report for 2019**

Prepared by: Department of Safety Services  
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# **ANNUAL SECURITY REPORT**

## **Clery Act Overview**

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” commonly referred to as the “Clery Act,” requires institutions of higher education receiving federal financial aid to report certain crime statistics on college campuses and to provide other safety and crime information to members of the campus community. Subsequent legislation has expanded the types of information collected and required additional disclosures to further inform the campus community. California Baptist University provides this report annually to comply with the letter and intent of the Clery Act.

## **Background**

The current Clery Act is the latest version of law initially passed by Congress in 1990 as part of the Higher Education Act, “The Student Right-to-Know and Campus Security Act of 1990.” Amendments to the law in 1998, renamed “The Student Right-to-Know and Campus Security Act” as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” Additional amendments expanded campus responsibilities for recording statistics, increased the sources from which colleges must collect information, and revised reporting methods and deadlines. Department of Education regulations implementing those amendments, defined and clarified reporting obligations for various geographic locations; responsibilities of counselors; added new categories of crimes to be reported and new policies to be disclosed; and require institutions to maintain a publicly available crime log.

## **Clery Act Requirements**

The Clery Act includes the following substantive requirements:

### **1. Compilations and Disclosure of Campus Crime Statistics**

The act requires each institution to disclose annual crime statistics and specific disciplinary actions for the current and two (2) previous calendar years, presenting them in specific categories including “on-campus, on-campus residential halls, non-campus buildings or property, and public property adjacent to the school.”

### **2. Disclosure of Campus Safety Policies.**

### **3. Availability of a Crime Log listing incidents occurring on campus.**

## **Annual Crime Statistics and Incidents Report**

California Baptist University Online and Professional Studies (OPS) includes campuses and non-campus properties as listed in the following pages. No OPS campus has residential facilities for students. No data, therefore, is reported in the “on-campus residence halls” for any site nor is any residential fire safety data included.

California Baptist University (CBU) annually accumulates statistical information on criminal activity occurring during the prior calendar year from the CBU Department of Safety Services and any law enforcement agency that provides reporting, investigative, and/or enforcement services to the CBU properties. That information is reviewed and conformed to ensure accurate reporting, reported to the U.S. Department of Education, published in this Annual Security Report and made available to all current students, faculty, and staff members through electronic notification of availability; a direct link to the document itself and instructions for obtaining a written copy; posting of the report document to the University’s website; and

upon request to applicants for employment, enrollment (including parents), and the Secretary of the U.S. Department of Education. California Baptist University reserves the right to update or revise the contents of the report at any time.

To view the statistics provided to the U.S. Department of Education or compare with other colleges/universities, please visit the U.S. Department of Education, Office of Postsecondary Education (OPE), OPE Campus Security Statistics Website: <http://ope.ed.gov/security/>

California Baptist University offers educational formats that include traditional classroom instructor/student presentations, exclusively online education and hybrid classes that blend online education with regularly scheduled in-person classroom attendance. This report addresses dispersed sites where hybrid and limited traditional classroom formats are offered.

The Main Campus in Riverside, California houses the largest volume of traditional classroom presentation formats and is addressed in a separate report titled Annual Report of Campus Security Policies and Crime Statistics and Annual Report of Fire Information and Statistics California Baptist University, Main Campus Report for the most recently completed calendar year.

**The following definitions may be helpful in understanding this report and categorizing of occurrences**

Campus – 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. These buildings include residential halls, any building or property that is owned by the institution but controlled by another person, those frequently used by students, and those that support institutional purposes such as food or retail vendors.

On-Campus Residence Halls – Any student housing owned or controlled by the institution or that is located on property owned or controlled by the institution within the reasonably contiguous geographic areas that makes up the campus. This includes traditional dormitories or residence halls, Greek houses if at least the underlying property is owned by the institution, and apartment style housing.

Public Property – Public Property is the off campus area surrounding and adjacent to the campus including streets and the public sidewalk on the opposite side of such streets from University property.

Non-Campus Property – 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.

Definitions of terminology for the “Criminal Offense” categories are those required by the Clery Act/rules and taken from the Federal Bureau of Investigation’s (FBI) Universal Crime Reporting (UCR) system. Those definitions may be found in Appendix “A” of this report.

**Definitions related to the investigation of domestic violence, dating violence, stalking, and sexual assault**

“Domestic Violence” means a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the Complainant; a person with whom the Complainant shares a child in common; a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner; a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction receiving grant monies under the VAWA; or any person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

“Dating Violence” means violence committed by a person: who is or has been in a social relationship of a romantic or intimate sexual nature with the Complainant; and where the existence of such a relationship

shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for his or her safety or the safety of others; or suffer substantial emotional distress, which includes the use of technology (such as via the Internet or similar means).

“Sexual Assault” In general, any non-consensual physical contact of a sexual nature, however slight with any object or body part, by a man or a woman upon a man or a woman.

### **Definition of “Consent” in Reference to Sexual Activity**

“Consent” Affirmative consent is the basis of the analysis applied to unwelcome sexual contact. Lack of affirmative consent is the critical factor in any incident of sexual misconduct. For purposes of University policy, consent must be “affirmative consent” which is defined as conscious and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

- a. Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter.
- b. Consent is active, not passive. Consent must be communicated verbally and it must be mutually understandable. Silence cannot be interpreted as consent.
- c. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
- d. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- e. Previous relationships or consent does not imply consent to future sexual acts.
- f. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- g. Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol.
- h. If you have sexual activity with someone you know to be--or should know to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.
- i. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the: who, what, when, where, why or how of their sexual interaction.
- j. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy.
- k. Use of alcohol or drugs will never function to excuse behavior that violates this policy.

## **CAMPUS SECURITY RESPONSIBILITIES AND POLICIES**

### **Department of Safety Services**

It is the goal of California Baptist University to protect, to the extent reasonably achievable, members of the University community and the property of California Baptist University. Under the general direction of the President and Vice President for Student Services, the administrative office responsible for campus security is the Department of Safety Services (DSS).

Safety Services officers employed by the University are non-sworn security officers and derive their enforcement powers under Section 837 of the California Penal Code. DSS consists of a full-time staff including a director, assistant director, department supervisors, officers, dispatchers and support staff, augmented by a cadre of part-time student workers who perform less critical tasks.

The Department enforces all University adopted regulations and traffic/parking control rules. Safety Services personnel conduct patrols of main campus properties, buildings, residence halls, and other housing units on foot, bicycle, and in vehicles. Extension campuses and non-campus properties are not routinely patrolled by DSS, however, non-CBU security vendors and/or law enforcement personnel provide oversight and emergency response to incidents at those locations. Security officers from the main campus are assigned to respond to occurrences at those sites as needed. Safety Services is available twenty-four (24) hours per day, year round, by telephone, text messaging, call boxes, a smartphone personal safety app and at centrally located main campus facilities.

Generally, the Department's jurisdiction extends only to University owned/leased property boundaries, including those of extension campuses and non-campus properties, and off campus University events. The Student Handbook authorizes additional areas and conditions for extended authority for violations of University rules and regulations.

The University has completed a memorandum of understanding (MOU) with the Riverside Police Department, the agency with primary jurisdiction over all University owned properties within the City of Riverside. Because CBU facilities located outside the city have no residential or regularly attending populations, or are used infrequently, MOUs have not been completed in those jurisdictions. The Department works closely with municipal, county, and state officers to assist those agencies in the investigation of any incidents that occur on or involve University properties or its community

Criminal offenses occurring on University properties located within the City of Riverside are reported or referred for reporting to the Riverside Police Department (RPD) by DSS or other University staff. The RPD may involve DSS staff in these investigations as that agency deems appropriate. Criminal offenses are prosecuted in the Superior Court of California, County of Riverside, located at 4075 Main Street, Riverside.

Criminal offenses occurring on University properties located within other jurisdictions are reported or referred for reporting to the law enforcement agency for the specific area. The responsibility for investigation of such crimes is that of the law enforcement agency with jurisdiction.

In cases of serious crimes, DSS officers notify or offer to notify the law enforcement agency with jurisdiction so that an appropriate criminal investigation can be promptly initiated. In less serious incidents, or those where the victim does not desire such action, the contact information for the law enforcement agency is provided to the victim and/or reporting party.

### **Reporting Criminal Actions and Emergencies**

CBU strongly encourages those who have been the victim of any type of crime or other misconduct to report the incident promptly, to seek all available assistance, and to pursue University conduct charges and criminal prosecution of the offender. Offenses may be reported to the Riverside Police Department, CBU Department of Safety Services, or any office listed below. Depending upon type of incident, the occurrence will be investigated by that office or by referral to the appropriate department of the University. CBU takes

complaints very seriously and will work with Complainants to ensure their safety and to remedy the situation.

### **University Properties Located Within the City of Riverside**

- a. Emergencies (Riverside Police Department):
  - i. From cellular or public telephone: 911
  - ii. From University-owned telephone: 911
- b. Non-Emergencies:
  - i. From cellular or public telephone: 951-787-7911
  - ii. From University-owned telephone: 9-787-7911
- c. Department of Safety Services
  - i. From cellular or public telephone: 951-343-4311
  - ii. From University-owned telephone: extension 4311
  - iii. Emergency call boxes (blue phones) are placed at strategic locations throughout the main campus to provide an additional resource for use in contacting DSS. Instructions for users read, "To activate the blue phone, press the button and tell the answering Safety Services employee what you have seen. If you are unable to speak, simply press the button and DSS will send assistance."
- d. Dean of Students
  - i. Cellular or public telephone: 951-343-4217
  - ii. From University-owned telephone: extension 4217

### **CBU at Promenade Temecula Mall, 40764 Winchester Road, Ste. 590, Temecula 92591**

- a. Emergencies (Temecula Police Department/Riverside Sheriff's Department):  
Cellular or public telephone: 911
- b. Non-Emergencies (Temecula Police Department/Riverside Sheriff's Department):  
Cellular or public telephone: 951-696-4357
- c. Department of Safety Services  
Cellular or public telephone: 951-343-4311
- d. Dean of Students  
Cellular or public telephone: 951-343-4217

### **CBU at Victoria Gardens, 7876 Kew Avenue, Ste. 1650, Rancho Cucamonga 91739**

- a. Emergencies (San Bernardino Sheriff's Department):  
Cellular or public telephone: 911
- b. Non-Emergencies (San Bernardino Sheriff's Department):  
Cellular or public telephone: 909-941-1488
- c. Department of Safety Services  
Cellular or public telephone: 951-343-4311
- d. Dean of Students  
Cellular or public telephone: 951-343-4217

### **CBU at Downtown Brea, 332 W. Birch, Brea 92821**

- a. Emergencies (Brea Police Department):  
Cellular or public telephone: 911
- b. Non-Emergencies (Brea Police Department):  
Cellular or public telephone: 714-990-7911
- c. Department of Safety Services  
Cellular or public telephone: 951-343-4311
- d. Dean of Students  
Cellular or public telephone: 951-343-4217

## **Other Campus Security Authorities**

Offenses may also be reported to any of the additional offices listed below. Except for the Title IX Coordinator who will retain jurisdiction over investigation of all domestic violence, dating violence, sexual assault, and stalking incidents, such reports will be investigated by the department to which reported or referred to another department (including law enforcement as appropriate) for investigation.

- Title IX Coordinator (Student Services) at 951.343.4948
- Department of Safety Services at 951.343.4311
- Student Services Office at 951.343.4217
- Human Resources Office at 951.552.8655
- Online and Professional Studies Office at 951.343.3900
- CBU Counseling Center at 951.689.1120 (depending upon applicable law and wishes of the Complainant, reports to the Counseling Center may be held in confidence or forwarded to another department for investigation)

## **Confidential Reporting of Crimes**

Victims or witnesses may report crimes on a confidential basis for inclusion in the annual disclosure of crime statistics by delivering a written statement to the California Baptist University Department of Safety Services. The University encourages campus professional and pastoral counselors to inform clients of their opportunity to provide confidential statements for inclusion in the Annual Disclosure of Crime Statistics using the same process. Additionally, campus professional and pastoral counselors are encouraged to provide summaries of any occurrences for inclusion in the Annual Security Report without providing any information that would tend to identify the reporting party unless that party gives permission for the disclosure.

## **University Recognized Student Organizations with Off-Campus Facilities/Housing**

The University neither owns, leases, rents, occupies, authorizes, nor acquiesces to the use of any non-campus properties by student organizations or as off-campus housing facilities for such groups. Accordingly, there is no agreement or procedure in place for law enforcement agencies to monitor or report back to the University any conduct occurring at such locations.

## **Crime Logs**

The Safety Services Office maintains a daily activity and crime log that contains specific information relevant to the California Baptist University campus community, including Clery Act and non-Clery Act crimes. Logs for the prior sixty (60) days may be inspected any time at the Department of Safety Services on the main campus during normal business hours. Logs more than sixty (60) days old are also available for inspection during normal business hours by appointment, but may require forty-eight (48) hours-notice, not including weekends and holidays observed by the University. All logs are maintained for seven (7) years.

## **Admittance to University Properties and Facilities**

### **Access to Campus Facilities and Residences**

Access to the University is generally available to any person currently affiliated with the University, authorized guests of those persons, or individuals transacting business with the University during service hours appropriate to the request/need. Access by any person to specific areas of the campus is described in the following paragraphs.

## **Access to University Campuses and Non-Campus Properties**

The public portion of all University facilities is accessible at designated entrance points during hours scheduled for conducting of business appropriate to that facility. Generally, gated entries are open during specific hours; after hours, all gates are closed/locked except the main gate to the main campus. This entry point is continuously available for access for permitted purposes, except in cases of emergency.

## **Access to Academic, Recreational, and Administrative Facilities**

Staff, faculty, and students at California Baptist University are permitted access during applicable hours to academic, administrative, and recreational facilities on campus. Certain offices, labs and other areas are protected by intrusion alarms and closed circuit monitoring cameras. Department of Safety Services employees may be contacted to provide access to authorized persons.

## **Access to Residence Halls, Apartments, and Individual Housing Units**

Residence halls are locked twenty-four (24) hours per day and are accessible only to resident key/code/access card holders, permitted guests in accordance with the University's visitor policy, and University employees upon a resident request or as-required basis for maintenance, safety or rule violation. Entrance doors to secured areas may not be propped open, except with University authorization. Lost keys/access cards or compromised codes require re-keying or new codes issued by the University's Facilities and Planning Department.

The University does not have a policy or procedure of randomly searching housing units. The University may inspect units any time there exists evidence or reasonable suspicion of a health, safety, or maintenance hazard, security issue, criminal activity, or rule/policy violation inside or by occupants thereof. Authorization to inspect or search, for other than routine maintenance issues, is conducted under authorization of the Dean of Students prior to initiation of the action.

## **Access by the Public to Cultural or Recreational Events**

Members of the public are permitted access to on-campus cultural or recreational events but are restricted to the facilities in which the event is staged and any supporting facilities such as public restrooms, parking lots, sidewalks and "event gathering" areas.

## **Access to Facilities (Visitors)**

Students who invite others onto campus are responsible for conveying applicable University regulations to their visitor and must accept responsibility for the guest's conduct throughout the visit. Students wishing to have a visitor stay overnight must conform that visit to the University's Resident Life visitor policy. Guest rooms for visitors may be available on campus and are reserved through the University's Student Services Office.

## **Access to Campus Facilities (Faculty and Staff)**

Keys, access codes and access cards are regulated by the University Key Policy and provided only to employees as approved by their supervisor or on a "need-to-enter" basis. Facility keys and codes are not issued to students, other than those employed by the University. Lending of keys, access codes and access cards to unauthorized persons is prohibited.



## **Trespassing Prohibited**

The campus is private property and persons without lawful business on the campus will be asked to leave. Those who do not comply will be arrested for trespassing. Uncooperative visitors, employees, or students who refuse to identify themselves as requested by University personnel are trespassing and may, after warning, be arrested.

## **Alcoholic Beverages**

The on-campus manufacture, distribution, dispensing, possession, sale, or use of alcoholic beverages in any form by any person, regardless of age, is a violation of the policies of California Baptist University and will be referred for judicial proceedings. Such violations may also be referred to the appropriate law enforcement agency.

## **Illegal Drugs**

The manufacture, distribution, dispensing, possession, sale, or use of controlled substances identified in Federal or State law or regulations is a violation of the policies of California Baptist University and will be referred for judicial proceedings. Such violations may also be referred to the appropriate law enforcement agency.

## **Alcohol or Drug Abuse Programs**

The University provides referrals to alcohol and drug assistance programs for requesting students, faculty or staff members and, in appropriate cases, as part of sanctions resulting from judicial action. Some of those options include on online alcohol abuse education programs and substance abuse programs administered through the CBU Counseling Center.

Additional opportunities for assistance are also available through employer provided and/or private medical insurance programs.

## **Emergency Response and Evacuation Procedures**

The University has in place several systems to provide notification to the campus community upon confirmation of a significant or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or near campus. Those technologies include outdoor speaker system (big voice), text and voice messaging, computer pop-up notifications, and automated calling system.

Upon notification or discovery that a significant or dangerous condition exists, the Director of the Department of Safety Services will evaluate the information as soon as practicable, determine the accuracy and need for making notification to the campus community, and direct the activation of notification processes best suited to inform the desired area or group, unless such notification will in the judgment of responsible authority compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Additional information may be provided to the larger community as necessary to comply with law or as useful for community members to better understand the occurrence(s) and take any necessary actions/precautions.

CBU maintains teams of staff members trained in evacuating student, staff, faculty, and visitors to places of safety, and accounting for those evacuated to a centralized information collection point. These systems are tested at least annually with the test(s) documented as to date, time, and announced or unannounced. Each test is documented in an incident report prepared by the Department of Safety Services with the report

containing relevant information such as time of test, type of test, and performance of individual components. The report is then distributed for review and correction of any identified component/performance deficiency. As part of the announcement of these tests, information on emergency response and procedures is publicized to the university community with specific instruction as to viewing the university's Emergency Management Plan.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that in the judgment of the Director of the Department of Safety Services constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. Warnings are issued through any or all of the notification systems described in "Emergency Response and Evacuation Procedures" immediately above.

The need for timely warnings is determined in full compliance with applicable law. Generally, timely warnings are issued for criminal activity involving homicide, sex offenses, robbery, aggravated assault, burglary, vehicle theft, and arson, and might also be issued for other crimes where an ongoing or continuing threat is identified.

Upon notification or discovery that any crime listed in the paragraph immediately above is believed to have occurred, the Director of the Department of Safety Services will send, or cause to be sent, a timely warning to affected populations or the entire campus community providing sufficient information to understand the occurrence and take reasonable steps to prevent a recurrence. A timely warning might not be issued if issuing such notification would compromise efforts to assist a victim or respond to an emergency. Once such consideration is resolved, a warning would be subsequently issued unless such warning is no longer justified.

### **Missing Student Notifications**

The University has in place policies and procedures to receive, document, investigate, and make all required notifications in response to any report of a student missing more than twenty-four (24) hours. A student believed to be missing should be reported to the Department of Safety Services so that a prompt and thorough campus investigation may be commenced. The Department of Safety Services will work with the Dean of Students to investigate any report of a missing student and the Dean will make all notifications required under the law.

Additionally, these policies provide for each student living in on-campus housing to list on their housing information card, accessible only to authorized campus officials or investigating law enforcement officers, a confidential contact person to be notified if the student is missing; require that the local law enforcement agency be notified within twenty-four (24) hours if the student is not located; and that parent or guardian of a student less than eighteen (18) years of age and not emancipated be notified if the student is missing.

### **Location of Registered Sex Offender Information**

The State of California requires that sex offenders register with the police or sheriff's department in the jurisdiction in which they reside. The State makes this information available to law enforcement agencies. In Riverside, this information is available to the public at the Riverside Police Department at 4102 Orange Street, Riverside, or directly via the internet at the Megan's Law website.

### **Programs to Inform About Crime Prevention**

An essential ingredient of any successful crime prevention program is an informed public. It is the intent of California Baptist University to encourage students, faculty and staff to report criminal activity of any kind in a timely manner, disseminate information on the prevention of crimes, and to notify the campus community of occurrences of crimes required to be disclosed in the Annual Security Report, and other known criminal

activity or security problems that may reasonably pose a foreseeable threat to the safety or operation of the campus.

Prior to October 1 of each calendar year, this “Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act” is published and its availability made known to the campus community through electronic notification.

At the beginning of every school year, new students participate in orientation briefings. A part of these events is dedicated to creating a safe environment through awareness and proper reporting of crimes, unusual incidents, or violations of the Student Code of Conduct to the proper authority.

At the beginning of every school year, the University electronically publishes a Student Handbook describing rules of conduct on University property. This publication includes information on safety, decorum and methods of reporting unusual incidents or violations to the proper authority.

Periodic notices are provided to inform and alert the community of known occurrences of serious and/or recurring crimes along with precautionary measures that may be taken to avoid new occurrences.

Beginning in 2015, the University provides annually an instructional program entitled “360 Stay Safe” to all students. The training features topics such as, but not limited to, prevention of and response to dating violence, domestic violence, stalking, and other crimes as well as concepts for bystanders to intervene safely in appropriate situations.

During new employee orientation, newly hired employees receive instruction in CBU policies, procedures, crime prevention, and reporting of crimes. This instruction is reinforced during periodic communications to the campus.

The University provides at no cost to University users, access to a personal safety app that facilitates access by smart phone to the CBU Department of Safety Services, safety escorts, and safety information.

## **DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING**

### **Statement of Policy Concerning University’s Prohibition of Offenses of Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

California Baptist University is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual’s fundamental rights and personal dignity. California Baptist University considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, domestic violence, dating violence, sexual assault, sexual violence, and stalking by employees, students, or third parties.

### **Programs to Prevent Sex Discrimination Including Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

Because CBU recognizes sex discrimination as an important issue, the University offers educational programming to faculty, staff, and students. The training is presented in a culturally relevant and inclusive manner, and includes a statement that the university prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

Sex Discrimination educational programming addresses matters such as: a definition of what constitutes sex discrimination, the causes of sex discrimination, myths involved with sex discrimination, the relationship between sex discrimination and alcohol use, what to do if you are assaulted, the nature of a rape examination, an explanation of the University sex discrimination policy, how to file charges within the

University conduct system, and/or with the local police department, men's issues and sexual assault, and campus community resources to assist both the Complainant and the Respondent.

In addition to the described training, a publication entitled, "Information on Sexual Harassment, Domestic Violence, Dating Violence, Sexual Assault, and Stalking" is distributed in electronic format to all students, staff, and faculty. Written copies of that same publication are available upon request.

Beginning in 2015, the University began providing annually an instructional program entitled "360 Stay Safe" to all students. The training features topics such as, but not limited to, prevention of and response to dating violence, domestic violence, stalking, and other crimes as well as concepts for bystanders to intervene safely in appropriate situations.

## **Bystander Intervention**

The welfare of students in our community is of paramount importance. At times, students on- and off-campus may need assistance. The University encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a complainant of sexual misconduct to the Department of Safety Services). The University pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

## **Procedures University Will Follow Once an Incident of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Has Been Reported**

The University has in place procedures to support victims of sexual violence including domestic violence, dating violence, sexual assault and stalking. The University has in place a Title IX policy which includes procedures governing the reporting of complaints, complaint resolution, confidentiality and prohibition upon retaliation of complainants. The standard of evidence for any institutional conduct proceeding arising from such a report is preponderance of the evidence.

## **Reporting Procedure for Allegations of Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking**

All incidents of sex discrimination, including sexual misconduct or retaliation, should be reported. The Title IX Coordinator will provide for the adequate, reliable, and impartial investigation of all complaints. Once a complaint of sex discrimination is made, an investigation of the report shall be pursued toward completion, typically within sixty (60) calendar days.

To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible. The name, department, and position of the person or persons allegedly causing the sex discrimination; description of the incident(s), including the date(s), location(s), and the presence of any witnesses; names of other students or employees who might have been subject to the same or similar sex discrimination or retaliation; if applicable, any steps the complainant has taken to try to stop the sex discrimination or retaliation; if the complainant is an employee: the alleged effect of the incident(s) on the complainant's position, salary, benefits, promotional opportunities, or other terms or conditions of employment; and any other information the complainant believes to be relevant to the sex discrimination, harassment, or retaliation.

## **JUDICIAL ACTION**

Students accused of violating University policy are subject to judicial action. Judicial action includes three (3) components: Investigation, Hearing, and the imposing of Sanctions, if appropriate. Depending upon the severity and location of the occurrence, the judicial action will be administered by the Dean of Students, Director of Student Conduct, or designee.

### **Qualifications of Investigators and Hearing Officers**

Investigations and hearings are conducted by officials of the university who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, as well as the proper conduct of investigations and hearings to protect the safety of victims and promote accountability of those responsible.

**Investigation** is the obtaining of facts and statements related to an incident or matter by University officials and may include interviewing of any person(s) with relevant knowledge of the incident or other reasonable means of verifying information related to an alleged violation. Investigations are conducted in a timely manner.

An investigation into the report will be conducted by the Title IX Coordinator or assigned investigators. The investigation will be concluded as quickly as possible, typically within sixty (60) days or within a reasonable amount of time required to complete the investigation. The investigation may include interviews of the parties involved, including witnesses, and the gathering of other relevant information. The investigation will be conducted in a manner so that it is adequate, reliable and impartial.

Parties to the complaint will be afforded equal opportunities to recommend witnesses for interviews and present other relevant evidence.

At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate University officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties (“no contact orders”), suspension, or making alternative academic, workplace or student housing arrangements. Failure of any party to comply with the terms of interim protections may be considered a separate violation of the Standard of Student Conduct.

A resolution will be determined at the conclusion of the investigation. The parties involved will be given notice of the outcome in writing within one (1) day of the determination. If it is determined that a student has violated CBU’s Title IX Policy, these findings will be forwarded to the Dean of Students and/or Director of Student Conduct for disciplinary action. CBU policies related to hearing and appeal for students will apply. If it is determined that an employee has violated CBU’s Title IX Policy, these findings will be forwarded to the vice president overseeing the employee’s area and the Director of Human Resources for disciplinary action. CBU policies related to hearings and appeal for employees will apply.

The University will take reasonable steps to prevent the recurrence of sex discrimination or retaliation in any form. If a reoccurrence takes place, those responsible for such behavior may be subject to Judicial Action under the Standard of Student Conduct or disciplinary action under Employee Handbook if the person is an employee.

The University will take all necessary steps to remedy the discriminatory effects on the complainant(s) and others. Examples of such remedies may include: order of no contact, residence hall relocation, classroom re-assignment, or other appropriate remedies.

**Hearing** is the process by which evidence is presented to a hearing officer or panel, and provides an accused student the opportunity to hear and present evidence and other factual information related to an alleged violation. All hearings are closed and the proceedings may be kept confidential at the discretion of the University.

The standard used to determine accountability is, a “preponderance of the evidence” (more likely than not or greater than 50% chance) that the accused student violated the Standard of Student Conduct.

In cases involving alleged dating violence, domestic violence, sexual assault, or stalking offenses, the accuser and the accused have the opportunity to have someone present during a hearing. If a student chooses to be accompanied to a hearing associated with such offenses, the individual who accompanies the student will not be permitted to speak on behalf of the student and/or take an active role in the hearing. Legal counsel representing a student, student’s family, or other individual or group is not permitted to participate in the hearing(s).

The parties involved will be given notice of the outcome in writing within one (1) day of the determination.

**Sanctions** are imposed upon a determination by a University Official responsible for the administration of the judicial action upon a finding the accused student violated the Standard of Student Conduct. Sanctions may encumber a student’s good standing with the University for a stated period of time or permanently. Possible sanctions include (not listed in a prescribed order):

Warning – verbal or written for unacceptable behavior and advised to change the behavior.

Restitution/reimbursement or Fine – required to make restitution and pay a monetary fine for damage or misuse of property, misuse of services, or failure to follow University policy or procedure.

Discretionary Sanctions – required to participate in prescribed educational programs, complete community service, read a book, write a paper, coordinate a living-area program, attend campus programs, or any other activity deemed appropriate for the violation of the Standard of Student Conduct.

Loss of privileges – such as visitation, leadership opportunities, campus employment, etc., appropriate to the violation of the Standard of Student Conduct.

Residence Life probation – placed on probation for a specified period of time. During this time, any further violations of University Policy may result in a Residence Life suspension or expulsion.

Student conduct probation – placed on student conduct probation for a specified period of time. During the time, further violations of University Policy may result in suspension or expulsion from the University.

Residence Life suspension – separation of the student from University-owned housing for a specified period of time (conditions for readmission may be required).

Residence Life expulsion – permanent separation of the student from University-owned living areas.

University suspension – for a fixed period of time, the student may not remain on the University premises which include the campus, visit the campus, or participate in a specific academic program(s) and/or other activities of the University. A student who is suspended for disciplinary reasons may petition for

readmission at the conclusion of the period of suspension.

Interim suspension – may be imposed immediately when the seriousness of a reported offense warrants a student's removal from campus for a stated period of time. Students who are placed on interim suspension will be advised of the allegations. Allegations that may warrant interim suspension include, but are not limited to:

Sexual misconduct;

Hosting or in any way assisting or promoting a gathering that includes underage consumption of alcohol, illegal drugs, controlled substances, or any indication of being under the influence of alcohol;

Sale, distribution, use, or possession of illegal drugs;

Use or possession of dangerous weapons;

Theft of or damage to property;

Abusing and/or impeding the CBU judicial system;

Physical abuse of any person or action that threatens or endangers the emotional well-being, health, or safety of any person, including oneself;

Written, verbal, or nonverbal threats of harm to members of the University community or the community as a whole, including oneself;

Interim suspension will be for a stated period of time and followed by a Hearing.

Expulsion – permanent separation of the student from the University. The student is denied the privilege to remain on the University Premises which include the campus, visit the campus, or participate in any academic or other activity of the University. Only under the most unusual circumstances will an expelled student be readmitted to the University.

Any student upon whom sanctions are imposed and/or placed on probation may become immediately ineligible for service as an athlete, student leader, and/or student representative. Students who fail to comply with the terms and conditions of a sanction are subject to additional judicial action.

The University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this statement.

### **No Contact Orders and Restraining Orders**

No contact orders are administrative orders issued by the University against one or all parties to a reported occurrence. Such orders are valid only when the person(s) to whom issued are students of the University and subject to its jurisdiction. Violation of no contact orders is actionable under the Student Code of Conduct regardless of disposition in the underlying occurrence.

Restraining orders are court orders issued by a judge or magistrate and have the force of law. The University cannot issue a restraining order but will, upon request, provide general information on the process by which such orders may be sought.

## **Confidentiality**

Those who have experienced sex discrimination should know that all University employees (Residence Directors, Safety Service Officers, staff members, etc.) excluding University Counseling Center staff, University Officials who are ordained ministers, and other University Officials bound by confidentiality standards, must report known felonies to the police, either directly or through Safety Services. University Counseling Center staff, University Officials who are ordained ministers, and other University Officials bound by confidentiality standards are not required to disclose knowledge of felonies reported to them except when necessary to prevent harm.

Persons who would like to report an incident or speak to someone about something that happened and desire that details of the incident be kept confidential, should speak with staff members of the Counseling Center, the Dean of Spiritual Life, or off-campus rape crisis resources, who will maintain confidentiality. Campus counselors are available to help students and employees free of charge, and can be seen on an emergency basis. In addition, non-campus clergy and chaplains may also keep reports made to them confidential, except disclosure(s) required as a matter of law.

All inquiries, complaints, and investigations are treated with discretion. Information is revealed as law and policy permit. However, the identity of the complainant is usually revealed to the respondent(s) of such conduct and any witnesses with the consent of the complainant. Publicizing information about alleged sex discrimination or retaliation is strictly prohibited and may be considered a violation of University policy.

The Title IX Coordinator will maintain all information in secure files pertaining to a complaint or investigation.

**Federal Statistical Reporting Obligations:** Certain campus officials (campus security officials) have a duty to report violations of this policy for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to Safety Services regarding the type of incident, date of occurrence, and general location of occurrence for publication in the Annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

**Federal Timely Warning Reporting Obligations:** complainants of sex discrimination should also be aware that University administrators must issue timely warnings for certain types of incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

## **Written Notification of Options Available to Victims**

Upon notification of an allegation of sexual discrimination, the University will provide written notification to the victim(s) about options for, available assistance in, and how to request changes to academic, living, transportation and working situations. Such accommodations will be made if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the underlying offense(s) to the Department of Safety Services or law enforcement agency with jurisdiction.

When the complainant and the respondent participate in the same courses, reside in the same university residence or in proximity to one another, or participate in the same activities (e.g., sports teams),



complainants may request that a fair and immediate way to reassign and/or move one of the persons be decided upon by the Dean of Students or a designee. The Dean of Students will consult with the appropriate academic dean in making a determination regarding an alternative classroom assignment(s) for the respondent and/or the complainant who has experienced a sex offense and with the Director of Residence Life in making a determination regarding an alternative housing assignment. When a student employee makes a report and the respondent works in the same department or area, alternative work assignments may be made by the appropriate administrator upon request by the student employee filing the complaint.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sex discrimination in order to protect an individual's rights and personal safety.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose differing sanctions, ranging from a warning to expulsion, depending on the severity of the offense.

### **Counseling Services Available To Victims**

The University provides written information to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community. These notifications are provided in distributions of literature provided to all students and employees, student and employee training sessions, and to any community member who reports having been a victim of sex discrimination.

Students who have experienced any form of sex discrimination, including sexual misconduct may receive free and confidential counseling at the University's Counseling Center (951.689.1120) and/or the Riverside Area Rape Crisis Center (951.686.7273). CBU employees may contact the Human Resources Office or the Title IX Coordinator, or reference the Employee Manual for information regarding counseling options. Summaries of available options are contained elsewhere in this report.

### **Cooperation with Law Enforcement**

The University will comply with law enforcement request for cooperation and such cooperation may require the University to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. The University will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, which typically takes three (3) to ten (10) calendar days, although the delay in the University's investigation may be longer in certain instances.

The University will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the Complainant(s) and the campus community and the avoidance of retaliation.

### **Sexual Assault Information**

Many reasons may prevent victims from reporting crimes of sexual assault to law enforcement or campus officials, however, the four most common reasons are:

- Not sure of the definition of sexual assault and rape.
- Unaware of resources available on and off campus.
- Unaware of a victim's basic rights.
- Confusion regarding consent.

## **You need to know**

Both men and women can be victims of sexual assault. Regardless of age, race, income level, or education, the experience for the victim is always a violation of their person. It is not uncommon for a sexual assault victim to have feelings of guilt, fear, betrayal, shame, anger, confusion, or thoughts of suicide. These are all normal reactions to a violent crime.

If you, or someone you know, experienced a recent or past incident of sexual assault, you can expect confidentiality, and support from various University and community based counseling programs. You have the right to be treated with respect, taken seriously, and your choice of action respected.

Sexual assault is a general term used to describe many forms of sexual offenses. Any unwanted sexual contact or sexual attention committed by force, fear, duress, menace, trick, or violence is a sexual assault. It includes rape, attempted rape, spousal rape, oral copulation, sodomy, sexual battery, and insertion of a foreign object.

Rape is defined as non-consensual sexual intercourse accomplished through force or threat of force or when a person is unable to consent due to mental disorder, disability, drugs, or alcohol. Rape is not an intimate relationship. Rape is a crime of violence, anger, and power. It is a crime that controls, humiliates, and hurts the victim. A rapist can be anyone: acquaintance, boyfriend, ex-partner, classmate, family member, or co-worker. Any unwanted sexual act that is committed or attempted against a person's will is against the law and a violation of University policy. Sexual assault of any type is never the victim's fault.

Seeking medical treatment is important. Regardless of whether you choose to report the assault, your well-being is the first priority. A medical examination will treat physical problems, and may diminish fears about injury, sexually transmitted diseases, or possible pregnancy. If you decide to report the assault to police, a medical examination must generally take place within seventy-two (72) hours of the assault to document and collect physical evidence. You will be instructed to not destroy evidence by bathing, douching, changing clothes, or cleaning up in any way. The State of California will pay for any medical testing that is necessary for evidence collection.

## **Your Options**

If you believe you have been sexually assaulted, you have options including any/all of the following:

- Report to the police and file charges.
- Report to the police and not file charges.
- File a civil suit.
- Obtain a restraining order.
- Report to the University as described elsewhere in this report. An investigation will be conducted and any measures reasonably necessary to protect you from further danger or harm taken.
- Seek counseling and/or medical attention.

You have the right to report, or not report, the crime that was committed against you. Victims who report their crime often feel emotionally stronger by taking action to help law enforcement investigate and prosecute such attacks, and campus officials in University judicial proceedings. Reporting the crime may prevent another attack. The decision to tell someone about the crime may be difficult, but the decision is yours. If you request, the University will assist you in notifying the police.

Contact the Department of Safety Services or the Riverside Police Department for immediate protection and assistance. The police department will send an officer in uniform to take your report and assist in obtaining the other services you need.

If you decide to file a complaint with the University, you may notify any of the entities described in "Reporting Criminal Actions and Emergencies" in this report. In your communication, identify all parties involved including any witnesses. You will be contacted to further investigate your complaint. Note that the

accuser and accused are entitled by law to the same opportunities to have other person(s) present during a disciplinary proceeding. Both the accuser and accused will be informed of the outcome or any institutional disciplinary proceeding brought alleging a sex offense.

Note: While safeguarding your right to confidentiality, if you choose to disclose the name of the perpetrator of a sexual assault to any University employee, other than a medical or counseling professional, or clergy person acting in that capacity, that employee is obligated to notify the Dean of Students. If information exists that pose a credible threat to the campus community, a warning notice will be released immediately through the Department of Safety Services.

## **Victim's Rights**

If you are sexually assaulted, you have the same basic rights and considerations as any crime victim including, but not limited to:

- Being treated with respect and dignity, regardless of gender, race, income level, physical abilities, cognitive abilities, or sexual, medical, or mental health history
- Timely access to emergency and crisis counseling services
- Being accompanied by an advocate while receiving victim services
- Have any allegations of sexual assault taken seriously
- Be free from any suggestion that you are responsible for the assault
- Be free from any pressure by campus personnel to report sexual assault if you do not wish to do so
- Have a family member, friend, or advocate present during campus judicial proceedings
- Be informed of the outcome of the judicial proceedings involving a sexual assault
- Be informed of the options in changing academic and living situations
- Be informed of the legal rights, resources, and restitution requirements of the California Victims of Crime Program
- Be informed of safety planning and protection services
- Be informed of appropriate follow-up treatment, medical testing and counseling

## **On-Campus Resources**

California Baptist University makes counseling services available to victims of sexual assault through the Counseling Center. Additional information regarding the Counseling Center is available by telephone (951-689-1120) or through "Inside CBU" on the CBU website at [www.calbaptist.edu](http://www.calbaptist.edu).

## Off-Campus Resources

The following is only a partial listing of potentially available off-campus resources and is not an endorsement of their services:

- Riverside Police Department
  - Emergency: 911
  - Other calls: 951-787-7911 / 951-354-2007
  - RPD Website / <http://www.riversideca.gov/rpd/>
- Riverside Rape Crisis Center – 951-686-7273 / <https://rarcc.org/>
- California Youth Crisis Line – 800-843-5200 / [www.youthcrisisline.org/](http://www.youthcrisisline.org/)
- Alternatives to Domestic Violence – 24 hour crisis line: Seeking Shelter, 951-683-0829 or 800-339-7233 / [www.alternativestodv.org/programs/crisisline.html](http://www.alternativestodv.org/programs/crisisline.html)
- National Teen Dating Abuse Helpline – 866-331-9474; TTY – 866-331-8453 / [www.ncdsv.org/ncd\\_linkshotlines.html](http://www.ncdsv.org/ncd_linkshotlines.html). Text "loveis" to 22522.
- Domestic Violence Hotline – 800-799-7233 / [www.thehotline.org/](http://www.thehotline.org/)
- Riverside County Services – see listed services in telephone directory or their website

## Online & Professional Studies Campuses

OPS Offices, 10370 Hemet Street, Riverside 92503

CRIMINAL OFFENSES	On-Campus			On-Campus Residence Halls			Public Property		
	2017	2018	2019	2016	2017	2019	2017	2018	2019
Murder/Non-Negligent Manslaughter	0	0	0	NA	NA	NA	0	0	0
Negligent Manslaughter	0	0	0	NA	NA	NA	0	0	0
Rape	0	0	0	NA	NA	NA	0	0	0
Fondling	0	0	0	NA	NA	NA	0	0	0
Incest	0	0	0	NA	NA	NA	0	0	0
Statutory Rape	0	0	0	NA	NA	NA	0	0	0
Robbery	0	0	0	NA	NA	NA	0	0	0
Aggravated Assault	0	0	0	NA	NA	NA	0	0	0
Burglary	0	0	0	NA	NA	NA	0	0	0
Motor Vehicle Theft	0	0	0	NA	NA	NA	0	0	0
Arson	0	0	0	NA	NA	NA	0	0	0
Hate Crimes (all categories)	0	0	0	NA	NA	NA	0	0	0
VAWA - Domestic Violence	0	0	0	NA	NA	NA	0	0	0
VAWA - Dating Violence	0	0	0	NA	NA	NA	0	0	0
VAWA - Stalking	0	0	0	NA	NA	NA	0	0	0
ARRESTS	On-Campus			On-Campus Residence Halls			Public Property		
	2017	2018	2019	2016	2017	2019	2017	2018	2019
Illegal Weapons Possession	0	0	0	NA	NA	NA	0	0	0
Drug Law Violations	0	0	0	NA	NA	NA	0	0	0
Liquor Law Violations	0	0	0	NA	NA	NA	0	0	0
DISCIPLINARY ACTIONS	On-Campus			On-Campus Residence Halls			Public Property		
	2017	2018	2019	2016	2017	2019	2017	2018	2019
Illegal Weapons Possession	0	0	0	NA	NA	NA	0	0	0
Drug Law Violations	0	0	0	NA	NA	NA	0	0	0
Liquor Law Violations	0	0	0	NA	NA	NA	0	0	0

## Appendix A–Definition of Terms

The Uniform Crime Reporting (UCR) system, developed by the Federal Bureau of Investigation (FBI) utilizes the following definitions in preparation of documentation and statistics relating the reporting of crime by all municipal, county, state, federal and other law enforcement agencies. Those same definitions are used throughout the “Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act” report.

- **Criminal Homicide-Murder and Non negligent Manslaughter** – The willful (Non negligent) killing of one human being by another.
- **Criminal Homicide-Manslaughter by Negligence** – The killing of another person through gross negligence
- **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.
  - A. 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).
  - B. 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.
- **Sex Offenses-Non forcible** - Unlawful, Non-forcible sexual intercourse.
  - A. Incest** – non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - B. Statutory Rape** – non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **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.
- **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.)
- **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.
- **Motor Vehicle Theft** – The theft or 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.)
- **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.
- **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.

- **Drug Abuse Violations** – Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations** – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing 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).
- **Hate Crimes** – An incident wherein sufficient facts are present to lead a reasonable and prudent person to conclude that the offender's actions were motivated in whole, or in part, by a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, or disability.

**Violence Against Woman Act (VAWA) Offenses:**

- **Dating Violence** – Violence committed by a person:
  - Who is or has been in a social relationship of a romantic or intimate sexual nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence** – a felony or misdemeanor crime of violence committed by:
  - A current or former spouse or intimate partner of the victim,
  - A person with whom the victim shares a child in common,
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
  - Any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for his or her safety or the safety of others, or suffer substantial emotional distress.

## **Appendix B-Safety Tips**

The following safety tips are reviewed annually and provided as a service to the University community:

All effective crime prevention programs include some measure of people watching out for one another. All persons are asked to be alert, security conscious and involved, and to call Safety Services or the Riverside Police Department whenever suspicious or criminal activity is observed.

### **Personal Safety**

- Walk in groups, especially after dark or in more remote areas on or near campus.
- Be alert for strangers; any person uncomfortably near you, following or approaching you rapidly, especially from behind or the side; and anyone who appears to present any threat to persons or property.
- Lock your vehicle, bicycle, or other mode of transportation securely.
- Report suspicious persons or acts, unusual circumstances, or criminal activity to Safety Services.
- Call Safety Services or the police if you see anyone, or any circumstance that appears to be suspicious. Do not endanger your safety, but provide as much information as possible.

### **Crime Prevention – Automobiles**

- Keep all doors locked and windows up when you are in your vehicle or leave it unattended.
- Always remove the ignition key when leaving your vehicle.
- Never leave valuables in a car. Lock them in the trunk or, if that's not possible, conceal them fully within the vehicle (glovebox or other cargo hold, completely under the seat or behind the rearmost seat in a truck).
- When parking, park in well-lit, well-traveled designated parking areas. Do not park in deserted areas of the campus.
- Consider installing tamper proof door locks, alarms and anti-theft devices such as steering wheel locks, secondary ignition switches, or fuel shut-offs.

### **Crime Prevention – Workplace**

- Lock doors when work areas are not being used, when workers are out of sight of the door, and when working at night. Lock windows that are accessible from outside.
- Be sure that self-locking doors shut tightly when leaving the building. Never prop open a lockable door.
- Never leave keys in an unlocked drawer, desk or cabinet. Do not tape keys under desk drawers, or in file cabinets.
- Petty cash, stamps and personal valuable should be locked in a drawer or cabinet. Restrict the number of persons who hold the keys and do not leave keys unsecured.
- Make sure your desk or cabinet(s) have good locks. Report defective locks to the Facilities & Planning Department.
- Report lost or stolen keys immediately to Safety Services and request the locks be changed.
- Record serial numbers of all equipment for which you are responsible. Engrave all remaining equipment with an identifying code.
- Do not leave your wallet or keys in plain sight or unattended in a coat pocket or purse. Hold onto your purse or briefcase or lock them in a cabinet.
- Call Safety Services or the police if you see any person or circumstance that appears suspicious or you are the victim or witness a crime. Do not endanger your safety, but provide as much information as possible.