



**AZUSA PACIFIC**  
UNIVERSITY

DEPARTMENT OF CAMPUS SAFETY

# Annual Security Report 2010

## San Diego Regional Center

5353 Mission Center Rd. #300, San Diego, CA 92108-1306

Phone 877-210-8839 (toll-free), , Fax 619-718-9659

### Legislative History of the Clery Act

The *Student Right to Know and Campus Security Act* (Public Law 101-542) was signed into law by President Bush in 1990 and went into effect on Sept. 1, 1991. Title II of this act is known as the *Crime Awareness and Campus Security Act of 1990*. This act amends the *Higher Education Act of 1965* (HEA) by adding campus crime statistics and reporting provisions for postsecondary institutions. It requires the disclosure of crime statistics for the most recent three years, as well as disclosure of the institution's current security policies. Institutions are also required to issue timely warnings when necessary. All public and private Title IV eligible institutions must comply with the requirements of this act which is enforced by the U. S. Department of Education (ED).

This law was amended when Congress enacted the Campus Sexual Assault Victim's Bill of Rights as part of the *Higher Education Amendments of 1992* {Public Law 102-325, Section 486(C)}, giving victims of sexual assault on campus certain basic rights. In addition, institutions are required to develop and distribute a policy statement concerning their campus sexual assault programs targeting the prevention of sex offenses. This statement must also address the procedures to be followed if a sex offense occurs.

The most recent version of this law was passed as part of the *Higher Education Amendments Act of 1998* {Section 486(e) of Public Law 105-244}. The official title under this act is the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* {20 U.S.C. 1092(f)}. On Nov. 1, 1999, ED issued the final regulations which went into effect on July 1, 2000. The amendments require ED to collect, analyze, and report to Congress on the incidences of crime on college campuses. The amendments also expand the requirement of the *Student Right to Know and Campus Security Act of 1990* that all institutions of higher education participating in the federal student aid programs must disclose to students, faculty, staff, and, upon request, prospective students, information regarding the incidence of crimes on campus as part of their campus security report.

The 1998 amendments made several changes to the disclosure requirements. Among these changes were the addition of two crimes (Arson and Negligent Manslaughter) and three locations (residence halls, non-campus buildings or property not geographically contiguous to the campus, and public property immediately adjacent to a facility that is owned or operated by the institution for education purposes)

that schools must include in the reported statistics. Institutions that have a campus police or security department are required to maintain a daily crime log that is available to the public.

The *Clery Act* was further amended in October 2000 by the *Campus Sex Crimes Prevention Act* (Section 1601 of Public Law 106-386). The changes went into effect on Oct. 28, 2002. Beginning in 2003, institutions are required to notify the campus community where law enforcement agency information provided by a state concerning registered sex offenders who are on campus may be obtained.

## **Annual Security Report**

Azusa Pacific University's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Azusa Pacific University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. A copy of this report is distributed annually by October 1<sup>st</sup> of each year to all APU students, faculty, staff, and prospective students and employees. You can obtain a copy of this report by contacting the Department of Campus Safety 626-815-3805, or by accessing the following web site. <http://www.apu.edu/campussafety/securityreport/>

## **Policy for Reporting the Annual Disclosure of Crime Statistics**

The Department of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at [www.apu.edu/campussafety/](http://www.apu.edu/campussafety/). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and Regional Centers, Housing Services, Residence Life, Counseling Center, and Student Life. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Department of Campus Safety, designated campus officials (including but not limited to directors, deans, department heads, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Student Health Services) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. Department of Counseling Services staff informs their clients of the procedures to report crime to the Department of Campus Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provide the web site address to access to this report. Faculty and staff receive similar notification with their paycheck. Copies of the report may also be obtained at the Department of Campus Safety, located in Adams Hall at 901 E. Alost Ave. Azusa, CA 91702. All prospective employees may obtain a copy from Human Resources by calling (626) 815-4526, and the web site address will be attached to APU employment applications.

## **Reporting Emergencies and Criminal Activities on Campus**

### **Medical Emergencies/Life Threatening Situations**

Always dial 911 for all emergencies, and then immediately notify Sentre Partners, the on-site property management at 619-294-3197.

### **Crimes in Progress**

If possible, get to a safe location. Always dial 911 for all emergencies, and then immediately notify Sentre Partners, the on-site property management at 619-294-3197. Try to remember as much suspect information as possible (number of suspects, male/female, height, weight, race, clothing head to toe, distinguishing marks, direction of travel, vehicle information).

Do not confront or try to apprehend the suspect(s).

### **Quick Tips**

- Always dial 911 for all emergencies
- Notify the on-site property management, Sentre Partners, immediately after calling 911
- For all non-life threatening incidents, notify the San Diego Police Department
- Stay on the phone with the dispatcher until they no longer need you
- Make all employees aware of the Urgent Response Procedure (including student workers)
- Program the numbers of local law enforcement agencies into your cell phone:

San Diego Police Department

619-531-2000

- If you have helpful information and it is safe to do so, make yourself available by staying in the area but do not interfere.

### **Access Policy**

During business hours, the university (excluding certain offices and facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non business hours, access to all university facilities is by key.

Faculty and staff should close and secure their respective work area before they leave the location. The San Diego Regional Center staff will secure all classroom doors before leaving the premises in the evening.

### **Campus Security Authorities**

Recent amendments to the Campus Security Act, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas, require that "Campus Security Authorities" (the Director and/or Assistant Director of the San Diego Regional Center) report crime statistics for inclusion in the college's Annual Security Report.

## **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of the San Diego Regional Center, constitutes an ongoing or continuing threat, a campus wide “Timely Warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of the San Diego Regional Center may post a copy of the notice on public bulletin boards throughout the campus.

Anyone with information warranting a timely warning should report the circumstances to the Director of the San Diego Regional Center 619-718-9655.

## **The Daily Crime Log**

A copy of the daily crime log can be obtained upon request at the San Diego Regional Center.

## **Statistics from Local Police**

A letter or e-mail is sent periodically to all of the local law enforcement agencies of all APU campuses requesting crime stats to maintain Clery compliance.

## **Report to ED via the Web-based Data Collection**

As mandated by Clery, the Department of Campus Safety reports all necessary crime stats to the Department of Education. These stats can be viewed on the campus Safety web site or by logging onto the Department of Education’s security data web site:

<http://ope.ed.gov/security/GetOneInstitutionData.aspx>

## **Crime Statistics and Incident Reports**

Crime statistics and incidents are reported for each of the campuses. With the exception of the main campus, none of the campuses have any residential facilities for students. No data, therefore, is reported in the “on-campus residence halls” for those sites. Azusa Pacific University provides this information to all current students, faculty, staff, applicants for employment and enrollment (or parents), and the Secretary of the U.S. Department of Education.

The following definitions may be helpful in understanding the categories below:

**On-Campus** – Any building or property owned or controlled by an institution within the same reasonably contiguous geographical 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 a food or retail vendor.

**Non-Campus** - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 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.

**On-Campus Residence Halls** – dormitories or other residential facilities on campus.

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

Definitions of terminology for the “Criminal Offense” categories are those required by the Clery Act/Rules and is taken from the Federal Bureau of Investigation's (FBI) Universal Crime Reporting (UCR) system.

**Disclosure of crime statistics (by *Clery Act* geographic locations and by year reported).**

Azusa Pacific University (Main Campus)

901 E. Alostia Ave. Azusa, CA 91702

[http://www.apu.edu/campussafety/pdfs/crime\\_statistics\\_azusa.pdf](http://www.apu.edu/campussafety/pdfs/crime_statistics_azusa.pdf)

High Desert Regional Center (2009)

18422 Bear Valley Rd., Victorville, CA 92395

[http://www.apu.edu/campussafety/pdfs/crime\\_statistics\\_highdesert.pdf](http://www.apu.edu/campussafety/pdfs/crime_statistics_highdesert.pdf)

High Desert Regional Center (2010)

15283 Pahute Ave., Victorville, CA 92395

[http://www.apu.edu/campussafety/pdfs/crime\\_statistics\\_highdesert.pdf](http://www.apu.edu/campussafety/pdfs/crime_statistics_highdesert.pdf)

Inland Empire Regional Center

685 E. Carnegie Dr. #100, San Bernardino, CA 92408

[http://www.apu.edu/campussafety/pdfs/crime\\_statistics\\_inland.pdf](http://www.apu.edu/campussafety/pdfs/crime_statistics_inland.pdf)

Los Angeles Regional Center

3580 Wilshire Blvd. #200, Los Angeles, CA 90010

[http://www.apu.edu/campussafety/pdfs/crime\\_statistics\\_losangeles.pdf](http://www.apu.edu/campussafety/pdfs/crime_statistics_losangeles.pdf)

Murrieta Regional Center

39573 Los Alamos Rd., Murrieta, CA 92563

[http://www.apu.edu/campussafety/pdfs/crime\\_statistics\\_murrieta.pdf](http://www.apu.edu/campussafety/pdfs/crime_statistics_murrieta.pdf)

Orange County Regional Center

1915 Orangewood Ave. #100, Orange, CA 92668

[http://www.apu.edu/campussafety/pdfs/crime\\_statistics\\_orange.pdf](http://www.apu.edu/campussafety/pdfs/crime_statistics_orange.pdf)

San Diego Regional Center

5353 Mission Center Rd. #300, San Diego, CA 92108

[http://www.apu.edu/campussafety/pdfs/crime\\_statistics\\_sandiego.pdf](http://www.apu.edu/campussafety/pdfs/crime_statistics_sandiego.pdf)

Ventura Regional Center

445 E. Esplanade Dr. #200, Oxnard, CA 93036

[http://www.apu.edu/campussafety/pdfs/crime\\_statistics\\_ventura.pdf](http://www.apu.edu/campussafety/pdfs/crime_statistics_ventura.pdf)

## **Policy Statement Addressing Counselors**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

### *Pastoral Counselor*

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

### *Professional Counselor*

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

## **Security Awareness Programs**

During orientation in August or September (depending on the first day of school), students, faculty, and staff are informed of services offered by the Campus Security Authorities.

The Campus Security Authorities addresses a variety of safety issues at the San Diego Regional Center. These issues include but are not limited to distribution of Security Information cards, time of building and suite doors locked, earthquake preparedness, backpack locations, and entry process after doors are locked.

## **Crime Prevention Programs**

San Diego Police Department: (619) 531-2000

## **Silent Report Form**

Students can also report crimes anonymously by filling out a silent report form at the following web address:

<http://www.apu.edu/campussafety/silentinformant/>

## **Sexual Misconduct Response Procedure**

All complaints of non-consensual sexual intercourse or non-consensual sexual contact should be immediately reported to the following authorized sexual misconduct intake personnel. All complaints made after business hours should be reported to the Office of Campus Safety immediately. The following people are trained professional staff members who provide the campus with services for victims of sexual assault. The terms “sexual misconduct”, “non-consensual sexual intercourse”, and “non-consensual sexual contact” are defined in the Sexual Misconduct Policy set forth in the Student Standard Conduct Code.

The authorized sexual misconduct intake personnel members include:

- Associate Vice President for Student Life
- Associate Dean of Students
- Department of Campus Safety
- Office of Communiversities
- Office of Student Success
- Office of Residence Life

### **Registered Sex Offenders**

Most convicted sex offenders are required to register as a sex offender with the state and city in which they reside, work, and attend school. The public can view this information on the internet or at the local police/sheriff's department. For more information regarding sex offenders please log on to the following web address:

<http://www.meganslaw.ca.gov/>

### **Drug and Alcohol Policy**

Azusa Pacific University is considered a "dry campus." At no time is alcohol permitted on any APU property. APU is also a tobacco free campus and does not allow smoking on APU property. For a complete policy regarding alcohol and narcotics, please reference the student, faculty, or staff handbook. The student handbook can be found at the following web address:

<http://www.apu.edu/studentlifeoffice/handbook/>

### **Missing Persons Statement**

If a member of the University Community has reason to believe that a student is missing, whether or not the student resides on campus, make all possible efforts to locate the student through the collaboration of the Department of Campus Safety, Office of Residents Life, and the Office of Student Life. If the student is an on-campus resident, the Department of Campus Safety will secure authorization from Residents Life officials to conduct a welfare entry into the student's room. If the student is an off-campus resident, the Department of Campus Safety will enlist the aid of the neighboring Law Enforcement agency having jurisdiction. Concurrently, university officials will attempt to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings; or appearing for scheduled work shifts will be established.

If located, verification of the student's state of health and intention of returning to the campus is made (Local police may be called to determine this assessment). When and where appropriate, a referral will be made to the Counseling Center and/or the Campus Pastor's Office.

If not located, notification of the family will be made within 24 hours of receiving the initial report ~~is to~~ determine if they have located the student. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The Department of Campus Safety will cooperate, aid, and assist the primary

investigative agency. The Department of Campus Safety will document the incident via a written report and will continue to assist the primary law enforcement agency.

All pertinent law enforcement agencies, be they neighboring municipal, county, or state; those located along suspected travel corridors; or place of original domicile, will be notified and requested to render assistance, through direct telephone contact or visit.

*Suzanne's Law* requiring local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing was signed into law by President George W. Bush in the Spring of 2003 as part of the national "Amber Alert" Bill <http://thomas.loc.gov/cgi-bin/bdquery/z?d108:s.00151>. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998.

Previously, police were only required to report missing persons under the age of 18. This new law is intended to encourage police to begin investigating immediately when college-age people disappear, instead of waiting a day, which has been a common practice.

Upon closure of the missing person investigation, all parties previously contacted will be given an update of the status of the case.

## **Emergency Preparedness and Response**

Being prepared and staying calm are critical in any emergency. Panic can be the greatest hazard.

Adequate planning saves lives, reduces suffering, and preserves property by enabling individuals to respond calmly and effectively in emergency situations.

Azusa Pacific University's Emergency Preparedness Plan depends on the cooperation of the entire campus community for its effectiveness. Stay calm and follow emergency procedures designated in your building, for your department, and across campus. Adhering to the plan will save lives and minimize damage.

Your first responsibility is to determine the closest escape route from your residence or work location. Escape routes are posted in building hallways. The university has implemented an Emergency Action Plan and designates and trains building and floor coordinators on evacuation plans and procedures. The coordinators assist in the orderly evacuation of all individuals from structures if such action is warranted.

If you have medications, always have extra medications with written instructions for emergencies. Every individual should have an emergency supply of food and water to last three days. If you have special needs, let others know in an emergency so that they can assist you.

For additional information on APU's preparedness plan or Incident Command Team, contact the safety manager at (626) 815-4525 or click here <http://www.apu.edu/response/>.

## **Emergency Notifications**

Azusa Pacific University utilizes a three Phase communication process. The first phase is "Notification" which focuses on alerting the APU community to an incident. The second phase is "Direction and Actions" which provides directions and instructions to the APU community on



how they should respond to the incident. The third and final phase is “On-Going Communication” which continues until the incident has been cleared/closed.

Below contains a list of the techniques that are used to communicate with the APU Community:

- Fire Alarms
- Email- Timely Warnings (campus-wide or other more specific distribution lists – by building, on-or-off campus, UG students, fac/staff, etc.)
- Cell phone notification (text msgs, pagers, SMS, voice calling)
- Out-calling to campus phones or other phones (leave voice message)
- Bull horns/megaphones (on-foot, assigned to individuals)
- Door-to-door notification in crisis area
- Letters, flyers & posters (sandwich boards, signage)

**Azusa Pacific University reserves the right to update or revise the contents of this report at any time.**