



**SOUTHERN CALIFORNIA UNIVERSITY  
OF HEALTH SCIENCES**

**Annual Security Report**

**2013**

### **Message from Campus Safety:**

We would like to welcome all new and returning faculty, staff, and students to SCUHS. As members of our campus community, each of us shares the responsibility to promote and maintain a safe and secure environment. Ensuring the viability of such an environment is the chief concern of the Campus Safety Department.

We are here to serve you from 6 am – 10 pm, 365 days a year with professional officers who are ready to assist with everyday tasks and questions.

Should you have any questions or concerns, please contact us at (562) 902-3333 ext. 1, or come by our office located at the east-side of Building F. More information about our department can be found on the “Campus Safety” page at [MySCU](#).

Sincerely,

The Campus Safety Department

### **The Jeanne Clery Act:**

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Act is enforced by the Department of Education (DOE) and requires institutions to: publish an Annual Security Report, maintain a crime log, issue timely warnings about crimes which poses a serious or ongoing threat to the students and employees, devise an emergency response notification and testing policy, disclose criminal statistic concerning incidents related to the campus proper, the public area surrounding the campus, and at certain non-campus buildings.

More information on the Clery Act can be found at:

<http://clerycenter.org/summary-jeanne-clery-act>

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## **1.0 Timely Warnings**

In accordance with Clery Act requirements, the University will issue timely warnings in the event that a situation arises, either on or off campus, that, in the judgment of the Campus Safety office, University Administration, and/or local law enforcement, constitutes an ongoing or continuing threat. The warning will be issued through the University email system and MySCU portal. In the event a given incident jeopardizes the technological infrastructure, a hard copy of the warning will be posted throughout the campus. Timely warnings are usually issued for arson, burglary, robbery, aggravated assault, criminal homicide, motor vehicle theft, sex offenses, hate crimes, arrests/referrals for disciplinary actions, and any other crimes as deemed necessary. Anyone with information warranting a timely warning should immediately report the circumstances to the Campus Safety office, by phone (562 902-3333), in person (F Bldg, room 20), or by utilizing any of the yellow phone boxes located throughout campus.

Reports documenting timely warnings issued by the University (for crimes defined by the Clery Act and all other incidents) are available on the “Campus Safety” page of MySCU and at the Campus Safety office.

## **2.0 Preparation of Annual Disclosure of Crime Statistics**

Each trimester the Campus Safety department requests information from University CSAs (Campus Security Authorities) concerning the reporting of crimes and policy violations. The information gathered from the CSAs is combined with the Incident Reports recorded by members of the Campus Safety department throughout the year. The Campus Safety Lieutenant and the Executive Director of Auxiliary Operations and Physical Plant review and classify the information contained within the reports to determine the crime statistics for the campus. Additionally, information is gathered from police departments and CSAs from other campuses – when appropriate – in order to determine the crime statistics for non-campus buildings.

## **3.0 Reporting Crimes or other Incidents**

The University encourages all campus community members to report any criminal activity or suspicious behavior to the Campus Safety office. Please preserve all evidence if possible so as to allow for an effective investigation.

Campus Safety officers can be reached at (562) 902-3333, by dialing extension 333 from any campus phone, or by utilizing the yellow emergency phones located throughout campus. Additionally, individuals may utilize the “[Report It](#)” tool located on the “Campus Safety” page on MySCU.

Crimes can be reported voluntarily by any member of the campus community or the general public and may be done so confidentially. However, it should be noted that the University cannot guarantee complete confidentiality where it would conflict with the obligation to investigate meaningfully and, where warranted, take disciplinary action.

Further, a list of CSAs (Campus Security Authorities) is provided below. These individuals provide information for the annual crime report and work with the Campus Safety department and law enforcement (when appropriate) to issue timely warnings and provide resources to victims.

<b>Title</b>	<b>Name</b>	<b>Contact Information</b>
VP of Administration and Finance; Title IX Coordinator	Tom Arendt	<a href="mailto:tomarendt@scuhs.edu">tomarendt@scuhs.edu</a> ; 562-902-3355
VP of Academic Affairs	Dr. Todd Knudsen	<a href="mailto:toddknudsen@scuhs.edu">toddknudsen@scuhs.edu</a> ; 562-902-3305
VP of Student Affairs and Enrollment Management	Dr. Dave Behrs	<a href="mailto:davebehrs@scuhs.edu">davebehrs@scuhs.edu</a> ; 562-902-3345
Dean of the Los Angeles College of Chiropractic	Dr. Mike Sackett	<a href="mailto:mikesackett@scuhs.edu">mikesackett@scuhs.edu</a> ; 562-902-3433
Dean of the College of Acupuncture and Oriental Medicine	Dr. Greg Sperber	<a href="mailto:gregsperber@scuhs.edu">gregsperber@scuhs.edu</a> ; 562-902-3359
Dean of the School of Professional Studies	Dr. Marty Harris	<a href="mailto:martyharris@scuhs.edu">martyharris@scuhs.edu</a> ; 562-902-3341
Executive Director of Student Affairs-Enrollment Services	Dr. Peter Hanna	<a href="mailto:peterhanna@scuhs.edu">peterhanna@scuhs.edu</a> ; 562-902-3384
Executive Director of Auxiliary Operations & Physical Plant; Title IX Deputy Coordinator	Joseph Eggleston	<a href="mailto:josepheggleston@scuhs.edu">josepheggleston@scuhs.edu</a> ; 562-947-8755 x 515
Student Affairs Coordinator	Amy Vargas	<a href="mailto:amyvargas@scuhs.edu">amyvargas@scuhs.edu</a> ; 562-902-3405
Chair, Clinical Internship Department; LACC	Dr. Joseph Morley	<a href="mailto:josephmorley@scuhs.edu">josephmorley@scuhs.edu</a> ; 562-947-8755 x500
Chair, Clinical Internship Department, CAOM	Dr. Jenny Yu	<a href="mailto:jennyyu@scuhs.edu">jennyyu@scuhs.edu</a> ; 562-947-8755 x510
Director of Sports Medicine	Dr. Nathan Campbell	<a href="mailto:nathancampbell@scuhs.edu">nathancampbell@scuhs.edu</a> ; 562-947-8755 x508

#### **4.0 Security, Access, and Maintenance of Campus Facilities**

The University campus is patrolled by Campus Safety personnel from 6am-10pm, seven days a week. From 10pm-6am, the campus is closed and the premises monitored by a contracted security vendor.

Each building on campus has an alarm system; security cameras and specialized digital locks are deployed throughout the campus.

The Physical Plant department is responsible for the general maintenance of the campus. Campus Safety personnel frequently make reports to Physical Plant concerning maintenance issues related to safety (i.e. aisle way lights, exit signs, etc.).

The Campus Safety department may, on its own or by request, conduct security and/or safety surveys of buildings and offices located on the campus.

## 5.0 Campus Law Enforcement

The University's Campus Safety department is staffed by associates from a third party security vendor. They represent the on-site security force, but do not have the privileges of law enforcement personnel. Their primary mission is to ensure the safety of all campus community members by reporting safety/security issues; conducting investigations, and monitoring security cameras. Campus Safety can be contacted by dialing extension 333 from any campus phone, calling (562) 902-3333, or by utilizing any of the yellow emergency phones located throughout campus.

The Campus Safety department also provides the following services:

- Safety Escorts
  - The department operates a safety escort service during business hours, 365 days a year. Escorts will only be provided within SCU's property and can be arranged by calling the department.
- After-Hours Operator
  - Campus Safety works closely with the campus operator who handles communication and dispatch capabilities during normal business hours. After hours, Campus Safety officers serve as the primary campus operators.
- Lost and Found
  - The Campus Safety office is the official clearing house for all property lost or found on university grounds. Found property is retained by the department for 90 days.
- Alarm Systems/Security Cameras
  - Campus buildings have fire and burglar alarms as well as security cameras that are monitored by the department.
- Security/Safety Survey
  - Campus Safety officers conduct security/safety surveys concerning university grounds, buildings, and offices.
- Parking Enforcement
  - Campus Safety officers may investigate collisions occurring on campus. Officers may also issue citations for parking/driving violations.
- Investigations
  - The Campus Safety department conducts administrative investigations involving University rules and regulations. These investigations may involve students, employees, and visitors. Appropriate referrals necessitating further review and action may be made to Student Affairs, Human Resources, or local law enforcement.

The University's local law enforcement entity is the Los Angeles County Sheriff's Department, Norwalk Station ((562) 868-8711). The Sheriffs work closely with our Campus Safety department when incidents arise. The University does not have a formal written MOU or MOA with the Sherriff's Department.

## **6.0 Prompt and Accurate Reporting of Crimes**

The University intends to provide a safe environment consistent with that required in an academic institution. Consequently, the Campus Safety department communicates openly with the Los Angeles Sheriff Department concerning any crimes witnessed or reported to them. Even given that the University takes such efforts to provide for a secure and safe environment, it must be recognized that ultimately each individual is also responsible for his or her own safety and security. Within these guidelines, the following protocols are encouraged:

- Report all crimes immediately to Campus Safety at extension 333.
  - *Prompt reporting may assist in the apprehension and prevention of future crimes. Preserve all evidence.*
- Report all suspicious persons, circumstances, or situations to Campus Safety officers or CSAs (see above) as soon as feasible.
- In either scenario, please provide as many specific details that may be relevant to the crime/incident/issue (who, where, what, when, etc.)

## **7.0 Counselors and the Reporting of Crimes**

The University offers counseling resources and encourages all counselors to, if and when they deem it appropriate, inform any individuals they are counseling about their right to pursue charges as well as the ability to report crimes on a voluntary, confidential basis for the inclusion of the incident(s) in the annual publication of crime statistics.

## **8.0 Advisement of Campus Security Procedures and Practices**

During each orientation (Fall and Spring), Campus Safety personnel make a presentation to incoming students concerning the services offered by the department, how to easily file a report of crime or other incident (via the "Report It" tool), specialized information on the campus' sexual misconduct policy, emergency contact numbers, and the University's emergency alert system. Students are encouraged to further explore the "Campus Safety" page on MySCU for other helpful information including the most recent Annual Security Reports and the Daily Crime Logs maintained by Campus Safety.

Both students and employees have access to an optional training detailing the manner in which our Emergency Alert system operates and all new hires and incoming students have a required training concerning Title IX which addresses sexual misconduct issues, prevention, and reporting.

Newly hired employees are also provided with a Campus Safety information document which details the department's services, contact information, and procedures.

Additionally, as necessary, the Campus Safety department and Student Affairs may send out notifications via campus email concerning crime awareness and tips for prevention (i.e. an email alert notifying the campus of an increase in reported theft inside the lecture halls and reminders to properly store and protect their individual property).

## **9.0 Crime Prevention**

The University does not have a program specifically concerned with informing campus constituents about crime prevention.

## **10.0 Off-Campus Monitoring of Criminal Activity**

The University does not have a policy concerning the monitoring and recording, by local police agencies, of criminal activity in which students or student organizations officially recognized by the University are engaged in at off-campus locations.

## **11.0 Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs**

The University's policies and California State Law regarding alcohol and drugs are covered in the Student Code of Ethics (§6.5.1.3 and §2.2.1.1 of the *SCU Policy Manual*). The possession, sale, or the furnishing of alcohol on the University campus is governed by the above mentioned policies and California State Law. Laws regarding the possession, sale, consumption, or furnishing of alcohol are controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the responsibility of the Campus Safety department. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Campus Safety department. Campus Safety will assist any law enforcement agency conducting a narcotic or alcohol investigation on campus. Violators of the SCU policy on alcohol and drugs will be subject to various sanctions including termination or dismissal from the University.

The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of SCU Policy for anyone to consume or possess alcohol in any private area of campus without prior University approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

## **12.0 Drug or Alcohol Abuse Education Programs**

The University's Drug and Alcohol Abuse Program includes minimally a written annual distribution to each student and employee stating the standards of conduct that clearly prohibits the unlawful possession or distribution of illicit drugs and abuse of alcohol by students and employees; a description of applicable legal sanctions under local, state or federal law; a description of health risks associated with the use of illicit drugs and the abuse of alcohol; a description of available drug or alcohol counseling, treatment or rehabilitation or re-entry programs; a clear statement of the disciplinary

sanctions that the University will impose on students and employees; and a biennial review by the University of its program to determine its program effectiveness and to ensure that disciplinary sanctions are consistently enforced.

The University has also established a referral resource for those employees or students who wish to avail themselves to any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs. All inquiries are held in the strictest of confidence and will not affect an employee's job security or a student's participation in the University.

The University does not subsidize any costs associated with such referral services or treatment programs. An employee may use sick leave to which he or she is entitled for the purpose of entering and participating in an alcohol or drug rehabilitation program. Once sick leave has been used, the employee may request a leave of absence as covered in the University's Leave of Absence Policy.

### **13.0 Disclosure of Disciplinary Procedure Outcomes**

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 by such institution 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 paragraph.

### **14.0 Emergency Procedures Process**

Each week, University administration issues an email documenting the upcoming week's designated Senior Administrator on Call (SAOC) to University Cabinet Members. This designation is per our Emergency Management Plan (Appendix 2.3.2 of the *SCU Policy Manual*). The SAOC takes primary responsibility for ensuring proper response to an incident. This may include the activation of all or part of the Campus Community Emergency Response Team during a crisis that will require multi-level decision-making.

The Campus Safety department as well as the Executive Director of Auxiliary Operations and Physical Plant, and the Executive Director of Information Technology collectively serve as the campus' first responders. It is their responsibility to contact the designated SAOC if required by a given incident or emergency.

Consequently, each of these individuals is authorized to issue an emergency alert via the University's Emergency Notification System (Everbridge). If possible, the first responder will consult with the SAOC before issuing such an alert, however, if contacting the SAOC is not feasible given the situation or if – in the opinion of the first responder – members of the campus community are in immediate danger, an emergency alert may be issued independently.

In an emergency situation, information will be disseminated to the external public in a timely manner as it becomes available. The Marketing and Advancement department is responsible for all means of external communication related to an emergency incident.

The primary form of distribution will be from the University's main web page, [www.scuhs.edu](http://www.scuhs.edu).

In order to prepare for emergency situations or other such crises the University has placed emergency supplies in each office/building with necessary survival supplies and first aid kits. Additionally, each classroom on campus has a similar kit. The first aid kit is checked monthly and refilled by Campus Safety personnel, while the emergency supplies are checked and refilled annually. These office/classroom kits are purposely placed so as to be able to support individuals that may be trapped inside a building during and after an emergency situation. The kits are the responsibility of "Building Coordinators" who are to bring the kits with them if evacuation of the building is possible. In addition to the office/classroom kits, the University maintains an emergency supply area inside Building "B" which contains large quantities of water, food, flashlights, sanitary devices, and other survival items.

In the event of an evacuation, students and employees will be directed to safe locations away from the campus buildings. Evacuation drills are conducted twice each year, once in the Fall and once in the Spring. Reports documenting the drills are available in the Campus Safety office.

## **15.0 Sex Offenses**

The University considers issues of sexual misconduct and discrimination (including harassment and assault) serious violations of campus policy and the law. As such, SCU has adopted a thorough "Title IX: Policies and Procedures" document which addresses issues regarding the reporting of such behavior, the University's investigation process, the grievance procedure, and steps related to taking action following any sexual violence/assault. The information is updated when appropriate to reflect the most current information possible and is easily accessible to all members of the campus community on the "Campus Safety" page on [MySCU](#).

### **15.1 Rape and Sexual Violence**

Pursuant to adoption of Resolution No. 46 adopted September 8, 1987 by the California State Assembly, the University does hereby adopt a Rape and Sexual Assault policy, which shall be incorporated into the disciplinary policies and practices of the University.

Appropriate disciplinary action shall be taken against students or members of the University community who participate directly or indirectly in rape or sexual assault that occurs on University property or at a University related function or activity.

Due process shall be guaranteed by the University to any individual accused of the crime or rape or sexual assault. Appropriate consideration shall also be given to the rights of victims pursuant to the specific requirements of Assembly Concurrent Resolution No. 46.

If discipline of the individual accused of sexual rape or sexual assault is warranted, the action to be taken by the University may include but not be limited to suspension, termination, or dismissal.

Rape is defined as sexual intercourse that is perpetrated against the will of the victim or without the victim's consent. This definition applies whether the assailant is a stranger to or is known by the victim.

Sexual violence is defined as any physical sexual act perpetuated against a person's will or when the person is incapable of giving consent due to that person's mental faculties or use of substances. Sexual violence may include the intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, of another person's genitals, breasts, groin, or buttocks, sexual penetration, or sexual penetration with an object. It should be noted that the lack of consent exists when force, intimidation or threat, temporary or permanent mental incapacity on the part of the victim, temporary or permanent physical helplessness on the part of the victim, or incapacity to consent due to the youth of the victim are factors.

Students who are victims of rape or sexual violence are encouraged to report the crime to Campus Safety, the appropriate Title IX Coordinator (*a list of Title IX Coordinators can be found on the "Campus Safety" page at [MySCU](#)*), and the local police department as soon as possible, as well as to preserve evidence which may be needed for presentation during criminal prosecution for the offense.

The Office of Student Affairs will assist students in identifying and contacting medical assistance, the local police, and counseling assistance to report an offense, if such assistance is requested by the student.

In cases of rape or sexual assault, the University's response is based on first the safety of the victim as well as other campus community members. Also, the wishes of the victim regarding procedural options and the rights of the victim and the rights of the person accused of the violation will be considered. Rape and sexual assault are considered acts of violence; if committed by students, these acts constitute the most serious violations of the code of ethics.

The University's policies prohibiting rape and sexual assault by students are stated in the Student Conduct Ethics (§6.5.1.15 and §2.3.2.9 of the *SCU Policy Manual*) and fall within the jurisdiction of the Vice President for Enrollment Management and Student Affairs. If formal campus judicial proceedings are pursued by the victim and if a charge is issued, the charged student will meet with just the Vice President for Enrollment Management and Student Affairs for a hearing.

Students charged with violating the sexual assault policy may be interim suspended until the case is resolved. Both the charged student and the victim have the right to call witnesses to the hearing, and both will be made aware of the outcome of the hearing regarding the charge of rape or sexual assault.

If the accused individual is a faculty or staff member, on-campus procedures for resolving charges of misconduct will be handled through Human Resources. Students may – and are encouraged to – pursue criminal charges through the local law enforcement as well.

Information sessions and resources are provided by the Student Affairs department during the more intimate "Continued Orientation" sessions. Additionally, counseling and other educational resources are offered through the

Intercommunity Counseling Center, which also makes presentations concerning their services during each orientation.

### 15.2 Additional Considerations

The University will change a victim's academic and living situations after an alleged sex offense if requested by the victim. The specific changes to the academic schedule will depend on the numerous factors, but the resulting change will be beneficial to the victim. If feasible and appropriate, the University may assist in altering a student's living situation if requested, however the University operates no on or off campus student housing facilities and may have limited capacity to assist with a living situation change.

If discipline of the individual accused of sexual rape or sexual assault is warranted, the action to be taken by the University may include but not be limited to suspension, termination, or dismissal.

### 15.3 Sex Offender Registry

The Campus Sex Crime Prevention Act is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The University does not operate a POST accredited police department and does not maintain a sex offender registry. This information is available at the Los Angeles County Sheriff's Department, Norwalk Station, 12335 Civic Center Drive Norwalk, CA 90650 (562) 863-8711.

## 16.0 Crime Statistics

Offense	Year	On Campus	Public Property
Murder/ Non-Negligent Manslaughter	2010	0	0
	2011	0	0
	2012	0	0
Negligent Manslaughter	2010	0	0
	2011	0	0
	2012	0	0
Sex Offenses, Forcible	2010	0	0
	2011	0	0
	2012	0	0
Sex Offenses, Non-Forcible	2010	0	0
	2011	0	0
	2012	0	0
Robbery	2010	0	0
	2011	0	0
	2012	0	0
Aggravated Assault	2010	0	0
	2011	0	0
	2012	0	0
Burglary	2010	4	0
	2011	2	0

	2012	0	0
Motor Vehicle Theft	2010	0	0
	2011	0	0
	2012	0	0
Arson	2010	0	0
	2011	0	0
	2012	0	0
Arrests: Weapons: Carrying, Possessing, etc.	2010	0	0
	2011	0	0
	2012	0	0
Disciplinary Referrals: Weapons Carrying, Possessing, etc.	2010	0	0
	2011	0	0
	2012	0	0
Arrests: Drug Abuse Violations	2010	0	0
	2011	0	0
	2012	0	1
Disciplinary Referrals: Drug Abuse Violations	2010	0	0
	2011	0	0
	2012	0	0
Arrests: Liquor Law Violations	2010	0	0
	2011	0	0
	2012	0	0
Disciplinary Referrals: Liquor Law Violations	2010	0	0
	2011	0	0
	2012	0	0

*The University does not have any on-campus student housing.*

### **16.1 Non-Campus Property**

The University has recently altered its interpretation concerning “Non-Campus Property” as it relates to the Clery Act and our academic programs. Consequently, we will report on “Non-Campus Property” for 2011 and 2012 (and each year thereafter) as soon as the information is available with the following caveat:

*SCU reports crime statistics for its clinical internship programs that take place off-campus. SCU generally does not own or control the buildings or properties where the internships take place. SCU reports such statistics in the interest of ensuring that our students and potential students are as informed as possible. We encourage students to research areas around the individual locations for additional site-specific crime statistics.*

### **16.2 Hate Crimes**

There were no reported hate crimes for the years 2012, 2011, and 2010.