
and

Annual Report of Fire Information and Statistics

California Baptist University Report for 2009

Prepared by: Department of Public Safety
Revised: October 1, 2010
Edition: 17
Section 1 - Jeanne Clery Disclosure of Campus Security Policies and Campus Statistics

Clery Act Overview

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” 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, most recently in 2009, 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 these 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 according to 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
   Each institution must describe:
   - campus policies for reporting criminal activity or other emergencies
   - policies for the maintenance and access to the campus;
   - the authority and responsibilities of the law enforcement/public safety agency including crime reporting;
   - type and frequency of public safety and crime prevention programs;
   - statement of policy concerning the monitoring and recording through local police agencies of off-campus criminal activity by students;
   - statement of alcohol and drug policies including education programs;
   - statement of policy concerning campus programs to prevent sexual assaults and procedures to be followed when an assault occurs;
   - statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained;
   - statement of policy regarding emergency response and evacuation procedures;
   - statement of policy and procedures on missing student notification.
3. Timely Warning Requirements

The university must report to the campus community crimes representing a threat to students and/or employees “in a manner that is timely and will aid in the prevention of similar crimes.”

4. Disclosure of Crime Log Information

The school must maintain, and make available for inspection by the public during normal business hours, a crime log for the most recent sixty (60) day period. Crime logs more than sixty (60) days old must be available for public inspection upon two (2) days notice, and must be retained for seven (7) years.

Annual Crime Statistics and Incidents Report

California Baptist University includes the main campus, located at 8432 Magnolia Avenue in the City of Riverside, and one (1) satellite campus located as follows: San Bernardino campus at 225 W. Hospitality Lane, San Bernardino. Previously existing satellite campuses were closed during or prior to 2009 and information on those facilities is not included in this report.

Only the main campus has residential facilities for students. No data, therefore, is reported in the “on-campus residence halls” for the San Bernardino site.

California Baptist University provides this information to all current students, faculty, and staff members, and upon request to applicants for employment, enrollment (or 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.

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

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 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 continuous 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 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 are 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.
## CRIMINAL OFFENSES

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### San Bernardino Campus – 225 W. Hospitality Lane, San Bernardino 92408

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## ARRESTS

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## DISCIPLINARY ACTIONS

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Disclosure of Campus Safety Policies

Department of Public Safety

It is the goal of the California Baptist University Board of Trustees to protect, to the extent possible, members of the University community and the property of California Baptist University. Under the general direction of the President, Vice President for Enrollment and Student Services, and the Dean of Students, the administrative office responsible for campus security is the Department of Public Safety (DPS).

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

The Department enforces all regulations, traffic and parking control rules of the University, and works closely with municipal, county and state officers to assist them in incidents that may occur on or involve the campus. Public Safety personnel conduct patrols of the campus, residence halls, and other housing units on foot and in vehicles, and are available twenty-four (24) hours per day, year round, by radio phone, call boxes, campus phones and a centrally located campus office.

Generally, the Department’s jurisdiction extends only to campus boundaries, including those of extension campuses, and off campus University events. The Student Handbook authorizes additional areas and conditions for extended authority for violations of University rules and regulations.

Criminal offenses occurring on campus are reported or referred for reporting to the Riverside Police Department (RPD) by DPS or other University staff. The RPD may involve DPS staff in
these investigations as they deem appropriate. Criminal offenses are prosecuted in the Superior Court of California, County of Riverside, located at 4075 Main Street, Riverside. The responsibility for investigation of crimes that occur outside the boundaries of the University's extension campuses is that of the applicable law enforcement agency.

**Reporting Criminal Actions and Emergencies**

All members of the University community are encouraged to report suspicious circumstances or persons, unusual incidents, and any criminal activity by calling the Riverside Police Department and/or Department of Public Safety as follows:

**Emergencies:**
- Cellular or public telephone: dial 911
- University-owned telephone: dial 9-911

**Non-Emergencies:**
- Cellular or public telephone: dial 951-787-7911
- University-owned telephone: dial 9-787-7911

**Department of Public Safety**
- Cellular or public telephone: dial 951-343-4311
- University-owned telephone: dial extension 4311

**Emergency Call Boxes**

Emergency call boxes (blue phones) are placed at strategic locations throughout the campus to provide an additional resource for use in contacting DPS. To activate the box, press the button and tell the answering Public Safety employee what you have seen. If you are unable to speak, simply press the button and DPS will send assistance.

**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 Public Safety or by telephoning the DPS at the above extension. The University encourages counselors to inform clients of their opportunity to provide confidential statements for inclusion in the Annual Disclosure of Crime Statistics using the same process.

**Security of, and Access to, Campus Facilities and Residences**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. DPS employees regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to the Facilities and Planning Department for correction. Other members of the University community are helpful when they report equipment problems to Public Safety or Facilities.

**Access to the University Campus**

The public portion of all University facilities is accessible at designated entrance points. Generally, gated entries are open during specific hours; after hours, all gates, except the main gate to the main campus are closed. This entry point is continuously available for access, 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 Public Safety employees may be contacted to provide appropriate access.
Access to Residence Halls
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 shall 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.

Access to Apartments and Individual Housing Units
Apartments and individual housing units 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. Lost keys/access cards or compromised codes require re-keying or new codes being issued by the Facilities and Planning Department.

Access to Residence Halls, Apartments and Individual Housing Units for Inspection/Search
The University does not have a policy or procedure of randomly inspecting or 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 obtained from the Dean of Students prior to the entry. A DPS officer will complete an Incident Report promptly and forward same to the Dean upon completion of the activity.

Access to Residence When Locked Out
A resident who is inadvertently locked out of his/her residence hall, apartment or individual housing unit may call the responsible Resident Assistant for assistance. Access will only be provided to the resident’s assigned living area. Proof of residence at the location will be required and a service fee may be charged pursuant to the Residence Key Policy.

Access to Vehicles
Generally, owner access to their vehicle(s) is not restricted. If the owner or legal possessor is locked out of their vehicle, Public Safety may be contacted to assist in notifying a lockout service.

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 visitor policy. Guest rooms for visitors may be available on campus and can be reserved through the University’s Department of Conference and Events.

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 on a “need-to-enter” basis, and as approved by their supervisor. 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 Forbidden**
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 be arrested.

**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 inform students, faculty and staff in a timely manner 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 safety threat. The Department of Public Safety periodically provides and/or collaborates in presentations on topics such as personal safety, vehicle and residential security, office and equipment security, and rape prevention.

At the beginning of every year, each student is issued 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.

At the beginning of every 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 unusual incidents or violations to the proper authority. This includes tips on student awareness of surroundings, how and where to secure personal belongings, and what to do if their safety is threatened.

At the beginning of every year, residential students attend meetings within their residential community. During these meetings, students are instructed on housing rules, methods of creating and maintaining a safe environment within their housing areas and the campus, and proper reporting of unusual incidents or violations to the proper authority. These meetings include tips on student awareness, how and where to secure personal belongings, and what to do if their safety is threatened.

The Director of Residence Life participates in safety meetings and disseminates applicable information throughout the student housing community through staff, resident meetings, and bulletins.

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.

The University maintains an “Emergency Operations Plan” and conducts appropriate drills to enhance community awareness and provide information on to do in the event of an emergency.

The University provides an after-hours escort program. Any student, faculty or staff member, or visitor, may telephone the Department of Public Safety and request an escort to their vehicle or on-campus residence. A Public Safety employee will be sent to provide escort services.

On October 1 of each calendar year, this “Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act” is published and distributed to ensure University community awareness of information relevant to safety on campus. Safety tips are distributed as a part of that report, attached as Appendix “B.”
**Rules of Conduct**
Every student, at enrollment, is issued a Student Handbook containing the University’s rules of conduct. Student violations of University rules and regulations that are not categorized as criminal activity are referred to the Judicial process in accordance with the Student Handbook. Any violation of federal, state, county, or municipal law is deemed to be a violation of the rules of conduct set forth in the Student Handbook. Students violating such laws are subject to judicial action by the University.

**Alcoholic Beverages**
The on-campus manufacture, distribution, dispensing, possession, sale, or use of alcoholic beverages in any form is a violation of the policies of California Baptist University and will be referred for judicial proceedings.

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

**Sexual Assault Information**
Many reasons prevent victims from reporting crimes of sexual assault to law enforcement or campus officials, however, the three 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.

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. We encourage all crime victims to contact the Department of Public Safety for information, advisement, and referral.

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 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:

- Report to the police and file charges.
- Report to the police and not file charges.
- File a civil suit.
- Obtain a restraining order.
- Request judicial options, which may include alternative housing arrangements and interim suspension.
- 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.

Contact the Department of Public Safety 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 getting the other services you need.

If you decide to file a formal complaint with the University, you may notify the Dean of Students in person, by e-mail, telephone or in writing. In your communication with the Dean, identify all parties involved including any witnesses. You will be contacted to further investigate your complaint.

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 Public Safety.

Victim’s Rights
If you are sexually assaulted, you have basic rights and considerations as a 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 from 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 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).

- Individual counseling.
- Sexual Abuse Survivors Support Group (not crisis counseling).

**Off-Campus Resources**
The following comprises 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
  - RPD Website
- Alternatives to Domestic Violence – 24 hour crisis line: 951-683-0829 or 800-339-7233
- Riverside County Services – see listed services in telephone directory or their website
- National Teen Dating Abuse Helpline – 866-331-9474; TTY – 866-331-8453
- Crisis Hotline – 800-843-5200
- Domestic Violence Hotline – 800-799-7233
- Riverside Rape Crisis Center – 951-686-7273

**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.

**Crime Logs**
The Public Safety Office maintains a daily activity and crime log that contains specific information relevant to the California Baptist University campus community. Logs for the prior sixty (60) days may be inspected any time during normal business hours by appointment with the Director or his designee. Logs more than sixty (60) days old are also available for inspection during normal business hours by appointment, but require forty-eight (48) hours notice, not including weekends and holidays observed by the University. All logs are maintained for seven (7) years.

**Timely Warnings and Crime Alerts**
Generally, warnings of criminal activity involving homicide, sex offenses, robbery, aggravated assault, burglary, and arson will be distributed by posting on campus bulletin boards and/or electronic notification when there is credible evidence of a threat to the campus community. Electronic notifications may be issued by e-mail, “Event Link,” or other suitable equipment as the situation warrants.
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. CBU will determine the content of, and issue the warning without delay, taking into account the safety of the community unless the notification will, in the judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Various technologies are employed to broadcast warnings so that the entire campus community may be alerted.

Upon notification or discovery that a significant or dangerous condition exists, the Director of the Department of Public Safety will immediately notify the Vice President of Enrollment and Student Services of all known information. That vice president, in consultation with the President and Executive Council will assess the information and, upon determining that an immediate threat to the safety of the campus community exists, will initiate the notification processes best suited to inform the desired area or group.

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 documented as to date, time, and announced or unannounced.

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. The Department of Public Safety, working together with the Dean of Students, investigates 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 a confidential contact person to be notified if the student is missing, require that the local law enforcement be notified within required time frames 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.
Section 2 - Disclosure of Fire Safety Information and Statistics

Act Overview

Under legislation enacted at the time of reauthorization of the Higher Education Opportunity Act in 2009, institutions of higher learning were required, for the first time, to collect and report fire safety information and statistics on occurrences to the Department of Education. The same legislation also requires publication of this information in an Annual Fire Safety Report to the university community. That report may be a separate report or be included as a part of the Annual Security Report provided that the title of the document must clearly state that it contains both the Annual Security Report and Annual Fire Safety Report.

California Baptist University has chosen to publish this information as a part of the “Annual Security Report and Annual Fire Report” and reserves the right to update or revise the contents of the report at any time.

Act Requirements

The legislation contains the following substantive requirements:

1. The Annual Fire Safety Report must contain statistical information on:

   - Numbers of fires and cause of each fire;
   - Number of deaths and/or injuries related to each fire; and
   - Value of property damage related to the fire.

2. In addition, the Annual Fire Safety Report must contain:

   - Description of the fire safety system for each on-campus student housing facility;
   - Number of fire drills held during the previous calendar year;
   - Institutions policies or rules on portable electrical appliances, smoking, and open flames in student housing facilities;
   - Procedures for student housing evacuation;
   - Policies for fire safety education and training programs for students, faculty, and staff;
   - List of the titles of each person or organization to which individuals should report that a fire has occurred; and
   - Plans for future improvements in fire safety, if determined necessary by the institution.

3. The University must maintain a Fire Log in a format that is easily understood, listing date and time of occurrence, nature of the fire, and general location of the fire. This log must be available on-site and immediately accessible for the most recent sixty (60) day period. Any portions of the log outside of the prior sixty (60) days must be made available within two (2) business days of a request for inspection, and all logs must be retained for three (3) years following publication of the last annual report to which it applies (in effect, seven years).
Annual Fire Statistics and Incidents Report

Main Campus – 8432 Magnolia Avenue, Riverside 92504
San Bernardino Campus – 225 W. Hospitality Lane, San Bernardino 92408

<table>
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Disclosure of Fire Equipment, Policies, and Procedures

Description of Fire Safety Systems:

The University has several types of residential housing available to students and fire safety systems are installed based upon the type of construction. The chart below describes each housing area and the type(s) of devices installed.

<table>
<thead>
<tr>
<th>Housing Area</th>
<th>Type of Building</th>
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<th>Alarm System and Type</th>
<th>Central Station Reporting</th>
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<tr>
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<td>Yes – Manual Pull</td>
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<td>Apartment – two story</td>
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<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Village</td>
<td>Apartments – single story</td>
<td>Yes</td>
<td>No</td>
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</tr>
</tbody>
</table>

Number of Fire Drills held during the previous calendar year:

The University conducts fire drills at least annually, generally in October or November of each year. In 2009, University staff conducted and monitored eight (8) fire drills in major campus areas including housing locations.

Portable Electrical Appliances, Smoking, and Open Flames in Student Housing Areas:

The University strictly regulates the use of portable electrical devices, smoking and open flames in student housing areas. These regulations are distributed to students in the Student Handbook and/or written agreements relating to use of student housing, reviewed with residential students through community meetings where attendance is mandatory, and enforced through regular inspection of premises by Resident Life staff members.
Regulations are as follows:

**Portable Electrical Appliances** – are permitted or restricted based upon the type of housing area in which, the device is intended for use. Regardless of housing area, no “heat generating” appliances or appliances utilizing heating coils may be used in any University owned housing area.

Smoking – is not permitted anywhere on University owned property. This prohibition applies to any student housing unit owned by the University.

Open Flames (including use of candles) – are not permitted in any student housing unit owned by the University.

**Student Housing Evacuation:**

California Baptist University has adopted “Emergency Management” and “Emergency Evacuation” plans for use in all areas of the school, including student housing areas. Applicable portions of this plan are included in the Student Handbook, reviewed with residential students through community meetings where attendance is mandatory, and practiced through drills. Key members of the Resident Life staff have been trained in responding to fires, earthquakes, or other emergencies requiring evacuation, and in the actual movement of residents away from unsafe areas to assembly areas and accounting for those persons.

**Fire Safety Education and Training Programs for Students, Faculty, and Staff:**

The University disseminates fire safety and training programs to students, faculty, and staff through different forums depending upon the audience. All students receive this information in the Student Handbook disseminated at the beginning of the year and residents receive additional instruction in mandatory community meetings of their residential area.

All faculty and staff members are provided basic instruction in fire safety as a part of their department meetings and key staff members receive additional training consistent with their duties under the “Emergency Management” and “Emergency Evacuation” plans.

These education and training programs are reinforced through monitored fire drills conducted by the University.

**Reporting of fires:**

Any person observing a fire or being notified of a fire should, without endangering their personal safety, do the following:

- Call 911 (from any public or cellular telephone) or 9-911 (from a University owned telephone) to access emergency services including the Riverside Fire Department;

- Activate any “manual pull” station that is immediately available; and

- Telephone the CBU Department of Public Safety.

**Plans for Future Improvements in Fire Safety:**

California Baptist University continually reviews fire safety planning, education, and systems and, in consultation with local fire officials, determines any necessary improvements. The University is committed to providing a safe environment, through establishing and supporting policies and procedures, and implementing change as appropriate.
Fire Logs

The Public Safety Office maintains a fire log that contains specific information relevant to the California Baptist University campus community. Logs for the prior sixty (60) days may be inspected any time during normal business hours by appointment with the Director or his designee. Logs more than sixty (60) days old are also available for inspection during normal business hours by appointment, but require forty-eight (48) hours notice, not including weekends and holidays observed by the University. All logs are maintained for seven (7) years.
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 Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

  C. **Sexual Assault With An Object** – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly 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 or physical incapacity.

  D. **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: 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, ethnicity/national origin, or disability.

**Arrests - On-campus**

• **On-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 a food or retail vendor.

• **Arrests in Residence Halls** – Of those arrests that occurred on-campus the number that occurred in residence halls during each calendar year are required for the 2004 Campus Crime and Security Survey, if you responded that your institution provides on-campus housing. The number of arrests that occurred in residence halls must be less than or equal to the number of offenses that occurred on campus.

• **On-campus Disciplinary Actions/Judicial Referrals** – The number of disciplinary actions and judicial referrals that occurred on-campus for liquor-law violations, drug abuse violations and weapons possessions is required for the 2004 Campus Crime and Security Survey.
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 Public Safety or the Riverside Police Department whenever suspicious or criminal activity is observed.

Personal Safety

- Keep residence or dorm rooms locked at all times. Even if you’re inattentive for only a moment, or just going down the hall, an unlocked door creates opportunity for unwelcome intrusion.
- Keep valuables out of view and do not leave them unattended or otherwise unsecured.
- Residents who plan on being away for any extended period should notify their RA or RD. If you’re leaving campus alone or returning late, let your roommate or other friend know your destination and planned time of return.
- Walk in groups, especially after dark or in more remote areas on or near campus.
- When returning to residential facilities late at night, or anytime you feel unsafe, use the University’s Escort Service. Simply call the Public Safety Office at extension 951-343-4311 (when using University telephone system equipment, dial extension 4311), give your name, location and destination. A Public Safety employee will be sent to your location within a short time to escort you to your destination.
- Lock your vehicle, bicycle, or other mode of transportation securely.
- 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.
- Report crimes, suspicious persons or acts, and unusual circumstances to Public Safety.

Crime Prevention – Residence Halls

- Be sure that exterior self-locking doors shut securely when entering or leaving the building. Never prop open a lockable door.
- When leaving your room, lock the door and windows even if you will only be gone for a few minutes.
- Store all easily removable valuables out of sight, preferably in a locked drawer or closet; don’t leave valuables on top of your furniture.
- Require identification and authorization from all service people who wish to enter your room.
- When going to the shower, lock your room door and keep your key with you in the shower. Do not leave keys or valuables in pockets of clothing outside the shower.
- When leaving your room for vacations, trips or semester breaks, store valuables in an off-campus storage area or take them with you.
- Don’t leave notes on your door saying when you will return.
- Do not leave valuables unattended in the dining hall, library or anywhere else.
- Record descriptions of valuables (brand name, model and serial numbers)
• Record all credit and charge card numbers in case they are lost or stolen. Never provide bank or other access codes in response to unsolicited telephone or internet requests.

• Call Public Safety or the police if you see anyone, or any circumstance that appears to be suspicious. Do not endanger your safety, but provide as much of a detailed description as possible.

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 Public Safety 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 an unattended coat pocket or purse. Hold onto your purse or briefcase or lock them in a cabinet.

• Report all thefts to Public Safety.

• Call Public Safety or the police if you see anyone, or any circumstance that appears to be suspicious. Do not endanger your safety, but provide as much of a detailed description as possible.

Crime Prevention – Automobiles

• Keep all doors locked and windows up when you are in your vehicle or leaving 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 “The Club,” secondary ignition switches or fuel shut-offs.
Crime Prevention – Bicycles

- Bicycle registration is required by the state and the University. State registration may be accomplished by taking the bicycle to any Riverside Fire Station. A minimal fee is charged and the registration is valid for three (3) years. Bicycles may be registered at the University by bringing the bicycle to the DPS Office in Room 100 of the James Building, Monday through Friday, from 9:00am to 3:00pm. There is no charge for this service.
- The best deterrence against bicycle theft is a “high-security” lock placed through the frame and secured to an authorized bicycle parking rack.