



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

and

**Annual Report of
Fire Information
and Statistics**

**California Baptist University
Main Campus
Report for 2014**

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

Background

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

Clery Act Requirements

The Clery Act includes the following substantive requirements:

1. Compilations and Disclosure of Campus Crime Statistics

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

2. Disclosure of Campus Safety Policies.

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

Annual Crime Statistics and Incidents Report

California Baptist University includes the main campus located at 8432 Magnolia Avenue in the City of Riverside and non-campus properties as listed in the following pages.

California Baptist University (CBU) annually accumulates statistical information on criminal activity occurring during the prior calendar year from the CBU Department of Safety Services and any law enforcement agency that provides reporting, investigative, and/or enforcement services to the CBU properties. That information is reviewed and conformed to insure accurate reporting, reported to the U.S. Department of Education, then published in this Annual Security Report and made available to all current students, faculty, and staff members through electronic notification of availability; a direct link to the document itself and instructions for obtaining a written copy; and upon request to applicants for employment, enrollment (including parents), and the Secretary of the U.S. Department of Education. California Baptist University reserves the right to update or revise the contents of the report at any time.

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

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 geographic area and used by the institution in direct support of, or in a manner related to the institution’s educational purposes. These buildings include residential halls, any building or property that is owned by the institution but controlled by another person, those frequently used by students, and those that support institutional purposes such as food or retail vendors.

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

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

Non-Campus Property – Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

California Baptist University offers educational formats that include traditional classroom instructor/student presentations, exclusively online education and hybrid classes that blend online education with regularly scheduled in-person classroom attendance. This report addresses the Main Campus located in Riverside, California at 8432 Magnolia.

Dispersed sites where Clery compliance is also required are addressed in a separate report titled Annual Report of Campus Security Policies and Crime Statistics and Annual Report of Fire Information and Statistics California Baptist University, Online and Professional Studies Report for the most recently completed calendar year.

Main Campus

8432 Magnolia Avenue, Riverside 92504

CRIMINAL OFFENSES	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	1	0	1*	0	0	1*	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	1	0
Aggravated Assault	1	0	0	1	0	0	0	0	0
Burglary	7	6	7	5	4	4	0	0	0
Motor Vehicle Theft	5	4	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	NA	0	0	NA	0	0	NA	0	0
Dating Violence	NA	0	2	NA	0	2	NA	0	0
Stalking	NA	0	0	NA	0	0	NA	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0

*Reported to DSS on March 5, 2015 (INC20150004368)

ARRESTS	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Illegal Weapons Possession	0	0	0	0	0	0	0	0	3
Drug Law Violations	0	0	1	0	0	0	4	3	1
Liquor Law Violations	0	0	0	0	0	0	0	0	0

DISCIPLINARY ACTIONS	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Illegal Weapons Possession	2	0	0	2	0	0	0	0	0
Drug Law Violations	3	13	8	3	13	8	0	0	0
Liquor Law Violations	14	15	22	14	15	22	0	0	0

Non-Campus Properties

2900 Adams Street Riverside, 92504

CRIMINAL OFFENSES	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-Negligent Manslaughter	0	0	0	NA	NA	NA	NA	NA	NA
Negligent Manslaughter	0	0	0	NA	NA	NA	NA	NA	NA
Forcible Sex Offenses	0	0	0	NA	NA	NA	NA	NA	NA
Non-forcible Sex Offenses	0	0	0	NA	NA	NA	NA	NA	NA
Robbery	0	0	0	NA	NA	NA	NA	NA	NA
Aggravated Assault	0	0	0	NA	NA	NA	NA	NA	NA
Burglary	0	0	0	NA	NA	NA	NA	NA	NA
Motor Vehicle Theft	1	0	0	NA	NA	NA	NA	NA	NA
Arson	0	0	0	NA	NA	NA	NA	NA	NA
Domestic Violence	NA	0	0	NA	NA	NA	NA	NA	NA
Dating Violence	NA	0	0	NA	NA	NA	NA	NA	NA
Stalking	NA	0	0	NA	NA	NA	NA	NA	NA
Hate Crimes	0	0	0	NA	NA	NA	NA	NA	NA

ARRESTS	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Illegal Weapons Possession	0	0	0	NA	NA	NA	NA	NA	NA
Drug Law Violations	0	0	0	NA	NA	NA	NA	NA	NA
Liquor Law Violations	0	0	0	NA	NA	NA	NA	NA	NA

DISCIPLINARY ACTIONS	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Illegal Weapons Possession	0	0	0	NA	NA	NA	NA	NA	NA
Drug Law Violations	0	0	0	NA	NA	NA	NA	NA	NA
Liquor Law Violations	0	0	0	NA	NA	NA	NA	NA	NA

Aviation - 6865 Airport Drive, Riverside 92504

CRIMINAL OFFENSES	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-Negligent Manslaughter	NA	0	0	NA	NA	NA	NA	NA	NA
Negligent Manslaughter	NA	0	0	NA	NA	NA	NA	NA	NA
Forcible Sex Offenses	NA	0	0	NA	NA	NA	NA	NA	NA
Non-forcible Sex Offenses	NA	0	0	NA	NA	NA	NA	NA	NA
Robbery	NA	0	0	NA	NA	NA	NA	NA	NA
Aggravated Assault	NA	0	0	NA	NA	NA	NA	NA	NA
Burglary	NA	0	0	NA	NA	NA	NA	NA	NA
Motor Vehicle Theft	NA	0	0	NA	NA	NA	NA	NA	NA
Arson	NA	0	0	NA	NA	NA	NA	NA	NA
Domestic Violence	NA	0	0	NA	NA	NA	NA	NA	NA
Dating Violence	NA	0	0	NA	NA	NA	NA	NA	NA
Stalking	NA	0	0	NA	NA	NA	NA	NA	NA
Hate Crimes	NA	0	0	NA	NA	NA	NA	NA	NA

ARRESTS	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Illegal Weapons Possession	NA	0	0	NA	NA	NA	NA	NA	NA
Drug Law Violations	NA	0	0	NA	NA	NA	NA	NA	NA
Liquor Law Violations	NA	0	0	NA	NA	NA	NA	NA	NA

DISCIPLINARY ACTIONS	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Illegal Weapons Possession	NA	0	0	NA	NA	NA	NA	NA	NA
Drug Law Violations	NA	0	0	NA	NA	NA	NA	NA	NA
Liquor Law Violations	NA	0	0	NA	NA	NA	NA	NA	NA

Accounting Offices - 6867 Airport Drive, Riverside 92504

CRIMINAL OFFENSES	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-Negligent Manslaughter	NA	0	0	NA	NA	NA	NA	NA	NA
Negligent Manslaughter	NA	0	0	NA	NA	NA	NA	NA	NA
Forcible Sex Offenses	NA	0	0	NA	NA	NA	NA	NA	NA
Non-forcible Sex Offenses	NA	0	0	NA	NA	NA	NA	NA	NA
Robbery	NA	0	0	NA	NA	NA	NA	NA	NA
Aggravated Assault	NA	0	0	NA	NA	NA	NA	NA	NA
Burglary	NA	0	2	NA	NA	NA	NA	NA	NA
Motor Vehicle Theft	NA	0	0	NA	NA	NA	NA	NA	NA
Arson	NA	0	0	NA	NA	NA	NA	NA	NA
Domestic Violence	NA	0	0	NA	NA	NA	NA	NA	NA
Dating Violence	NA	0	0	NA	NA	NA	NA	NA	NA
Stalking	NA	0	0	NA	NA	NA	NA	NA	NA
Hate Crimes	NA	0	0	NA	NA	NA	NA	NA	NA

ARRESTS	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Illegal Weapons Possession	NA	0	0	NA	NA	NA	NA	NA	NA
Drug Law Violations	NA	0	0	NA	NA	NA	NA	NA	NA
Liquor Law Violations	NA	0	0	NA	NA	NA	NA	NA	NA

DISCIPLINARY ACTIONS	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Illegal Weapons Possession	NA	0	0	NA	NA	NA	NA	NA	NA
Drug Law Violations	NA	0	0	NA	NA	NA	NA	NA	NA
Liquor Law Violations	NA	0	0	NA	NA	NA	NA	NA	NA

California Tower, 3737 Main Street, Riverside 92501

CRIMINAL OFFENSES	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-Negligent Manslaughter	NA	0	0	NA	NA	NA	NA	NA	NA
Negligent Manslaughter	NA	0	0	NA	NA	NA	NA	NA	NA
Forcible Sex Offenses	NA	0	0	NA	NA	NA	NA	NA	NA
Non-forcible Sex Offenses	NA	0	0	NA	NA	NA	NA	NA	NA
Robbery	NA	1	0	NA	NA	NA	NA	NA	NA
Aggravated Assault	NA	0	0	NA	NA	NA	NA	NA	NA
Burglary	NA	0	0	NA	NA	NA	NA	NA	NA
Motor Vehicle Theft	NA	0	0	NA	NA	NA	NA	NA	NA
Arson	NA	0	0	NA	NA	NA	NA	NA	NA
Domestic Violence	NA	0	0	NA	NA	NA	NA	NA	NA
Dating Violence	NA	0	0	NA	NA	NA	NA	NA	NA
Stalking	NA	0	0	NA	NA	NA	NA	NA	NA
Hate Crimes	NA	0	0	NA	NA	NA	NA	NA	NA

ARRESTS	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Illegal Weapons Possession	NA	0	0	NA	NA	NA	NA	NA	NA
Drug Law Violations	NA	2	0	NA	NA	NA	NA	NA	NA
Liquor Law Violations	NA	0	0	NA	NA	NA	NA	NA	NA

DISCIPLINARY ACTIONS	On-Campus			On-Campus Residence Halls			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Illegal Weapons Possession	NA	0	0	NA	NA	NA	NA	NA	NA
Drug Law Violations	NA	0	0	NA	NA	NA	NA	NA	NA
Liquor Law Violations	NA	0	0	NA	NA	NA	NA	NA	NA

Disclosure of Campus Safety Policies

Department of Safety Services

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

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

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

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

As this report is published, the University is in the process of negotiating a memorandum of understanding with law enforcement agencies that have jurisdictional responsibility for CBU properties included in this report. The Department works closely with municipal, county, and state officers to assist those agencies in the investigation of any incidents that occur on or involve the campus or its community. Criminal offenses occurring on the main campus are reported or referred for reporting to the Riverside Police Department (RPD) by DSS or other University staff. The RPD may involve DSS staff in these investigations as that agency deems appropriate. Criminal offenses are prosecuted in the Superior Court of California, County of Riverside, located at 4075 Main Street, Riverside. The responsibility for investigation of crimes that occur within or outside the boundaries of the University's extension campuses and non-campus properties is that of the law enforcement agency for that specific area.

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

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

Reporting Criminal Actions and Emergencies

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

All University Properties Located Within the City of Riverside

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

Confidential Reporting of Crimes

Victims or witnesses may report crimes on a confidential basis for inclusion in the annual disclosure of crime statistics by delivering a written statement to the California Baptist University Department of Safety Services. The University encourages campus professional and pastoral counselors to inform clients of their opportunity to provide confidential statements for inclusion in the Annual Disclosure of Crime Statistics using the same process.

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 Safety Services, working together with the Dean of Students, will investigate any report of a missing student and the Dean will make all notifications required under the law.

Additionally, these policies provide for each student living in on-campus housing to list on their housing information card 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.

A student believed to be missing should be reported to the Department of Safety Services so that a prompt and thorough campus investigation may be commenced.

Access to Campus Facilities and Residences

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

Access to University Campuses and Non-Campus Properties

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

Access to Academic, Recreational, and Administrative Facilities

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

Access to Residence Halls, Apartments, and Individual Housing Units

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

Access to Residence Halls, Apartments and Individual Housing Units for Inspection/Search

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

Access by the Public to Cultural or Recreational Events

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

Access to Facilities (Visitors)

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

Access to Campus Facilities (Faculty and Staff)

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

Trespassing Prohibited

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

Crime Logs

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

Programs to Inform About Crime Prevention

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

Prior to October 1 of each calendar year, this "Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act" is published and its availability made known to the campus community through electronic notification. Information on crime prevention is distributed as a part of that report, attached hereto as Appendix "B."

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

At the beginning of every school year, 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 school term, 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 crimes, unusual incidents or violations to the proper authority.

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

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.

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 are referred to the University's judicial process in accordance with the Student Handbook. Any violation of federal, state, county, or municipal law may be deemed 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. Violations of law may also be reported to the applicable law enforcement agency.

Upon final determination by the University that a violation of rules of conduct has occurred, including the commission of forcible or non-forcible sexual offenses, and that a person or persons subject to the jurisdiction of the University has/have committed such act(s), the University may impose judicial sanction(s) such as, but not limited to, loss of credit hours and suspension or expulsion from the University.

Alcoholic Beverages

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

Illegal Drugs

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

Alcohol or Drug Abuse Programs

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

Additional opportunities for assistance are 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 four most common reasons are:

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

You need to know:

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

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

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

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

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

Your Options

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

- Report to the police and file charges.
- Report to the police and not file charges.
- File a civil suit.
- Obtain a restraining order.
- Report to the:
 - Title IX Coordinator;
 - Deputy Title IX Coordinator(s);
 - Residence Life Office;
 - Department of Safety Services.
 - A review/investigation will be conducted and any measures reasonably necessary to protect you from further danger or harm taken.
- Seek counseling and/or medical attention.

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

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

If you decide to file a complaint with the University, you may notify any of the entities above 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 that the accuser and accused are entitled by law to the same opportunities to have other person(s) present during a disciplinary proceeding. Both the accuser and accused will be informed of the outcome or any institutional disciplinary proceeding brought alleging a sex offense.

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

Victim's Rights

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

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

On-Campus Resources

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

Off-Campus Resources

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

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

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

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

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking

In addition to the University's continuing sexual harassment and Title IX trainings, the University has contracted for training of incoming students and new employees to provide information on the topics of:

- Forming healthy relationships;
- Dating/Domestic violence;
- Sexual assault;
- Stalking;
- Safe options for bystander intervention

The training is presented in a culturally relevant and inclusive manner, and includes a statement that the university prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

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

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

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

Emergency Response and Evacuation Procedures

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

Upon notification or discovery that a significant or dangerous condition exists, the Director of the Department of Safety Services will direct the activation of notification processes best suited to inform the desired area or group, unless such notification will in the judgment of responsible authority compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

CBU maintains teams of staff members trained in evacuating student, staff, faculty, and visitors to places of safety, and accounting for those evacuated to a centralized information collection point. These systems are tested at least annually with the test(s) documented as to date, time, and announced or unannounced. Each test is documented in an incident report prepared by the Department of Safety Services with the report containing relevant information such as time of test, type of test, and performance of individual components. The report is then distributed for review and correction of any identified component/performance deficiency.

Timely Warnings

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

The need for timely warnings is determined in full compliance with applicable law. Generally, timely warnings are issued for criminal activity involving homicide, sex offenses, robbery,

aggravated assault, burglary, vehicle theft, and arson, and might also be issued for other crimes where an ongoing or continuing threat is identified.

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

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 in a single document entitled, "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:
 - a. Numbers of fires and cause of each fire;
 - b. Number of deaths and/or injuries related to each fire; and
 - c. Value of property damage related to the fire.
2. In addition, the Annual Fire Safety Report must contain:
 - a. Description of the fire safety system for each on-campus student housing facility;
 - b. Number of fire drills held during the previous calendar year;
 - c. Institutions policies or rules on portable electrical appliances, smoking, and open flames in student housing facilities;
 - d. Procedures for student housing evacuation;
 - e. Policies for fire safety education and training programs for students, faculty, and staff;
 - f. List of the titles of each person or organization to which individuals should report that a fire has occurred; and
3. Plans for future improvements in fire safety, if determined necessary by the institution. 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

Only the main campus has residential facilities for students. No data, therefore, is reported for any other University owned or utilized properties.

Main Campus – 8432 Magnolia Avenue, Riverside 92504

	2012	2013	2014
Number of Fires	0	1	0
Deaths	0	0	0
Injuries	0	1	0
Loss Value	0	\$150,000*	0

*Non-affiliate senior resident of the Village (Accidental/Cigarette)

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, type(s) of devices installed, and number of fire drills in each area.

Housing Area	Type of Building	Smoke Detectors in Sleeping Areas	Alarm System and Type	Central Station Reporting	Number of Fire Drills
Colony	Apartments – two story	Yes	No	NA	0
Cottages	Dormitory – single story	Yes	No	NA	1
Lancer Arms	Apartments – two story (Family Housing)	Yes	Yes – Manual Pull	Yes	0
Point	Apartments – two story	Yes	No	No	0
Tower	Apartments – multi-story	Yes	Yes – Manual Pull & Smoke Sensors	Yes	1
Simmons Hall	Dormitory – multi-story	Yes	Yes – Manual Pull & Smoke Sensors	Yes	1
Smith Hall	Dormitory – multi-story	Yes	Yes – Manual Pull & Smoke Sensors	Yes	1
University Place	Apartment – two story	Yes	No	NA	0
Village	Apartments – single story	Yes	No	NA	0

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, 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 Residence 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 Safety Services at 951-343-4311 (from any public or cellular telephone) or 4311 (from a University owned telephone).

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 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 Safety Services 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. 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 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 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 but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations** – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).
- **Hate Crimes** – An incident wherein sufficient facts are present to lead a reasonable and prudent person to conclude that the offender's actions were motivated in whole, or in part, by a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, or disability.
- **Dating Violence** – Violence committed by a person:
 - Who is or has been in a social relationship of a romantic or intimate sexual nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence** – a felony or misdemeanor crime of violence committed by:
 - A current or former spouse or intimate partner of the victim,
 - A person with whom the victim shares a child in common,
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
 - Any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - fear for his or her safety or the safety of others, or
 - suffer substantial emotional distress.

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.
- **Non-Campus Building/property** – “. . . Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **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 +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 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 Safety Services or the Riverside Police Department whenever suspicious or criminal activity is observed.

Personal Safety

- Walk in groups, especially after dark or in more remote areas on or near campus.
- Use the University's Escort Services anytime you are moving about the campus alone after dark or anytime you feel unsafe. Simply call the Safety Services Office at extension 951-343-4311 (when using University telephone system equipment, dial extension 4311), give your name, location and destination. A Safety Services employee will be sent to your location within a short time to escort you to your destination.
- Be alert for strangers; any person uncomfortably near you, following or approaching you rapidly, especially from behind or the side; and anyone who appears to present any threat to persons or property.
- Lock your vehicle, bicycle, or other mode of transportation securely.
- Report suspicious persons or acts, unusual circumstances, or criminal activity to Safety Services.

Crime Prevention – Residence Halls/Living Areas

- Be sure that exterior self-locking doors shut securely when entering or leaving the building. Never prop open a lockable door.
- Always keep the door and all windows to your room locked.
- Always lock the doors and windows when leaving 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.
- In the dorms, 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.
- 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.
- 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 Safety Services or the police if you see anyone, or any circumstance that appears to be suspicious. Do not endanger your safety, but provide as much information as possible.

Crime Prevention – Automobiles

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

Crime Prevention – 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 DSS Office in the Lancer Arms, Suite 43, 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. The University strongly recommends one piece locks, generally in the shape of a "U" with a locking bar across the "open" end of the "U." Small diameter cable or chain type locks are easily cut by thieves and are discouraged.

Crime Prevention – Workplace

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