



Safety & Security On Campus



FALL 2011

"Your Right To Know"

*Western University of Health Sciences
309 East Second Street
Pomona, California 91766-1854*

GENERAL INFORMATION

The Campus - In compliance with the Campus Crime Awareness and Campus Security Act of 1990, and the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1998, Western University of Health Sciences is pleased to provide security information to any requestor at our location in Pomona, California. Those who are invited to share this data are applicants for admission, employment, visiting faculty and health care professionals. They can obtain the report through Human Resources. Enrolled students, full and part-time employees, staff and faculty can access this report through the link on the intranet.

Incorporated in 1975, the University entered its first class of osteopathic medical students in 1978. Since that time, programs to train physician assistants, physical therapists, pharmacists, nurse practitioners have been added, as well as a master of science in health professions education degree program. A College of Veterinary Medicine was added in 2003. The newest to join the University with the first classes starting in 2009 are Dentistry, Optometry, and Podiatry, along with a Master degree offered in Research starting in 2010. An additional campus shall open in late 2011 in the state of Oregon.

The main campus of the University is located at 309 E. Second St./College Plaza, in the heart of downtown Pomona.

Medical Centers – The University operates two Medical Centers:

Western University Patient Care Center
795 East Second Street
Pomona, CA 91766
(909) 706-3900

Rancho Clinic
8112 Milliken Avenue
Rancho Cucamonga, CA 91730
(909) 706-3950

Soon to be located on campus in 2010

Veterinary Center

Hills Wellness Center
302-304 Orange Grove Avenue
Pomona, CA 91766
(909) 629-5450

SECURITY SERVICE HOURS

The Pomona main campus and the University Medical Center are protected by a professional security service as follows:

Main Campus:

Monday through Sun 7 days a week, 24 hours a day
(909) 706-3000/or extension 3000

University Parking Lots:

Roving security officers patrol the lots Monday through Sunday, 8 a.m. to Midnight.

A roving patrol provided by the University's professional security service monitors the main Pomona campus 24/7. Additionally, after regularly posted hours, a professional alarm company protects the University buildings, with on-line service to the local police department.

Security or access to the campus, outside of the above hours, must be requested through the University Security Department. You must have an alarm code and a key with WU identification to enter a building.

SECURITY ORGANIZATION AND DUTIES

Security officers – WesternU contracts with a professional security service, which provides security officers on a regular schedule and according to request. The University Environmental Health and Safety Department is responsible for the administration of the security service.

Security officers are given written instructions on security policies and procedures. Each security officer carries two-way communication radios. This allows security officers to communicate rapidly in any emergency that may arise.

Due to the nature of our location in a downtown area, it is possible that police activity will occur on and around our campus buildings. If you observe police activity, please be cautious. Our security guards have been instructed and trained to secure the area and prevent individuals from wandering into the area where this activity is occurring. For your own safety, please follow their instructions. Let "common sense" be your guide.

Reports – The University Security Department works with the professional security service in keeping up to date on security procedures. Any incidents or problems are written up on an "Incident Report" and are submitted to the EH&S office. All criminal activities are noted and added to the Current Crime Statistics (as required) printed in this brochure.

Questions – Any questions or concerns regarding security should be submitted to the University Security department at extension 5528.

PARKING (POMONA CAMPUS)

PERMIT ONLY

Assigned Parking – Reserved parking for faculty and staff (*painted with "Western U, etc."*) is available on the North, South, and East sides of the campus, as posted. Administration, faculty, and staff will receive an appropriate **parking permit hang tag**, which must be visible in your vehicle when using any of the University parking areas.

Visitor Parking - In addition, there are "Visitor" spaces available for outside guests, which may not be used by WesternU employees or students. Visitors will be directed to these spaces by our security officers. Visitors are supplied with parking passes to display on their dashboards.

Student Parking – *Student parking is by permit only.* The University has leased parking lots north and south of the campus for student parking. Students are given the option to purchase a yearly parking pass from the Bursar's office. The parking permit must be displayed in the vehicle when parked in one of these lots.

City Parking - There are also all day parking spaces provided by the City of Pomona in some of our lots. These lots each have one or two meter machines that dispense parking permits. The cost is \$2.00 per vehicle (quarters only). *The machine receipt must be displayed on your dash or seat to avoid being ticketed.* **City parking spaces are designated as daily permit parking space.**

Free Parking - Parking is also available on the streets surrounding the University, subject to the posted restrictions.

Escorts – Employees and students who plan on remaining on campus late into the evening to study or work should move their vehicle to a location north of our campus and the parking garage until 1 AM. The USC parking lot is available after 5:00 p.m., as well as the faculty/staff parking lot north of the Business Center. This will allow our security guards to provide better protection for our students and staff. It is not advisable for employees or students to walk alone during the evening hours. Walk in groups or ask a security guard to escort you to your vehicle. Call Security at extension 3000 for an escort.

Bicycles – Bike racks are available in front of the Health Professions, Health Education Centers. It is recommended that a U-LOCK be used to secure both the bicycle frame and wheels to the rack. Bikes locked with cables and small chains are more susceptible to theft.

POPULATION ON CAMPUS

At the present time the University enrolls 3293 students

The College of Allied Health Professions program has a total of 384 students.

The College of Dental Medicine (DMD) program currently has 211 students.

The College of Graduate Nursing has a total of 309 students.

The College of Optometry (OD) program currently has 248 students.

The College of Osteopathic Medicine of the Pacific (DO) program has a total of 989.

The College of Pharmacy (PharmD) program has a total enrollment of 547.

The College of Podiatric Medicine (DPM) program currently has 100 students.

The Doctor of Veterinary Medicine (DVM) program has 399 students.

The Graduate College of Biomedical Sciences program has 40 students.

Non- Degree Programs has 20 students.

Total student enrollment for the main campus in Pomona is 3293

Employees – Employees of the University number 800. Visiting faculty and other guests are present on campus daily.

Housing – There are no residence halls on the Pomona campus; students are required to arrange for their own living accommodations.

UNIVERSITY POLICIES

Disaster Preparedness – The University has a disaster preparedness program that conducts periodic drills for earthquakes, fires and other disasters as part of its public safety responsibilities. A separate brochure is available from the Human Resources office and is distributed to all students, faculty, and staff.

Injury and Illness – The University has in effect an Injury and Illness Prevention Program. Each department is responsible for holding safety meetings along with safety checks of their work areas. These meetings and safety checks must be documented and submitted to the Environmental Health & Safety Department, which monitors this program.

The Facilities staff inspects the campus on a regular basis for safety violations. Any violations are reported and promptly corrected. Faculty, staff, and students are also

encouraged to report safety violations or concerns to the Environmental Health and Safety office at extension x5528.

Drugs/Controlled Substances – WesternU is committed to maintaining a drug-free workplace in compliance with applicable laws. The unlawful possession, use, distribution, sale, or manufacture of controlled substances is prohibited on the University's campuses or in any of its medical facilities. Violation of this policy may result in appropriate disciplinary action up to and including termination or dismissal.

State Alcohol Laws WesternU is committed to staying in compliance with applicable state laws. The unlawful possession, use, distribution, sale, or manufacture of alcohol to minors (persons under 21 years of age) is prohibited on the University's campuses or in any of its medical facilities. Violation of this state law and Western U policy may result in appropriate disciplinary action up to and including termination or dismissal.

I.D. Badges – All students, faculty, and employees are issued identification badges, which must be worn at all times. Visitors are required to obtain a visitor's pass at the Security desk. Any department having visitors on campus should make sure their guest has a visitor's badge. Visitors on campus should sign the visitor log at the front desk.

Campus Access – Any employees wishing to remain on campus after hours or on weekends should adhere to the following procedure:

Faculty and Administration remaining on campus after 6:00 p.m. should sign in and out with the security officer on duty at the Health Professions Center, the Health Sciences Center, Health education Center or the Library if appropriate. *Informing Security that you are on campus enables them to provide better protection.*

Support staff who must remain after hours need to obtain written approval from their supervisor, which is then submitted to the University Security Department.

The above procedures are to be followed if anyone is planning to work on a Saturday, Sunday or holidays.

Keys – The Facilities Department keeps a record of all keys used in all locations of the University and its Medical Centers. A list of keys held by each employee is also on file in Human Resources.

Crime – Criminal activities and emergencies on the main campus are to be reported immediately by calling 911 (from a campus phone), and calling University Security at ext. 3000. Criminal activities will be investigated and local law enforcement authorities will be notified as necessary.

Weapons – Security personnel are not permitted to carry lethal weapons while on duty. Only appropriate governmental law officers are permitted to enter the campus armed.

Police – The Security Department has in effect a Security Awareness Program with the local police. The Pomona Police Department is located at 490 West Mission Boulevard. The main number for the Pomona Police Department is (909) 622-1241.

Updates – Intranet links, posters, paycheck stuffers, and periodic notices in the campus monthly newsletter will keep everyone informed of new safety information.

SEXUAL ASSAULT

WesternU will not tolerate sexual assault to any person, male or female, committed by a stranger or acquaintance. To the fullest extent possible, it is the policy of WesternU to provide to any student, faculty, or staff member who is a victim of sexual assault, any treatment, support, or information and to encourage these victims to use the resources provided.

It is our obligation to direct our attention to the needs of the sexual assault victim and to try to protect all members of the campus community from potential sexual assaults. Support will be offered to victims along with referrals for treatment.

All incidents of rape will be made known in order to determine if the areas of hazard require extra security and/or attention from the University Security Department. If the campus community is to be notified of the assault for safety reasons, the victim will be informed prior to such notification, and the victim's identity will remain confidential.

If a sex offense occurs on campus, the victim's academic situation will be changed upon request if reasonably available. The accuser and accused have the same right to have others present during a disciplinary hearing. The accuser and accused shall be notified of the outcome of a campus disciplinary proceeding.

Sexual Assault Crisis Support – Sexual assaults may be reported to any of the following offices. They will provide support, options, and resources.

Police/Emergency	911 (from campus Phone	Human Resources	Ext. 5538
University Security	Ext. 3000	Rape Crisis Hotline	(909) 626-4357
Student Services	Ext. 5341	Project SISTER	(909) 626-HELP

IF YOU ARE ASSAULTED – It is extremely important for you to seek help immediately by doing the following:

Get to a safe place and call police or 9-1-1. The police will take you to the hospital and make a report.

Get proper medical attention. All victims of rape are encouraged to seek medical attention as soon as possible. During your treatment, medical evidence will be collected. For this reason, it is of extreme importance not to change clothes, shower, bathe, or douche or brush your teeth. Collecting of evidence is important; however, it does not require you to press criminal charges. This decision can be made later. If evidence is not collected immediately, it may hinder your ability to press criminal charges should you choose to do so. It is the obligation of the medical provider to report the incident to the police. They will come to the emergency room where you are being treated to interview you. Listed below are local options for treatment:

- *Pomona Valley Community Hospital Medical Center*
1798 N. Garey Ave.; Pomona (909) 865-9600
- *San Antonio Hospital*

999 San Bernardino Road; Upland (909) 920-4747

Rape is a violent crime and can have a great emotional impact on its victims. If you are a victim of rape, it is important for you to seek counseling. Counseling for both students and staff is available with PacificCare (800) 234-5465.

HATE CRIME POLICY

Investigation of hate motivated crimes and incidents are a priority with the University. Our response is necessary to assure the community that racism and violence will not be tolerated, and that perpetrators of such crimes will be brought to justice. This policy provides guidelines for identifying and investigating reportable crimes and incidents and the resources to which victims can be referred for assistance.

Definitions of Hate Motivated Crimes and Incidents

Reportable Hate Motivated Crime: Any criminal act or attempted criminal act intended to cause physical injury, emotional suffering or property damage which is or appears to be motivated, all or in part, by race, ethnic background, national origin, religious belief, sex, age, disability, or sexual orientation.

Reportable Hate Motivated Incident: Any non-criminal act directed at any person or group based upon any of the nine categories listed above.

Motivation: Incentive, inducement, desire, emotion, or similar impulse resulting in some type of action.

Race: Any group or class of individuals with common characteristics distinguished by form of hair, color of skin and eyes, stature, bodily proportions, etc., that are genetically transmitted to classify it as a distinct human type.

Ethnic Group: Any group or class of individuals within a culture or social system that can be distinguished on the basis of variable traits including nationality, religion, linguistics, ancestry, tradition, attire, etc.

Religion: A personal awareness or conviction of the existence of a Supreme Being, supernatural powers, or influences controlling one's own humanity or all nature's destiny.

Criteria for Reporting Hate Motivated Crimes and Incidents

The following criteria are to be used in determining whether an incident is racially, religiously, or ethnically biased in nature, or based upon one's gender, disability, or sexual orientation. *The list is not all-inclusive.*

In some cases, a common-sense approach must be used. *If it looks like an incident motivated by bias based upon one's race, ethnic background, national origin, religious belief, gender, disability, or sexual orientation, it should be reported as such.* Verification can be made later during the investigation.

A criminal act may include any of the following:

Burning cross or religious symbol.

Explosives perpetrated against person(s) because of their race, religion, ethnic background, etc.

Bomb threats perpetrated against person(s) because of their race, religion, ethnic background, etc.

Destroying, injuring property of another directed against person(s) or group(s) because of their race, religion, ethnic background, etc.

Assault or battery which is directed at person(s) because of their race, religion, ethnic background, etc.

Disorderly conduct: any communications, written or oral, directed at person(s) because of their race, religion, ethnic background, etc.

Interrupting or disturbing religious, ethnic/cultural, political, or other meetings directed at person(s) because of their race, religion, ethnic background, etc.

Possession of a firearm in proximity of public demonstration which occurs at public demonstration for racial, religious, ethnic, etc. purposes.

Unlawful use of the telephone which is directed at person(s) because of their race, religion, ethnic background, etc.

A non-criminal act or incident, while not criminal, is done with the apparent intention to harass, intimidate, threaten, retaliate, create conflict, because of any person(s) race, religion, ethnic background, etc. The key criterion in determining whether or not any crime or incident fits into the definition of bias based upon race, ethnic background, national origin, religion, gender, age, disability, or sexual orientation is the motivation behind the incident. Reports of such incidents are taken because there is a potential for reoccurrence and/or escalation into a criminal act.

Reporting Hate Motivated Crimes and Incidents – The University Security Department is responsible for collecting and reporting hate motivated crime statistics. Hate motivated crimes and incidents may be reported to the following locations:

Police/Emergency	911	Student Services	Ext. 5341
Campus Security	Ext. 3000	Human Resources	Ext. 5538

Personnel receiving a report of hate violence are urged to review the circumstances of the incident with the University Security Department to ensure that an appropriate report is completed, the perpetrator is apprehended, the statistics are collected and disseminated, and the victim(s) is provided with assistance/referrals.

Referrals for Hate Motivated Crimes/Incidents – Victim(s) of hate motivated crimes can receive additional assistance, counseling, referrals, and information from the following locations:

- PacificCare.....(800) 234-5465
- California Attorney General.....(800) 952-5225
- California Attorney General TDD.....(800) 952-5548
- L.A. County Commission on Human Relations(213) 974-7611

HOW DO THESE LAWS HELP? Penal code violations punish persons who have violated the rights of others through the criminal court system. Civil remedies handled through the civil court system provide protection for victim(s) and provide damage

money to those harmed by violence or threats. University sanctions can include: *Expulsion, termination of employment, suspension, probation.*

VIOLENCE IN THE WORKPLACE

The University's goal is to maintain a safe environment in which to conduct our business and fulfill our mission. A climate of fear or intimidation will not be tolerated. University policy provides that:

Threatening behaviors, acts of aggression and instances of violence will result in appropriate responses, up to and including dismissal, expulsion or termination of employment, and the pursuit of civil and criminal penalties, as appropriate. Violence and threats of violence include, but are not limited to:

- *any act which is physically assaultive;*
- *any substantial threat to harm or to endanger the safety of others;*
- *behaviors or actions interpreted by a responsible person as carrying the potential for violence and/or acts of aggression;*
- *any substantial threat to destroy property;*
- *possession of a weapon (Penal Code 626.9 prohibits bringing a firearm, knife or dangerous weapon onto the campus a public school including Western University of Health Sciences).*

It is the responsibility of every administrator, faculty member, staff member, and student to take any threats of violence seriously, and to report them to the appropriate resource. When confronted by an imminent or actual incident of violence, **call 9-1-1 immediately**. When presented with a threat of possible violence, action is recommended as follows:

- Threats by a student should be reported immediately to the University Security Department and the Executive Vice President of Academic Affairs.
- Threats by a staff or student employee should be reported immediately to the University Security Department and the reporting employee's supervisor who will contact the Human Resources office for assistance.
- Threats by a faculty member should be reported immediately to the University Security Department and the appropriate Dean's Office for consultation with the Executive Vice President of Academic Affairs.
- Threats from others not affiliated as a student or employee should be reported immediately to the University Security Department at extension 5528.

SAFETY IMPROVEMENTS

The following safety improvements have been made at Western University of Health Sciences' Pomona Campus during the past 18 months:

- Continued expansion of cardkey access controls within the University
- Re-established the use of 2-way radios rather than cell phones for Security Officers. This enables officers to more effectively track foot and vehicle traffic through and around campus.

- Established and published a Security telephone extension for students or staff to ensure that they can contact a Security Officer at any time the University is open.
- Security Officers exhibit a more professional appearance and take a pro-active approach to preventative patrolling.
- Fostered improved communications and working relationship with local Pomona Police Department to share information about the area.
- An established mass e-mail/cell phone/phone and sms notification system on campus to inform staff and students of any criminal activity/or emergencies on campus.
- Pomona Police Department developed bicycle patrols that periodically patrol through the main campus and perimeter.
- Maintaining implementation of electronic surveillance for campus security.

The University anticipates making the following improvements during the next 24 months:

- Continued installation of card/key access system in strategic locations throughout the campus.
- Upgrading of the keying system to include code access.
- Continued monitoring of security guard visibility and how it relates to crime deterrence.
- Continued exploration into enhanced security/alarm techniques.
- Enhanced lighting on the Campus Esplanade (former 2nd Street).
- Expanded hours of professional security coverage.

CURRENT CRIME STATISTICS – ON CAMPUS¹

No arrest on campus were made

Criminal Offense	Total criminal offenses on campus		
	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Sex offenses – Forcible	0	0	0
c. Sex offenses – Non-forcible (Include only incest and statutory rape)	0	0	0
d. Aggravated assault	1	1	0
e. Arson	0	0	0
f. Robbery	0	0	0
g. Burglary	16	7	20
h. Larceny	N/A	N/A	0
i. Motor vehicle theft	0	2	0
j. Negligent manslaughter	0	0	0
k. Liquor Law Violation	0	0	0
l. Drug Abuse Violation	0	0	0
m. Weapons Possessions	0	0	0
n. Student Housing	N/A	N/A	N/A
o. Hate Crimes	0	0	0
p. Fire Drill	5	6	6

CRIMINAL OFFENSES - NONCAMPUS

Criminal Offense	Total criminal offenses on campus		
	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Sex offenses – Forcible	0	0	0
c. Sex offenses – Non-forcible (Include only incest and statutory rape)	0	0	0
d. Aggravated assault	0	0	0
e. Arson	0	0	0
f. Robbery	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Negligent manslaughter	0	0	0
j. Liquor Law Violation	N/A	N/A	0
k. Drug Abuse Violation	N/A	N/A	0
l. Weapons Possessions	N/A	N/A	0
m. Student Housing	N/A	N/A	0
n. Hate Crimes	0	0	0
o. Fire Drill	5	1	1

¹ Compiled from Campus Security Records including campus buildings, leased parking lots, and campus streets.

Caveat: Negligent and non-negligent manslaughter data are not separate from local police department

CRIMINAL OFFENCES – PUBLIC PROPERTY

District 5

Criminal Offense	Total criminal offenses on campus		
	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Sex offenses – Forcible	0	2	2
c. Sex offenses – Non-forcible (Include only incest and statutory rape)	0	0	0
d. Aggravated assault	11	22	5
e. Arson	0	0	0
f. Robbery	11	6	11
g. Burglary	22	23	13
h. Larceny	N/A	N/A	38
i. Motor vehicle theft	11	17	19
j. Negligent manslaughter	0	0	0

- As reported to the United States Department of Education.
- Statistics were not required prior to 2002

Any University-sponsored function, any off-campus area that is frequently used by students and is recognized by the University as being in direct support of the education purpose, and any public property that is within the campus or immediately adjacent to and accessible from the campus.

Clery Act requirements: The off-campus report is for the area surrounding the campus. The police department was unable to differentiate the criteria of private homes, which is not required by the Clery Act, but is included here.

CRIME STATISTICS

An informed University community is a safety-conscious University community. The statistics in this brochure are provided to help keep you informed and aware about crime on the Western University of Health Sciences Pomona Campus. These statistics are compiled and distributed to students, faculty, and staff annually. Included in the statistics are crimes that occurred off-campus at University-sponsored functions, any off-campus area that is frequently used by students and is recognized by the University as being in direct support of the educational purpose, and any public property that is within the campus or immediately adjacent to and accessible from the campus. The following **Uniform Crime Reporting** definitions will help you understand these statistics:

Homicide: The killing of one human being by another.

Sex Offense—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.

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 youth or his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy: Oral or anal sexual intercourse with 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 his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: To use 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 his/her temporary or permanent mental or physical incapacity.

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 his/her temporary or permanent mental or physical incapacity.

Sex Offense—Non-Forcible: Unlawful, non-forcible sexual intercourse.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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 under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear of immediate harm.

Aggravated Assault: An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft. Included are attempts to commit burglary where force is employed, or where a perpetrator is frightened off prior to completing the crime.

Theft: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Motor Vehicle Theft: The theft of a motor vehicle.

Arson: To unlawfully and intentionally damage or attempt to damage, any real or personal property by fire or incendiary device.

Liquor Law Violation: Violations of laws or ordinances prohibiting the manufacture, purchase, transportation, possession or use of alcoholic beverages (does not include driving under the influence). The purchase, possession or consumption of any alcoholic beverage by any person under the age of 21 is prohibited.

Drug Abuse Violation: Violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Weapons Possessions: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

An **arrest** means that the following has happened:

- A law enforcement officer has detained an individual.
- The officer has the intention of seeking criminal charges against the individual for a specific offense or offenses; and
- A record is made of the detention.

Detention of an individual with the intent to refer the person for “discipline only” is not an arrest.

Crime statistics appear above in this document. In addition to publishing an annual crime statistics report, the Security Department informs the campus community about campus crime in a number of ways, including the following:

- **Special Crime Alerts.** When circumstances warrant, e-mail crime alert notices are sent to the entire community. If necessary, printed flyers are posted and distributed.
- **Activity Log.** The Security Department maintains a daily log of all security activity. The log is available for viewing upon request.

CRIME PREVENTION & SAFETY TIPS

Protecting Yourself on Campus and at Home

- When on campus, you can call Security at ext. 3000, to report any crime or suspicious activity or 9-1-1 (from a campus phone) in the event of an emergency.
- When working or studying late, make sure doors are locked. Let Security know of your location and expected departure time. *Ask a Security officer for an escort when you leave.*
- Never prop doors open, even for a short time. Your action could contribute to harm to yourself or others.
- Do not loan your office keys or allow them to be copied.
- Do not hold a door open for a stranger.
- Keep your purse, wallet, or other valuables in a locked cabinet or drawer. Office thieves know where to look.
- Be aware of your surroundings and any signs that something appears to be wrong or out of place.
- Stay in well-lit areas; avoid alleys and bushes when possible.
- Avoid walking alone, especially at night, unless absolutely necessary.
- Exercise good judgment when walking, jogging or engaged in solitary activity, especially at night.
- Do not risk personal injury if someone forcibly attempts to take your wallet, purse, or property.
- If you feel threatened, cross the street, locate a phone, or enter a store or place of business even if you have just left it.
- Carry a whistle or personal alarm and use it when you feel threatened. The sound will not hurt anybody if it was not that serious.
- Always have keys ready, in hand, not buried in a purse.
- Do not attach your ID to your key chain or mark your keys with your name and address.
- Do not carry extra credit cards or large sums of money.
- Keep automatic teller machine cards in a safe place; keep your PIN number secret. When possible, only use ATMs during the day.
- Lock or secure doors and windows when you are alone or asleep.
- Keep emergency numbers by your phone.
- Get to know your neighbors and share information about suspicious activities.
- Acquaintance Rape does happen. Learn the danger signs; victims suffer significant life disruption.
- Distance yourself from the misuse of alcohol / drugs; it can be far worse than a bad headache the next morning.

Vehicle Safety

- Immediately report thefts, as well as suspicious activity in University parking lots or near parked cars to a Security Guard.
- Look into your car before getting in. Lock doors and roll up windows once inside for protection.
- Always have keys ready, in hand, not buried in a purse.
- Never pick up hitchhikers.

- Drive to a police or fire station or open place of business if you feel you are being followed.
- Do not stop to help occupants of stopped or disabled vehicles; continue driving to the nearest phone and call assistance for them.
- If your car breaks down, raise the hood then lock yourself into your car. If someone stops and offers you help, remain in your car and ask them to phone for help. Do not worry about seeming rude.
- Lock all doors after parking.
- Secure your car against theft/burglary with an electronic alarm, kill switch, “Club” or other theft deterrent.
- Keep a copy of your registration, title, and vehicle I.D. number in a safe place separate from your vehicle.
- Store your valuables out of sight.
- If your car is parked and not used regularly, check on it daily.

Bike Safety

- State law, as well as county and city ordinances and codes mandates adherence to bicycle “rules of the road” as well as specific equipment guidelines. Learn the laws for your own safety.
- Ride defensively, with the traffic and use hand signals.
- Be considerate of pedestrians and drivers in vehicles.
- Keep your bike maintained – especially the brakes.
- Register your bike at the local Police Department.
- Use a U-LOCK to secure your bicycle frame and wheels to a rack. Bikes locked with cables and small chains are easily stolen.
- Lock mopeds as you would bikes.
- Report suspicious activity or loitering around bike racks. Thieves usually carry a hidden bolt cutter or other cutting tool.
- Do not impede free use of the handicapped ramps or other access points with bikes locked to handrails, etc.
- Never leave your bike unsecured – even for a “moment”.
- DO NOT RIDE ON THE MAIN SIDEWALK

CAMPUS DISCIPLINARY PROCEDURES

This applies to personal conduct that reflects on the student's honesty and integrity in both academic and non-academic settings, whether or not involving a University sponsored activity.

Acts of dishonesty, invasion of privacy, theft, acts of violence, sexual harassment, and disrespect for personal and University property are examples of unacceptable behavior.

Upon witnessing a possible professional violation, any member of the academic community should report the incident to the respective Academic Dean or other appropriate University official. If the conduct involves a particular course of program, the classroom instructor or the clinical training program supervisor should be advised.

If there appears to be adequate cause, a report should be submitted in writing to the appropriate Academic Dean. The Dean may resolve the matter without convening a hearing before the appropriate College's Student Performance Committee, unless the student requests that a hearing be convened.

In some circumstances, the Academic Dean or the Executive Vice President for Academic Affairs/Chief Academic Officer may refer the matter directly to the Student Performance Committee for hearing.

When a matter is referred to the Student Performance Committee, the University shall prepare appropriate written charges based on all information reported or known. The Chair of the Student Performance Committee, or the chairperson of the hearing panel that will hear the matter, will notify the student of the time and date of the hearing and shall provide the student with a copy of the written charges.

The hearing panel shall determine whether, based on the evidence presented, it is more likely than not that the charges made are true. If the hearing panel determines that the charges are true, it shall also make a recommendation with respect to sanctions to be imposed. The hearing panel may consider any prior disciplinary action against the student and any other information it deems pertinent in making a recommendation. The hearing panel will make its recommendations to the appropriate Academic Dean. Status of Student Pending Action - Pending a determination by the appropriate Academic Dean following a hearing and a recommendation by a hearing panel of the Student Performance Committee, the status of the student will not be altered except for reasons of his/her physical and emotional well being or for reasons relating to the safety of other students and University personnel. Thereafter, the status of the student will not be altered pending determination of a timely appeal by the student, except that the Executive Vice President for Academic Affairs/Chief Academic Officer shall have the discretion and authority to suspend the student or take other action at any time during the appeal process, if consistent with the decision of the Academic Dean. The University further reserves the right to withhold the award of any degree at any time disciplinary charges are pending against a student.

REQUIRED POLICY STATEMENTS

- *Preparation of the Annual Security Report:*
Incident reports are kept and compiled from campus security. Starting in 2003, area crime reports were obtained from the city police department. This information is reported to the Office of Postsecondary Education Institutions annually.
- *Crime Reporting policy procedures and responses:*
Crime is reported via Incident Reports and to the local police department. Any crime that could have an effect on the campus population will be reported via an "Alert" to the population.

- **Alcoholic beverages on campus:**
The purchase, possession or consumption of any alcoholic beverage by any person under the age of 21 is prohibited.
- *Access to campus facilities:*
Access will only be allowed to the campus population wearing ID badges. Any visitors must obtain a visitor ID badge and sign in and out. Entrance to the buildings after hours requires an ID badge and signing in (and out).
- *Security Considerations used in maintenance/facilities:*
All Facilities employees will follow the proper procedures to maintain security at all times.
- *Enforcement and Arrest authority of campus security officers:*
Although our officers may not arrest anyone they may restrain them until the police arrive on the Scene.
- *REPORTING CRIME: WesternU encourages prompt reporting of any crime. Please report to the nearest security officer or the University Security office. CONFIDENTIALITY: If confidentiality is required, Students may contact Student Affairs @ extension 5340 and Employees may contact Human Resources @ 5396.*
- **ALCOHOL AND DRUG ABUSE:** Alcohol and drug abuse education programs are available through our Western University Assistance Program, the toll free number is: 800-234-5465.
- **CAMPUS SEX CRIMES PREVENTION ACT:** per Megan's Law you can access information regarding the residence of sexual offenders in your area. In the City of Pomona, you will contact the local police department at 909-622-1241 and ask for the "front desk". You will need to schedule an appointment to access their computer for the information. "Sex Offenders" include persons that have been arrested on prostitution charges. The information is updated daily by the department of Justice and is viewable in 13 different languages. The languages are Arabic, Armenian, Cambodian, Chinese, English, Japanese, Korean, Portuguese, Punjabi, Russian, Spanish, Tagalog, and Vietnamese.
- You may also check to determine if a particular sex offender is a "high-risk" or "serious" sex offender by calling the California Sex Offender Information 900# telephone service at 1-900-448-3000. There is a fee of \$10 per call for checks on up to two names.

The State of California Office of the Attorney General provides Megan's Law information at www.caag.state.ca.us/megan/.

ALERTS

Timely Notice Requirement

The school shall, in a manner that is timely, and will aid in the prevention of similar crimes, report to the campus community on crimes that are:

- Listed in the Clery Act
- Reported to campus security authorities as identified by the school or to local police, and are
- Considered to represent a threat to others. (If this includes police contact, a warning will be issued within 30 minutes . The date, time, and definition of the crime will be reported.

Daily Log Requirement (Crime Alert)

The log will record:

1. All crimes reported to the campus security department, indicating:
2. The nature of the crime
3. The date, time, and general location.
4. The disposition of the complaint (if known)
5. These log entries or updates will be made within 2 business days (this may be withheld if jeopardy exists, but only to the extent of the length of time damage is likely to occur.
6. The most recent 60 days are immediately available to the public, older logs must be produced within 2 days.
7. The information may be provided by electronic format.

Who are the Campus Security Authorities?

1. Security officers working with University Security.
2. *Student Affairs officers who oversee student centers and student extra-curricular activities (VP Beverly Guidry and Michelle Emmert).*
3. *Faculty advisors to student groups.*
4. *Director of Environmental Health and Safety*

PUBLIC SAFETY MISSION AND VISION STATEMENT

Western University of Health Sciences' mission is to provide a safe and secure environment for the University community. We will dedicate ourselves, through partnerships with our community to significantly improve the quality of life at the University.

We will meet this challenge by protecting life and property; upholding the law fairly; safeguarding individual rights; and recognizing cultural and ethnic diversity. We will carry out these responsibilities through a set of core values that reflect our commitment to the highest standard of excellence-adhering to the principles of a community-centered philosophy, teamwork, quality contact, interconnectedness and the values of passion, compassion, flexibility and integrity.

We will strive to implement the concepts of community policing in order to reduce levels of disorder, violence, and crime through the application of proven effective programs

and strategies. We will create an atmosphere that encourages creativity, open communication, full participation, and problem solving.

***Published Annually by the University Security Department
Revised 10/29/10***