Introduction
The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, also known as the Campus Safety and Security Report, are provided in compliance with the Crime Awareness and Campus Security Act of 1990. The report informs the campus community about important procedures, policies, crime prevention programs and campus crime statistics. On or before October 1 of every year, an email will be sent to all students, faculty and staff advising them that the report can be accessed on the Thomas Jefferson School of Law (the School) website at [http://www.tjsl.edu/student-consumer-information](http://www.tjsl.edu/student-consumer-information). Hard copies of the report are available at the security desk located on the first floor lobby. Prospective employees and students are afforded the same information at the time they obtain an application for employment or admission.

Crime Statistics
Campus crime, arrest and referral statistics include those reported to designated campus officials, advisors to student organizations, and local law enforcement agencies. To comply with the act, we collect crime statistics from local police agencies, by providing the addresses of off-campus property either owned, or controlled by the School, or public property immediately adjacent to campus. All local police agencies, where the School property is located or is nearby, provide automated statistics for the property and a radius around the property requested. These statistics may also include crimes that have occurred in private residences or businesses. Likewise, student organization recognition does not extend beyond the School, and student organizations are not recognized to engage in activity off campus. Crime and arrest statistics are compiled by the Facilities Department with the assistance of the San Diego Police Department for crimes occurring on city thoroughfares, streets, sidewalks, and parking facilities within or immediately adjacent to the School.

Reporting Crimes and Requesting Police Assistance
The reporting of crimes is vital in achieving the goal of providing a safe learning environment for the campus community. All persons who are victims or witnesses of a crime should promptly report the occurrence to Security. To report a crime, please call the Security Guard at 619-961-4399 and for emergencies, call 9-1-1 from any campus phone. Upon calling, please provide the following:

- Name, telephone number, and location.
Describe the incident clearly and accurately.

Do not hang up! Let the person providing assistance end the call. More information may be requested.

“California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or are reasonably suspected of suffering from wounds inflicted by a firearm or is a result of an assault or other abusive conduct.”

Reporting of such offenses by victims or witnesses may be done voluntarily. At times, sensitive situations may arise and School officers cooperate with individuals on a confidential basis to the extent permitted. Privileges of confidentiality in criminal matters that are referred for prosecution in a court of law may be subject to exposure. The School encourages prompt reporting of all crimes, potential criminal activities and other emergencies on campus either in person, by calling 9-1-1. Campus elevators are also equipped with an emergency button that can be used to summons assistance. To report non-emergencies from a campus phone, dial 4399. To contact Security from an off-campus phone, please call (619) 961-4399. All 9-1-1 “Emergency” telephone calls made from a pay phone or a cellular phone is directed to the San Diego Police Communication center. The dispatcher should be advised that you are calling from Thomas Jefferson School of Law.

Safety at Thomas Jefferson School of Law
The campus is not immune to crime. Becoming aware of potential dangers and taking preventative measures will protect you and assist us in keeping the School a safe and pleasant environment to pursue an education.

The administration makes continuous efforts to prevent crime on campus yet your help is needed as well. We firmly believe that a well-informed community is better served and, thus, safer. Please take the time to read this information.

Crime Prevention
It is well recognized that the prevention of crime provides the best measure of protection. Therefore, the School supports an active crime prevention program that works closely with the community to make a safer place to work, live and learn.

All incidents of criminal activity which pose a potential threat to the campus are immediately brought to the attention to the community via the touch screens located throughout the campus.
The Security Officers’ assignment is to function in an “Observe and Report” position. They are unarmed and are not law enforcement officers. They will report all irregularities, violations of rules, safety violations and hazards to the administration. They assist in the prevention of crime by patrolling the campus areas as a deterrent to crime and also will escort law school members to the adjacent parking garage and to the Entrada student housing at night.

**Campus Safeguards**

Campus security and personal safety are central issues at the School. Providing security to the campus community is a continuous process of reevaluating existing policies and practices so that they conform to the changing needs of the community. To supplement these efforts, several committees and programs exist to constantly evaluate existing practices and make security recommendations.

Specifically, the School has an Emergency Response Team that meets monthly to discuss emergency response situations and procedures. The School also works closely with the San Diego Fire Department in an annual fire drill and evacuation of the premises. School personnel have already been trained on the first sessions regarding active shooter response and CPR/AED certification.

Together with the administration, these committees strive to make the School a safe place to work, live and learn. Thomas Jefferson has a security gate to secure the parking facility after hours. The campus utilizes a motion sensor security system at the perimeter and interior entry areas. For added safety, lighting has been improved at several locations around campus. Additionally, the School uses video surveillance monitoring of the elevator lobbies, elevator cabs, stairwell doors, parking garage, as well as along the exterior of the building to help maintain security.

It is anticipated that, as the population of the School increases, so will the personnel, support services and programs designated for safety and security on campus.

**Evacuation Procedures**

Notification to evacuate is conducted by the sounding of the fire alarm (horn strobes), school wide e-mail, and the E2campus text message system. Security staff, facilities staff and staff volunteers will sweep assigned areas to ensure the evacuation of the effected building or buildings. In the event of fire, elevators must be taken to the ground floor. Employees and students will exit by the quickest means to the ground floor and assemble outside the building at the intersection of 11th Avenue and Island Avenue.

The security staff and/or facilities staff will notify the employees and students once the building or buildings are safe for occupancy.
Campus Facilities Access
The nature of the research and studies being done at the School requires that the campus be open numerous hours each day.

If you park in the Parkade parking facilities or on the street, remember to lock your vehicle and consider investing in a steering wheel locking device and/or alarm. Do not leave items, like dry cleaning, in a visible area of your car. Use the escort service at night and learn the emergency procedures. Most important, if you need assistance do not hesitate to ask the security guard. The guard may be contacted via the Security desk on the first floor lobby.

All students, staff and faculty members are issued identification cards. Identification cards must be worn while on campus. The elevators in the building from the garage levels will stop at the lobby level beginning at 5:00 p.m. during the week and all day on the weekends, unless a Thomas Jefferson School of Law I.D. badge is swiped in the elevator to gain access to a higher floor. Everyone coming up from the garage during these times will be required to exit the elevator at the lobby level unless they have a Thomas Jefferson School of Law I.D. badge. The stanchions in the Lobby will also be moved at 5:00 p.m. to dissuade elevator traffic from heading to our private bathrooms or law clinic area.

Additionally, anyone traveling in the elevators after 5:00 p.m. during the week and all day on the weekends will need to swipe their I.D. badge if they need to stop on Floors 2 – 8. Otherwise, the elevators will proceed to the lobby or garage levels only.

Keys and Access Codes
Keys and access codes are provided to individual staff members on a need-to-enter basis as determined by the appropriate supervisor. Lost keys or compromised access codes must be reported immediately to the employee’s supervisor and to the Director of Facilities. Keys and access codes should never be loaned to other staff members or students. Any keys which have not been specifically issued to a particular individual will be confiscated. Duplication of keys or release of access codes to an unauthorized person without proper authorization is prohibited and is a misdemeanor.

Law School Property
No School property may be removed from the campus without express written permission from the department supervisor. Unauthorized removal of School property from the campus is a violation of the law and violators may be prosecuted.
**Incident Reporting**

The Police Department has the primary jurisdiction and responsibility to investigate crimes and provide police services on campus. It is important that all crimes occurring on campus be immediately reported to the Police Department to ensure that appropriate action can be taken. The school endorses a reporting policy that strongly encourages victims to report all incidents regardless of their nature. Crimes occurring on campus can be reported in person, or by calling the operator. Any member of the Thomas Jefferson staff or faculty is available to assist crime victims, including victims of sexual assault, in notifying law enforcement authorities. Crimes occurring off campus should be immediately reported to the law enforcement agency having proper jurisdiction.

Emergencies requiring police, fire or medical aid can be reported in person or by dialing 911. All calls to 911 that are made from a pay telephone are free. When dialing 911 from any other telephone on campus you must dial 9-911.

Incidents should then be reported to the Director of Facilities for proper posting and follow-up.

**Sex Offense**

Sexual assault is defined as any sexual conduct with another person that occurs without the consent of the victim or is offensive to the victim. Due to the nature of sexual assault, the preservation of any evidence in a timely manner is of utmost importance. The Police Department has the primary jurisdiction and responsibility to collect and preserve any evidence and should be notified immediately. The School offers counseling free of charge to victims of sexual assault through the personal counselors. Contact the Student Services Office for information regarding appointments. In addition, there are many services off campus that can also assist victims, including rape crisis hotlines, counseling and mental health services. Where appropriate, victims of sexual assault may want to change their academic or employment situation to enable them to feel more secure and less threatened.

Any member of the Law School Community – faculty, student or staff – may report an alleged sexual assault. All reports should be in writing and will be forwarded to the Dean if it involves a student. Upon receipt of a report of sexual assault, the Dean shall immediately notify the proper authorities and begin an on-campus investigation. During the investigation, the Dean will notify the suspect that an investigation has begun. Investigations and disciplinary measures relating to staff and faculty will be handled through the proper authorities. Investigations and disciplinary measures relating to students will be handled through the proper authorities and through procedures outlined in the Student Handbook.

If it is determined that there is evidence to substantiate the alleged sexual assault where the suspect is a member of the staff or faculty, a formal hearing will be held. The suspect shall be
notified in writing of the factual allegations giving rise to the complaint and shall be furnished with a list of witnesses and evidence. The suspect will have the right to be represented by retained counsel (although not the right to be supplied with an attorney at the expense of the law school). If the Dean determines that there is evidence to substantiate the alleged sexual assault where the suspect is a member of the student body, a formal hearing will be held. The suspect shall be notified in writing of the factual allegations giving rise to the complaint and shall be furnished with a list of witnesses and evidence. The suspect will have the right to be represented by retained counsel (although not the right to be supplied with an attorney at the expense of the law school). In all cases, both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

Disciplinary action may include, but not limited to, termination of employment or expulsion from the law school. California's Megan's Law requires that certain information about sex offenders be made available upon request to members of the public, so that the public is better prepared to protect themselves and their children. However, the City of San Diego has also developed a map that indicates the general whereabouts of residences of "high risk" or "serious" sex offenders. All members of the campus community can find information on-line concerning registered sex offenders who may be present on campus at http://www.meganslaw.ca.gov/ or by visiting the San Diego Police Department at 1401 Broadway or by calling (619) 531-2325.

**Substance Abuse Policy**

**Statement of Purpose**

Thomas Jefferson School of Law is committed to maintaining the best possible educational and work environment. In order for the School to maintain its high quality education, research and community service, it is essential that each member of the law school community be able to perform to the best of his or her ability. Alcohol and drug abuse in the academic community is detrimental to the maintenance of an effective academic program. Such abuse is also detrimental to the health and safety of our students, faculty, staff and visitors to our campus.

The School is committed to preventing any illegal activity from occurring on its premises. Additionally, the School is a recipient of federal funds and subject to the Drug-free Schools and Communities Act Amendments of 1989 (Public Law 101-26), which requires the school to certify to the Department of Education that it has adopted and implemented a program to prevent the abuse of alcohol and the illicit use of drugs by students and employees.

The abuse of alcohol and drugs is not consistent with the educational aims and goals of the School, and in addition, offers substantial health risks, leading at times to long-term physical and psychological damage, birth defects, and reduction of the ability to perform tasks requiring
coordination and concentration. Substance abuse may also lead to criminal sanctions including driver’s license revocation, fines, forfeiture of property, imprisonment and suspension from eligibility for federal benefits, including student loans. Law students may be denied admission to practice because of a history of drug or alcohol abuse, or conviction of a crime. For specific information, see Article 2, Offenses Involving Alcohol and Drugs in the California Vehicle Code, the California Uniform Controlled Substance Act, and the Controlled Substances Act and the Anti-Drug Abuse Amendments of 1988 in Title 21 of the United States Code.

**Policy**

It is the policy of the School to maintain a drug-free workplace and educational environment. The use of alcohol on campus is prohibited unless an exception has been granted for a school-sponsored event. The unlawful manufacture, distribution, dispensation, possession, sale, offer to sell, purchase and/or use of controlled substances on campus or at School sponsored functions is prohibited. In addition, the use of controlled substances or the abuse of alcohol off-campus is prohibited if such use and/or abuse adversely affect the user’s ability to perform safely and efficiently while on campus. No member of the law school community is permitted to be on campus while under the influence of alcohol or any controlled substance, nor abuse alcohol at any law school sponsored function. A law school sponsored function includes all student organization activities.

**Sanctions**

Infractions of this policy will be regarded as a basis for disciplinary action, up to and including exclusion from the School, whether the offender is a student or an employee. However, the School recognizes that alcoholism and other substance dependencies are highly complex illnesses, which under many circumstances can be successfully treated. If said infraction of the policy is the result of a substance dependency, the School may require the offender to seek treatment and rehabilitation as a condition of retention in the law school community. The School’s emphasis is on rehabilitation, if possible, as a preferable alternative to exclusion.

**Inspections**

The School retains the right to search and inspect all School owned property and premises, including common areas used by students, to detect the presence of drugs, controlled substances or alcohol. School owned property includes, but is not limited to machinery, equipment, furniture, lockers, buildings and vehicles. Additionally, if there is any reasonable cause or suspicion to believe that a member of the School community has illegal or prohibited substances in his/her possession, they may be asked to empty the contents of clothing, pockets, purses, desks, lockers or other containers. As a term and condition of continued enrollment, every student is expected and required to fully cooperate with any search being conducted to detect the presence of drugs or alcohol on School property. Refusal to allow such a search or to relinquish suspected material will be taken into account in making any disciplinary decision.
**Rehabilitation**

The School encourages persons who recognize that they have a substance or chemical dependency problem to seek appropriate professional help. While the School does not maintain a program for the treatment and rehabilitation of persons suffering from substance dependence, it can and may refer persons suffering from substance dependency to local programs for treatment and rehabilitation. Some programs are free and some charge for their services. Employees of the School may be able to obtain treatment under their medical insurance. The School will attempt to reasonably accommodate members of the School community who seek treatment and rehabilitation. In some instances, the School may require a person to seek treatment and rehabilitation as a condition of retention or re-admittance to the School community.