Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Compliance

Campus Safety & Security Report

Introduction

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, also known as the Campus Safety and Security Report, is 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. In September of every year, an email will be sent to all students, faculty and staff advising them that the report can be accessed on the TJSL website at http://www.tjsl.edu/student-consumer-information. Hard copies of the report are available through the Materials and Facilities Department. Prospective employees and students are afforded the same information at the time they obtain an application for employment or admission. Any person may have access to the report.

Crime Statistics

Campus crime, arrest and referral statistics include those reported to the security office, 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 university, or public property immediately adjacent to campus. All local police agencies, where TJSL 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 and is not required by law. Likewise, student organization recognition does not extend beyond the University, 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 Thomas Jefferson School of Law.

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 the security office. 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 University Police officers cooperate with individuals on a confidential basis. 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 the security office 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 your call be from Thomas Jefferson School of Law.

Safety at Thomas Jefferson

The campus is not immune to crime. Becoming aware of potential dangers and taking preventative measures will protect you and assist us in keeping Thomas Jefferson 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, Thomas Jefferson 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 Bulletin Boards 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 their cars at night.

**Campus Safeguards**

Campus security and personal safety are central issues at Thomas Jefferson. 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.

Together with the administration, these committees strive to make Thomas Jefferson 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.

It is anticipated that, as the population of Thomas Jefferson 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 stairwells 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 1155 Island Ave. 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 Thomas Jefferson requires that the campus be open numerous hours each day. Because the campus is large and open, individuals having no legitimate business at Thomas Jefferson find it easy to come on campus. Once on campus they are free to wander around looking for criminal opportunities. So, regardless of the time of day or night, no matter where you are on campus, be alert and aware of your surroundings and exercise good common sense and safety precautions as you would elsewhere.
There is always the possibility that visitors with criminal intent may be on campus. The auto thief is attracted to our parking lots, and the academic and administrative areas attract the would-be burglar.

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 Thomas Jefferson students, staff and faculty members should be issued identification cards which they may be asked to produce if there is a question about their authorization to be on campus or in a specific area.

It is the responsibility of those who use rooms, offices and other areas to lock access doors, turn off lights and close windows. The security officer will check most of the areas of the campus during off hours but the primary responsibility for security lies with the user.

**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 Thomas Jefferson keys or release of access codes to an unauthorized person without proper authorization is prohibited and is a misdemeanor.

**Law School Property**

No Thomas Jefferson property may be removed from the campus without express written permission from the department supervisor. Unauthorized removal of Thomas Jefferson 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.

Thomas Jefferson 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. Academic counseling and assistance in changing class sections, changing student status, etc. is available from the Assistant Dean for Administration.

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://arjismegan.sanet.gov or by visiting the San Diego Police Department on 1401 Broadway by calling (619) 531-2325.

**Substance Abuse Policy**

**Substance Abuse Education**

Students or employees with substance abuse problems create safety and health risks for themselves and others. Such abuses can also result in a wide range of serious emotional and behavioral problems. Therefore, Thomas Jefferson makes available information to every student and employee on a variety of alcohol and substance abuse awareness programs throughout the year. These programs have been designed to discourage the use of illicit substances and to educate students on the merits of legal and responsible alcohol consumption.
The Student Services Office provides referral assistance to students who are troubled by a substance abuse problem. Those suffering from substance dependency problems are encouraged to seek help. All information regarding the contact or any counseling is confidential and will be treated in accordance with school policies, state and federal laws. A student’s decision to seek assistance will not be used in connection with any academic determination or as a basis for disciplinary process.

Thomas Jefferson faculty and staff who have alcohol or substance abuse problems are encouraged to seek assistance from the campus counselors or others. Information on individual counseling, referral services and programs is available through the Human Resources Office. All contacts and/or referrals will be treated confidentially in accordance with school policy.

Statement of Purpose

Thomas Jefferson is committed to maintaining the best possible educational and work environment. In order for Thomas Jefferson 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.

There is conclusive evidence that the abuse of alcohol and drugs impairs the performance of members of the community and creates an unacceptable risk of error, injury and property damage. Further, Thomas Jefferson is committed to preventing any illegal activity from occurring on its premises. Thomas Jefferson is also, as a recipient of federal funds, 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 Anti-Drug Abuse Amendments of 1988 in Title 21 of the United States Code.
Policy

It is the Policy of Thomas Jefferson 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 Thomas Jefferson 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 affects 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 Thomas Jefferson sponsored function. A Thomas Jefferson sponsored function includes all student organization activities.

Sanctions

Infractions of this policy shall 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, Thomas Jefferson 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. Thomas Jefferson’s emphasis is on rehabilitation, if possible, as a preferable alternative to exclusion. Disciplinary action shall be taken in accordance with established procedures set forth in the Student Handbook, and the Human Resources Policy and Procedures Manual.

Treatment and Education

While Thomas Jefferson does not, and cannot, maintain a program for the treatment and rehabilitation of persons suffering from substance dependence, it can and will refer persons to suffering from substance dependency to local programs for treatment and rehabilitation. Some programs are free and some programs charge for their services. Employees of the school may be able to obtain treatment under their medical insurance. The school will attempt to grant leaves of absence for members of the law school community who seek treatment and rehabilitation. The school will also encourage, and make space available, for 12-Step Programs or other approved programs to meet on campus.

The school will also attempt to educate all members of the law school community in the problems of substance abuse, how to recognize it and what to do about it.
In order to determine the extent of the problem of substance abuse in the law school community, and in order to determine on an ongoing and long-term basis whether the substance abuse program is effective, the school will annually assess the use of mind-altering substances by the members of the community. All members of the Thomas Jefferson community are urged to respond voluntarily to the confidential and anonymous assessment instruments that will be periodically utilized for this purpose. The policy and program shall be reviewed at least biannually and shall be modified to implement such improvements as are determined to be necessary to enhance its effectiveness.