



University of California Hastings College of the Law

Student Guide to Public Safety Services

Also includes:

- Annual Security Report
- Annual Fire Safety Report



2012 –2013 Academic Year

Hastings College of The Law
Department of Public Safety
(415)565-4611

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DEPARTMENT OF PUBLIC SAFETY

The reference to “Department” throughout this booklet is to the Department of Public Safety. The Department is on duty 24 hours a day seven days a week. Its office is located inside the main lobby of the 200 McAllister building. You may contact Hastings Public Safety Department by telephone at **565-4611** (or at **4611** if you are using a phone from another Hastings office). Public comments and questions are always welcome.

EMERGENCY ASSISTANCE TELEPHONES

There are many **red** telephones located throughout the campus. These phones connect directly to the Department. There is no need to dial a number. All you do is pick up the receiver and speak to the officer.

If you need to contact another college office, use the tan colored phones located at several locations on campus.

CRIME PREVENTION

Hastings is in the heart of San Francisco, at the edge of the Tenderloin. This area is known to have a higher incidence of crime. However, on campus, serious crime (assaults, robbery, etc.) are rare. Petty crimes such as theft do occur.

In addition to the safety tips in this booklet (pages 4-5), the **Hastings Public Safety Department** frequently publishes crime alerts via email (Timely warnings). Officers often post crime tips and reminders on the school bulletin boards. Handouts on personal safety and crime prevention are also available from the Department. Finally, on-campus crime reports / crime logs are updated every 48 hours, and available at the Public Safety Console, 200 Building.

PERSONAL SAFETY

Here are some safety suggestions for walking in the neighborhood:

- ❑ **Walk with someone.** If you cannot find a partner, request an escort from the Department. SFPD provides walking escort services, and the Department provides van escorts from 5:00 p.m. (6:00 p.m. during daylight savings time) to 11:15 p.m. Details are provided in this booklet.
- ❑ **Find the light.** Stay in well-lit areas as much as possible.
- ❑ **Hug the curb.** Avoid doorways, bushes and alleys.
- ❑ **Make noise.** Carry a whistle. Use it if attacked.
- ❑ **Free your hands.** Carry books in a backpack.

- ❑ **Pay attention.** If you think you're being followed, walk into the nearest store or any public building.
- ❑ **Report an incident.** Contact the Department if any person or incident makes you uncomfortable.
- ❑ **Dress.** Wear unrestrictive clothes and comfortable shoes.

PROTECT YOUR PROPERTY

Unfortunately, theft does occur on campus. Frequently, students leave their purses, backpacks, and wallets unattended. The solution is simple: Keep your valuable personal property with you at all times. Most of these thefts occur within ten minutes after the owner has left the property unattended. Often, the theft occurs with the owner standing just a short distance away. We encourage the campus community to be responsible.

AUTO BURGLARY

Auto burglary is also a common city crime. Burglars are undeterred by locked doors and trunks. They'll break your window or pry open your trunk if they suspect there are valuables inside. The best way is to not leave anything valuable in your car. If you must leave something of value in the car, keep it in the glove compartment or lock it in the trunk before you arrive at Hastings. Finally, never leave anything that can be seen from the street. Burglars will smash windows just to steal an umbrella or a sweater from the back seat. If you are the victim of auto burglary in the area of Hastings please report it to Hastings Public Safety Department, and then to San Francisco Police Department for a report.

BOOK / LAPTOP THEFT

Law books and Laptop Computers are expensive and carry a high resale value. This makes them an attractive target for thieves. Despite their weight and bulk, do not leave them unattended. Register your laptop with Public Safety by completing a Laptop Registration form (page 24). This will help identify the registered owner if it is stolen and recovered. Textbooks can be returned if recovered and turned in to lost and found.

REPORTING CRIME

If you are a victim of, or a witness to a crime, immediately report the crime to the Public Safety Department if the crime occurred on campus. If the crime occurred off campus report it to the San Francisco Police Department and then to Hastings Public Safety Department. By doing so, you may very well prevent the next incident. An Officer will complete a report or help you to file a San Francisco Police Report when appropriate.

REPORTING SUSPICIOUS PERSONS AND ACTIVITIES

Immediately report suspicious activities or persons to the Department. You can make a report in-person or via the red telephones. Officers take these reports seriously, and will immediately investigate them. Keep in mind that some of the thieves coming onto the campus will blend in with the campus population. Crime studies show that success breeds success. Once successful, a thief will usually return to make additional attempts to steal. Generally, thieves linger around a potentially lucrative spot until they are caught, scared away, or cannot find other targets.

ESCORT SERVICE

The Department provides daily van escorts, and SFPD “walking” escorts to the Hastings Community. The van escort service runs from 5:00 p.m. until 11:30 p.m. 7 days a week, the SFPD “walking” escort is offered from 6:00 p.m. until 11:30p.m. this service is offered 4 days a week M-Thurs. When the library is open (during daylight savings time, escort van hours begin at 6:00 p.m., the SFPD escort begins at 7:00 p.m.) When the buildings are scheduled to close, the last van escort occurs 15 minutes after that time. The van leaves the 200 building every thirty minutes as needed (5:00 p.m., 5:30 p.m., etc.). There are no escort services on days the buildings are closed and during the College recess breaks.

Procedures for using the Escort Van

1. Come to the Public Safety desk in the 200 or 198 McAllister Street lobby and request an escort or phone 565-4611 (4611 when using college phones).
2. The van driver will take the passenger(s) to any point on the map provided on **page 22** of this pamphlet. **Please note that the escort van will not drive beyond these boundaries.** Within these boundaries are the following commonly requested destinations:
 - ✓ McAllister Tower
 - ✓ BART/MUNI underground
 - ✓ MUNI Bus transfer points
 - ✓ Parking lots, Garages
3. The van only takes passengers to bus stops, but cannot wait for the bus to arrive.
4. Complete details of the escort service are available at the 200 and 198 McAllister Street Public Safety desks.

SFPD PATROL SERVICES

To add to the safety of our community, the College has a formal agreement (contract) with the San Francisco Police Department to provide a police officer to patrol the streets around the College buildings in the evenings. The police officers also provide “walking” escorts from each campus building to another, the Civic Center Bart/Muni underground station, Muni bus stops in the surrounding area, and to and from nearby parking lots. To request this service, you can contact any Hastings Public Safety Officer in person, or dial 565-4611, or contact the security officer on duty at the 100 McAllister Tower. This occurs 4 days a week to coincide with the evening building hours.

EMERGENCIES

EMERGENCY RESPONSE

The college will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

UC Hastings’ administration will, without delay take into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

College Administration, Facilities Staff and the Department of Public Safety will evaluate and confirm emergency situations, make determinations of notifications, and initiate the notification system.

Authorized persons that can carry out this process:

- Public Safety personnel
- Facility Manager
- College Administration

NOTIFICATION SYSTEM

***ALERT U - SMS Emergency Notification System**

The college subscribes to AlertU. AlertU is an emergency short messaging service or SMS (text) messaging technology developed for college and university communities and enterprises. Campus account managers send text messages to subscribers mobile devices communicating critical campus updates to students, staff and faculty in real-time. Friends and family members are also able to subscribe to receive updates. UC Hastings limits the communications to catastrophic or emergency situations.

Email Notification

Emails containing information pertaining to emergencies, and timely warnings (Safety Alerts) will be issued to the college community in response to emergency situations.

Public Address System

The public address (PA) system is also used to communicate emergencies to occupants of campus buildings at the time of an emergency. Each building is equipped with a public address system that is capable of making announcements that can be heard from every floor through the emergency life safety system.

TIMELY WARNINGS

Campus Safety will prepare a Campus Crime Alert whenever a report is received of a violent crime against a person or a substantial crime against property on campus that represents a serious or on-going threat to the safety of students, faculty, and staff. Alerts are assigned the same number as the corresponding Campus Public Safety report and provide details of the crime, a description of the suspect (if known), information on whom to contact with information, and safety tips.

Campus Crime Alerts will be emailed as quickly as possible to faculty, staff, and students, distributed throughout the campus, and posted on the Campus Public Safety website.

GENERAL PROCEDURES IN THE EVENT OF AN ON-CAMPUS EMERGENCY

Various emergencies may require the evacuation of a campus building. If the building is to be evacuated, go to the **designated assembly area** shown on **page 23** of this booklet and await further instructions from Hastings Public Safety Officers.

- **Fire:** Always assume that there is a fire when the building fire alarms sound. Walk to the fire exit nearest you and leave the building. Students with disabilities should wait for assistance near a fire exit. Once outside, go to the designated assembly area and await further instructions. **Do not use an elevator.**
- **Earthquake:** If you are inside a building during an earthquake, do not run outside. Rather, move away from windows, shelves, cabinets, outside doors, and anything hanging from the ceiling, like plants or light fixtures. Stand next to an inside wall, within a doorframe, or get under a sturdy piece of furniture. After the tremors have stopped, it may be better to stay inside for a while. If evacuation is necessary, leave the building via the most direct route. **Do not use an elevator.** Go straight to the designated assembly area and await further instructions.
- **Power Outage:** If there is a power outage, stay where you are. Designated officials will instruct you if evacuation is necessary.

- **Bomb Threat:** If evacuation is necessitated by a bomb threat, a designated official will notify you. When you evacuate, use the exit nearest you and go directly to the designated assembly area for further instructions. **Do not use a cellular telephone or wireless laptop until you are clear of the building or until informed everything is ok.**

Make sure you take all of your belongings. Bombs are often disguised as common items. You will be assisting the search by taking these items with you. Searchers may view any such item left behind as suspicious; they may open it, search it, or dispose of it.

MISSING STUDENT NOTIFICATION

This procedure, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to the Public Safety Department which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing. Additionally students living in the on-campus housing facility have the option to register a confidential contact person to be notified in the case that the student is determined to be missing, and only authorized campus officials and law enforcement officers in furtherance of a missing person investigation, may have access to this information. If a missing student is under 18 years of age, The Department of Public Safety is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by the Department that the student is missing. The Department will also notify the San Francisco Police Department not later than 24 hours after it determines that the student is missing.

Notification:

Any report of a missing student, from whatever source, should immediately be directed to the Public Safety Department, Campus Residential Property Manager (if applicable), or Academic Deans Office.

- When a student is reported missing the Department of Public Safety shall:
 - initiate an investigation to determine the validity of the missing person report.
 - contact the Academic Dean of Students.
 - make a determination as to the status of the missing student.
 - notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
 - if the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing .
 - notify San Francisco Police Department within 24 hours after determining that the student is missing.

**The Department may implement these procedures in less than 24 hours if circumstances warrant a faster implementation.*

Student Contact Information

Students shall be given the opportunity to designate emergency contact information with the Manager of the Student Housing, and or Student Health Services.

Student notification of this policy:

- Included on the UC Hastings Public Safety webpage (under Public Safety Services/Annual Security Report/Annual Fire Safety Report)
- Discussed during beginning semester New Student Orientation
- Sent to students by university e-mail.

FIRST AID

All Public Safety Officers are trained and certified in First Aid, C.P.R., and AED If you or someone else needs treatment of any kind, notify the Public Safety Department or any individual Officer. The Department maintains several first aid kits on campus, and AED's are located in all campus buildings.

STUDENT LOCKERS

Each Hastings student is assigned a specific locker by Student Services. It is important that you use that locker. The Public Safety Department is the proper department to call upon when you are locked out of your locker.

A Public Safety Officer will verify that the locker you are asking to be opened is the locker assigned to you by Student Services. If the locker is assigned to you, which will be verified with your student ID card, the Officer will assist you to open it.

If you have purchased a master combination lock from the Hastings Bookstore it will be opened quickly using a master key or combination with no damage to the lock (***Put your lock combination inside your locker. After it is opened by an Officer you will be able to reuse the lock.***) All other locks will be opened with bolt cutters and the locks will have to be replaced by the student.

BUILDING AND LIBRARY HOURS

	<u>198 McAllister</u>	<u>200 McAllister / Law Library</u>
Monday thru Friday	6:45 am - 10:00 p.m.	8:00 a.m. - 11:00 p.m.
Saturdays	9:00 am - 10:00 p.m.	9:00 a.m. - 10:00 p.m.
Sundays	9:00 am - 10:00 p.m.	9:00 a.m. - 11:00 p.m.

The building and library hours may change during the summer and during holiday periods. When this occurs, the special building and library hours are posted on bulletin boards around campus, at the library circulation desk, and at the Public Safety Desk in the lobby of 198/200 McAllister Street.

Please observe all building hours. When the buildings close for the night, Officers of Public Safety are required to walk through the entirety of both campus buildings, locking doors, turning off lights, and making sure that no one is locked inside.

LOST AND FOUND

The Public Safety Department maintains a **Lost and Found** service. Should any of your possessions turn up missing while at the Hastings Campus, stop by the Public Safety Desk in the lobby of 198 McAllister Street to check the lost and found recovered property log. If you find any personal property unattended on campus, at the parking garage, or at the residential Tower, please turn it in to **Lost and Found** as soon as possible. You can greatly improve your chances of having property returned to you if your books, notebooks, backpacks and other items have your name on them. When we receive property in **Lost and Found**, as soon as we can identify the owner, we will immediately notify the owner and return the property.

STUDENT IDENTIFICATION CARDS

Always carry your student identification card. In addition to using it to check out books at the library, the card serves as an access card for use in areas such as the Computer Lab in the Law Library, the bike cage in front of 200, and at card readers throughout the campus. It allows you to enter campus buildings by displaying it to Public Safety Officers who are required to check photo ID's when persons are entering the building. You will also need it in the evening and on weekends when access is restricted.

Cards must be presented in any of the campus buildings upon request by College officials.

REPLACEMENT AND REVALIDATION

Because your card is your key to campus buildings, immediately report a lost or stolen card to the Public Safety Department. When you make your report, your old card will be deactivated in the computer system and a new card will be issued to you. There is a charge of \$10.00 for this service. **Each semester, you must revalidate your card with the Fiscal Services Office in the 198 McAllister Building.**

BICYCLE PARKING INFORMATION

If you ride your bicycle to campus, you must comply with the following regulations:

- First get a permit from the Department. **Permits are required to park at the bicycle racks on the Hastings campus.** Park only at the College bicycle racks, the College bicycle racks are located in the following locations: the front of 198 McAllister Street, the 200 bicycle rack enclosure, and at the Hastings Garage on the south side of the building.
- Do not park or store bicycles inside campus buildings, or in patio areas, driveways, garages, or doorways. Bicycles are not permitted into campus

buildings and if found inside buildings or in other unauthorized areas they will be impounded.

- A Public Safety Officer will remove any bicycle at the owners expense that is kept at a campus bicycle rack continuously for more than 48 hours.
- Locking bicycles, motor scooters, or motorcycles to any safety rail or handrail is prohibited and will be removed promptly.
- Properly secure your bicycle to the rack. If officers find an improperly secured bicycle, they may impound it to prevent theft.
- You may claim an impounded bicycle at the Public Safety Department in the main lobby of 200 or 198 McAllister Street.

MOTORCYCLES AND MOTOR SCOOTERS

Motor Scooters or Motorcycles are prohibited from campus. Park Motor Scooters or Motorcycles only in designated motorcycle parking spaces in the streets surrounding Hastings.

BICYCLE PARKING PERMITS

A permit to park your bicycle in the College bicycle racks is free. You can obtain one any day between 7:30 a.m. and 5:00 p.m. from the Department in the lobby of 198 McAllister. The permit is part of the College bicycle registration program. Bicycle theft is common and the registration program has proved to be an effective theft prevention measure. The College's name is on the permit. Thus, if your bicycle is stolen and later recovered, law enforcement officials can contact the Department for identification of the owner. Even if you prefer to lock your bicycle to parking meters or street signs, register your bicycle anyway. Officers will keep an eye on all bicycles near the campus, not just those parked at the racks.

ANNUAL FIRE SAFETY REPORT

In August 2008, the Higher Education Opportunity Act (Public Law 110-315) became law. This act requires all U.S. academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics pertaining to on-campus residential buildings. Pursuant to this act, the following document is a report detailing the fire safety practices, standards, and statistics applicable to the UC Hastings College of the Law Campus.

Housing Facility

The 100 McAllister Street building (Tower) has a full fire sprinkler system (wet standpipe) and automatic fire alarm system that reports to a continuously staffed offsite 24/7 dispatch center,

and locally to the building Fire Control Center (FCC). There are approximately 250 apartment units that contain smoke detectors inside the unit(s).

Fire/Evacuation Drills

All UC Hastings campus buildings are scheduled to have a fire/evacuation drill per semester. For the 2011-2012 academic year, UC Hastings conducted a fire/evacuation drill on 9/30/2011.

Residence Hall Fire and Safety Regulations

The following is a list of room regulations and prohibited items that every resident must follow.

- Flammables: No ammunition, fireworks, gasoline, illegal weapons, illegal drugs, or any substance or chemicals that are flammable, give off any offensive odors, or are toxic, corrosive or explosive in nature.
- Hot Plates or any appliance with an open heating element is not allowed.
- No Smoking: The (Tower) is a state building and, as such, no smoking is allowed anywhere on its premises.
- All candles (whether decorative or functional/wick or no wick) are not allowed at the Tower.

Fire Safety Education

UC Hastings distributes an emergency procedures “Flip Chart” that outlines multiple emergencies and response protocols which includes fire response instructions.

UC Hastings will offers periodic fire extinguisher training to authorized personnel (floor wardens) and staff members.

Reporting Procedure

If a fire has occurred, please report the information to Housing Facility security, UC Hasting Department of Public Safety, Housing Facility Manager, and Chief Engineer of the Housing Facility.

**FIRE STATISTICS FOR UC HASTINGS ON-CAMPUS STUDENT HOUSING FACILITY
(100 McAllister Street San Francisco, CA)**

2009		2010		2011	
Fires	Housing Facility (Apartments)	Fires	Housing Facility (Apartments)	Fires	Housing Facility (Apartments)
Number	2	Number	1	Number	0
Causes	(1)Electrical Malfunction, (2)Burning Debris in Trash Chute	Causes	(1) Lit Cigarette, caused paper/debris to burn	Causes	N/A
Injuries	0	Injuries	0	Injuries	0
Fatalities	0	Fatalities	0	Fatalities	0
Combined Damages	\$33,255.08	Combined Damages	\$0.00	Combined Damages	\$0.00

(2009)The electrical malfunction fire was caused by overloaded outlets, and was extinguished by San Francisco Firefighters. The burning debris fire was caused by disposing of burning trash that caused the sprinkler system in the trash chute to activate and causing damage to building equipment..

(2010) The burning paper/debris fire was caused by a lit cigarette that was discarded amongst papers on the exterior of the building in a doorway. The fire was minor and extinguished by an engineer staff member.

SOURCES FOR CRIME STATISTICS

This report contains crime statistics compiled for the 2011 calendar year, plus the previous two calendar years. The 2009 statistics reflect public area (Clery crimes) which were incidents reported within 600 feet of 200 McAllister Street (Main Campus Building) and in designated areas that are considered to be contiguous to the campus. The information was compiled from reports received by the UC Hastings Public Safety Department, Campus Security Authorities, The Academic Deans Office, and other key campus areas.

(CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990) JEANNE CLERY ACT OF 1998

The UC Hastings campus includes the classroom and administration buildings at 198 and 200 McAllister, the campus residential hall at 100 McAllister, and the parking garage used by students, employees, faculty and the general public at 376 Larkin Street.

About Statistical Counting: Every effort is made to avoid duplication of incidents reported by multiple agencies. However, an incident may be unintentionally counted more than once.

CRIME STATISTICS FOR UC HASTINGS AND AREAS CONTIGUOUS TO UC HASTINGS

CRIME	2009			2010			2011		
	Campus	Public	Housing	Campus	Public	Housing	Campus	Public	Housing
Homicide (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 Offense	0	0	0	1	1	0	0	3	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Robbery	4	17	0	5	21	0	9	15	0
Aggravated Assault	0	9	0	5	5	0	1	10	0
Burglary	4	0	0	1	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny	18	66	0	16	41	1	19	34	2
Motor Vehicle Theft									
Autos	0	3	0	0	3	0	0	3	0
Trucks, Buses	0	0	0	0	2	0	0	0	0
Other Vehicles	1	0	0	0	0	0	0	0	0
<i>Total Motor Vehicle Theft</i>	1	3	0	0	5	0	0	3	0
Hate Crimes:									
Disability	0	0	0	0	0	0	0	0	0
Ethnicity/Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0

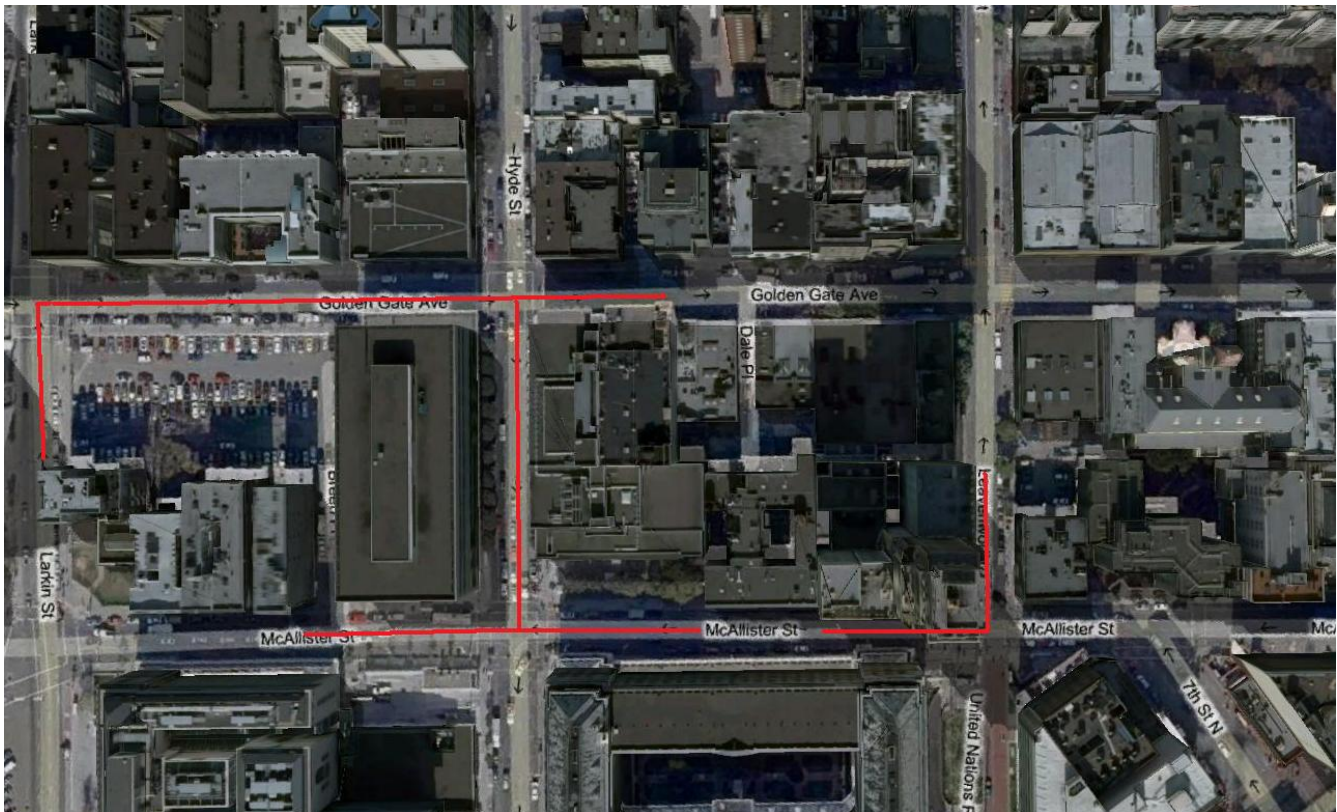
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism (Damage to Property)	0	0	0	0	0	0	0	0	0

Arrests & Referrals for Disciplinary Action

	2009			2010			2011		
	Campus	Public	Housing	Campus	Public	Housing	Campus	Public	Housing
Alcohol Offenses	0	0	0	0	0	0	0	0	0
Drug/Narcotics	6	112	0	0	68	0	0	87	0
Weapons Possession	0	7	0	0	3	0	0	3	0

The crime statistics for a larger contiguous area is also reported monthly by the San Francisco Police Department as Plot area J-555, available online at www.sfgov.org. In order to access the statistics, click on *City Agencies*, then *Police Department*, then *Crime Statistics*, then to *See Statistics By Plot*, Click *Here*, then, under the year of interest, click on the month listed for year-to-date totals. On the map, click *Tenderloin* then on 555, scroll down to *Dist-Plot J-555*.

2011 Crime Statistical Reporting Area / Data Map



Crime Alert Reporting Area

The Clery Act has refined its definition of contiguous public areas, and now requires that campuses report only crimes that occur on public sidewalks adjacent to university property, and on the street and the sidewalk across the street from campus buildings. As of 2007, the statistics we report as Public are in accordance with this Clery Act definition.

The Public Safety Department at University of California, Hastings, ensures that the campus community is aware of this crime activity. The outlined reporting area includes street addresses: 0-54 Leavenworth Street, 100-254 McAllister Street, 50-100 Hyde Street, 280-400 Golden Gate Avenue, and 376-400 Larkin Street. Intersections of: McAllister and Leavenworth Streets, Hyde and McAllister Streets, Larkin and Golden Gate Avenue, and Hyde and Golden Gate Avenue.

Reporting Areas

These offenses must be reported according to their occurrence in the following locations, or geographic categories:

■ Campus property:

(i) 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, including residence halls; and (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

■ Housing: Residence halls or other University-owned residences. These statistics are a subset of Campus property statistics.

■ Public property: All public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

■ Non campus property:

(i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) 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 area.

POLICIES CONCERNING CAMPUS LAW ENFORCEMENT

The officers do not carry firearms and are restricted to campus property, or public areas immediately surrounding the campus. The officers have the authority of Peace Officers under 830.4(d) of the California Penal Code. Also, the Department works closely with the San Francisco Police Department and other law enforcement agencies to prevent crime and apprehend and convict criminals in the contiguous area.

ACCESS TO CAMPUS FACILITIES

Campus access hours are shown on page 8 of this booklet. Mary Kay Kane Hall (200 McAllister) is staffed by a Public Safety Officer at all times. The McAllister Tower residence hall (100 McAllister) is also staffed with a security guard at all times. Access to the Tower is by card or through security authorization.

SUBSTANCE ABUSE IN THE COLLEGE COMMUNITY

This Notice is issued pursuant to Subpart B, Section 86.100 of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

COLLEGE POLICY ON SUBSTANCE ABUSE IN THE WORKPLACE

The College Policy on Substance Abuse in the Workplace and Section 52 of the Policies and Regulations Applying to College Activities, Organizations, and Students prescribe standards of conduct expected of faculty, staff and students to maintain a drug-free campus, and contains provisions to ensure that the College is in compliance with applicable law.

LEGAL SANCTIONS

Federal and state statutes govern the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. These statutes impose penalties for both felony and misdemeanor convictions related to violations of applicable laws. Additional information regarding these statutes is available from the Office of Personnel Services. The drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C.812), and are further defined by regulations 21 CFR 1308.11 through 1308.15. Copies of the Act and regulations are available from the Office of Personnel Services and the reserve desk in the Library.

HIGHLIGHTS FROM FEDERAL AND STATE LAWS

- The manufacture, sale, or distribution of all scheduled drugs is a felony, which can result in serving time in prison. Civil fines of up to \$10,000 per violation and a jail sentence can punish simple possession of controlled substances.
- Health care providers are barred from receiving payment from federal insurance programs upon conviction of a criminal offense involving distribution or dispensation of a controlled substance.
- Distribution or possession with the intent to distribute a controlled substance on College property requires a sentence of up to twice the prescribed sentence for the original offense, and twice the prescribed parole time.
- The cultivation, possession for sale, or sale of marijuana is a felony. The possession of just one ounce is a crime.
- It is a misdemeanor to sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under 21 or any obviously intoxicated person, and no one under 21 may purchase alcoholic beverages.
- It is unlawful for any person under 21 to possess alcoholic beverages on any street or highway or in any place open to public view.

HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

Substance abuse may result in a wide spectrum of extremely serious health and behavioral problems. Substance abuse results in short and long-term effects upon the body and mind.

There are specific health risks related to alcohol and drug use and general health risks related to impairment and addiction. Alcohol and drugs are toxic to the body's systems. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection associated with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death--which, in the case of some drugs such as cocaine, can occur after first-time use. Long-lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

SAFETY AND PERFORMANCE

Individuals with substance abuse and dependency problems create excessive safety risks for themselves, their colleagues, and others. A person who is mentally or physically impaired because of drug or alcohol use may behave in careless and unsafe ways. In addition, substance abuse may noticeably affect an individual's academic or job performance. Such individuals tend to have unusually high accident rates, and are usually absent or tardy more frequently than others.

WHERE TO GET HELP

A variety of student education programs and Employee Assistance Program services designed to help prevent substance abuse by College students and employees, as well as assistance and referral services for those who have substance abuse problems or concerns are available. Psychological services for students are available at our Student Health Services. Information disclosed by an employee or student through an Employee Assistance Program or psychological counseling service will be considered confidential, in accordance with federal and state laws and College policies.

The Employee Assistance Program consultation, and referral services assist employees and students in dealing with a wide range of personal and medical problems that negatively affect their lives. Among these services are training and orientation for employees, supervisors, and students on substance abuse issues, individual case evaluation, initial counseling, assistance in developing individual treatment providers, treatment follow-up, and assistance in dealing with healthcare providers.

Employees and students are encouraged to seek assistance for substance abuse and dependency problems voluntarily. To learn what services are available, contact Personnel, Student Health Services or the Director of Student Services. A list of Counseling Resources is included at the end of this guide.

DISCIPLINARY SANCTIONS

Employees found in violation of the College Policy on Substance Abuse in the Workplace may be subject to corrective or disciplinary action, up to and including dismissal, as provided under applicable College policies. Students found in violation may be disciplined as set forth in the College Policies and Regulations Applying to Campus Activities, Organizations and Students, Section 50. In lieu of corrective or disciplinary sanctions, and at the discretion of the College, employees and students found to be in violation of College policies may be required to participate in Employee Assistance or Support Programs or other counseling programs.

SEXUAL ASSAULT AND DOMESTIC VIOLENCE

Hastings recognizes that sexual assault is a serious issue. Any Hastings student or employee who commits sexual assault on campus will be subject to disciplinary action, up to and including expulsion, suspension or termination in accordance with Sections 52, 53 and 54 of the Policies and Regulations Applying to College Activities, Organizations and Students, or Sections 212 (Corrective Action) and 213 (Dismissal) of the Staff Personnel Policies and Procedures, and to any actions external authorities may undertake.

Hastings provides educational programs, materials and services to increase awareness and preventions of sexual assault, including rape, acquaintance rape and forcible and non-forcible sexual offenses.

All incidents of sexual assault may be reported to the Public Safety Department, the Director of Student Services, Associate Academic Dean, Student Health Services, and/or Local Police Department.

Reported sexual assaults will be investigated and appropriate action will be taken. If a report is made with the Department, an officer will be assigned to do a preliminary investigation. If the victim wants to pursue criminal charges, the officer will assist in reporting the incident to SFPD, who will assume responsibility for any criminal investigation. Victims should preserve any evidence that may be useful during criminal prosecution.

Victims of sexual assault are encouraged to follow up with confidential counseling at the Student Health Center, or at other public and private services within the Bay Area. Referral services are included at the end of this guide. Upon request by the victim of a sexual offense, and if reasonably available, Hastings will adjust a victim's on-campus living arrangement, class schedule or both.

Definition of "Sex Offense"

For purposes of this policy and compliance with the Campus Security Act of 1990, as amended, the term "sex offense" are offenses that include forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, statutory rape, adultery, lewd and lascivious behavior, enticement of a child, indecent solicitation of a child, prostitution, promoting prostitution, patronizing a prostitute, sexual exploitation of a child, sexual battery and promoting sexual performance by a minor.

Definition of “Sexual Assault”

For purposes of this policy and compliance with the Clery Act, as amended, the term “sexual assault” (California PC section 289) means one of the following “sex offenses:” Sexual assault includes unwanted oral, anal or vaginal intercourse, penetration of the vagina or anus with a foreign object, or unwanted touching on an intimate area of a person’s body. Sexual assault can also include unwanted kissing or bodily contact of a sexual nature. Both men and women can be victims of sexual assault.

According to the California penal code, sexual assault occurs when sexual contact is non-consensual. Consent for sexual contact means that an individual is a willing participant in the act. An individual is unable to give consent if incapacitated by the influence of drugs or alcohol or they suffer from a mental or physical disorder that makes them incapable of offering consent. Similarly, if an individual is acting under threats, duress or force, the act is considered non-consensual. Consent to sexual contact is not implied because of prior consent, and a relationship between partners, such a marriage or formal dating relationship, does not imply or create consent for sexual contact.

SEX OFFENDER REGISTRATION INFORMATION

The federal Campus Sex Crimes Prevention Act requires institutions of higher learning to issue a statement in their annual security report detailing where members of their campus community can obtain information concerning registered sex offenders. It also requires sex offenders who are required to register under state law, to also provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides. In addition, California law requires sex offenders who reside on campus, and all campus affiliated sex offenders, to register with campus law enforcement.

Members of the public may access sexual offender information at the Megan’s Law web site maintained by the Department of Justice: www.meganslaw.ca.gov.

SUBSTANCE ABUSE COUNSELING AND RECOVERY RESOURCES

Ca State Bar Association

Lawyers Personal Assistance Program
1-800-341-0572 (for law students, too)

The Other Bar

6331 Fairmont Avenue, Suite 378
El Cerrito, CA 94530
1-800-222-0767

Alcoholics Anonymous (a 12-step program)

1821 Sacramento Street
San Francisco, CA 94102
415-674-1821

Adult Children of Alcoholics/ACA

(a separate 12-step program)
310-534-1815 www.adultchildren.org

AL-Anon (a 12-step recovery program for
Spouses/significant others/children
Within San Francisco 415-834-9940
Outside San Francisco 1-800-344-2666

National Council on Alcoholism and Other Drug Addictions

944 Market Street, Third Floor
San Francisco, CA 94102
415-296-9900

SAN FRANCISCO AIDS FOUNDATION

955 Market Street
San Francisco, CA 94103
415-803-2437 AIDS Hot Line
415-487-3000 Main Reception

415-487-8000 Crisis Services
P.O. Box 42618
San Francisco, CA 94142-6182

AMERICAN CANCER SOCIETY
235 Montgomery Street, Suite 200
San Francisco, CA 94104

415-394-7100 and 1-800-227-2345

HASTINGS HEALTH SERVICES
(Counseling and Psychiatric Services)
Room 204, 200 McAllister Street
415-565-4612

SEXUAL ASSAULT/DOMESTIC VIOLENCE RESOURCES

EMERGENCY AND SAFE HOUSING

Asian Women's Shelter Crisis 751-0880
Business 751-7110
Emergency Shelter 831-3535
Rafael House 474-4000
A Safe Place (Oakland) 510-536-7233
Marin Abused Women's
Services 924-6616

EMERGENCY ASSISTANCE

Police and Ambulance 911
SFPD Sex Crimes Detail 415-553-1361
SFPD Domestic Violence Response Unit
415-553-9225
SF General Hospital WALK IN
(1001 Potrero Avenue at 22nd street)

24-HOUR HOTLINES

Suicide Prevention 781-0500
Rape Treatment Center 437-3000
SF Sexual Assault Services 647-7273

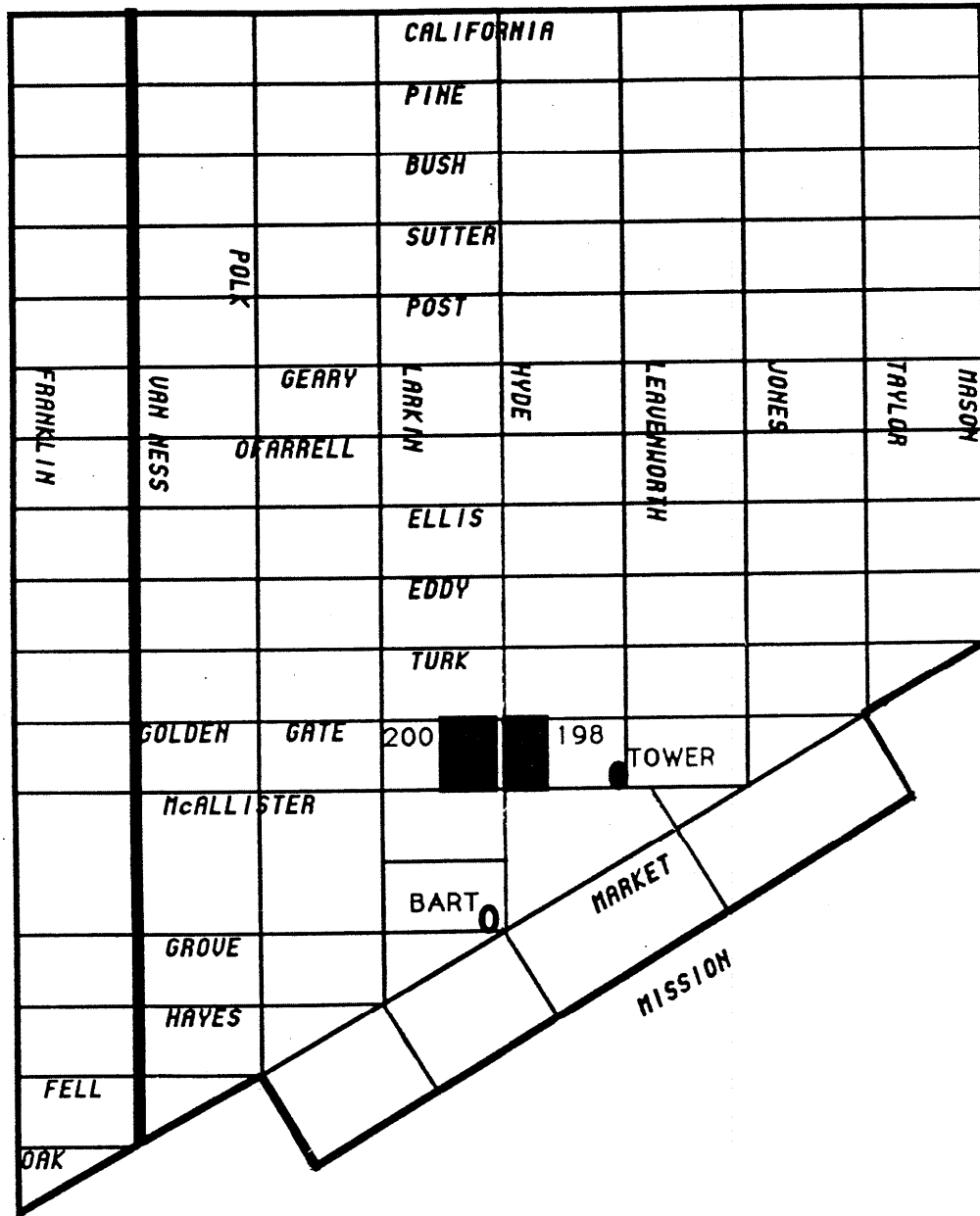
COUNSELING SERVICES

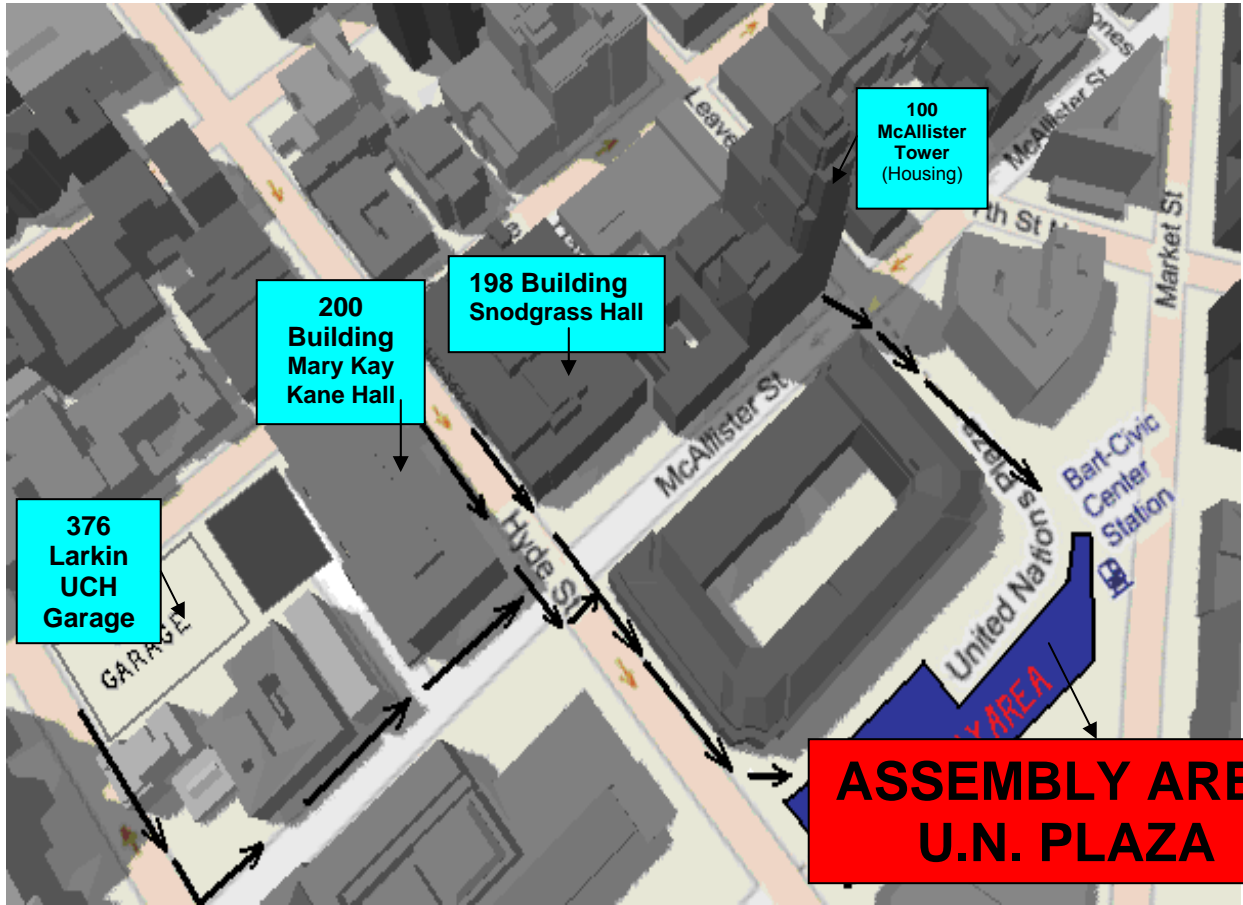
Woman Inc. 864-4722
SF Women Against Rape 647-7273
Iris Center 864-2364

OFFENDERS

MAWS Men Program (Marin) 924-1070

CAMPUS ESCORT SERVICE AREA





EMERGENCY ASSEMBLY AREA



UC Hastings Public Safety Laptop Computer Registration Form

STUDENT NAME _____
LAST FIRST M.I.

STUDENT ID # _____

YEAR OF GRADUATION _____

CONTACT INFORMATION :

PHONE # (____) _____

EMAIL ADDRESS: _____

LAPTOP MANUFACTURER _____

MODEL _____

SERIAL NUMBER _____