

Annual Campus Safety & Security Report

2011

*Wherein Certain Policies and Procedures of
Southern California Seminary Relating to Campus Safety are
Explained and Certain Fire Safety and Campus Security
Statistics for Calendar Year 2010 are Disclosed.*



SOUTHERN CALIFORNIA
Seminary

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Policy on the Annual Disclosure of Safety and Security Statistics

It is the policy of Southern California Seminary that by October 1 of each year the Campus Security Officer (CSO) will prepare, publish, and distribute the annual *Campus Safety and Security Report* with other required information in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act)* and the *Higher Education Opportunity Act (HOEA)*.

To Report a Crime or Perceived Danger

All members of the campus community are strongly encouraged to immediately report criminal activity or suspicious person(s). Contact:

- El Cajon Police Department.....9-1-1 (emergencies only) or
- Campus Security672-0661 (non-emergencies).

Prompt reporting will assure timely Crime Alert Bulletins on-campus and timely disclosure of crime statistics. Report any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around dormitories. You may also report a crime to the following Designated Campus Authorities.

- Registrar201-8951
- Student Accounts Officer.....201-8957
- Admissions Officer.....201-8959
- Dean of Undergraduate Biblical Studies.....201-8978
- Dean of Graduate Biblical Studies.....201-8981

Voluntary Confidential Reporting

If you are the victim of a crime and do not wish to pursue action through Southern California Seminary or the criminal justice system, you may file a confidential report with a Designated Campus Official. With your permission, the DSO will report the details of the incident without revealing your identity. The purpose of filing a confidential report is to keep the matter confidential while taking steps to ensure the future safety of the campus community. The information helps the Seminary maintain accurate records of the number of incidents involving students on campus, determine where there is a pattern of crime with regard to location, method, or assailant, and alert the campus community of potential danger. Statistics derived from confidential reports are included in the Campus Safety and Security Report.

Campus Pastor

The Campus Pastor, when acting as such, is not considered to be a Designated Campus Official for purposes of crime reporting and is not required to report crimes for inclusion in the annual Campus Safety and Security Report. However, the Campus Pastor is encouraged to inform counselees of the procedure to voluntarily and anonymously report a crime for inclusion in the Campus Safety and Security Report.

Security Awareness and Crime Prevention Programs

The Student Handbook has information regarding campus safety issues. It covers campus security procedures and ways to prevent theft, vandalism, sexual assault, drug abuse, and to promote general personal safety and dormitory security. It also directs students to local resources they may want to contact. Information may also be provided to students via occasional crime prevention awareness packets, flyers, displays, and electronic signage. Personal responsibility for individual and community safety is a recurring theme in security awareness and crime prevention training.

Campus Law Enforcement

Campus Security personnel and Seminary employees have authority to ask persons for identification and to determine whether individuals have lawful business at Southern California Seminary. Security personnel have authority to issue parking tickets and initiate vehicle towing, the costs of which are billed to financial accounts of students, faculty, and staff. Security personnel and Seminary employees are not

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authorized to arrest anyone on behalf of SCS. Criminal incidents are referred to local law enforcement agencies.

Campus Security is headed full-time by an employee of Shadow Mountain Community Church who maintains a professional working relationship with local law and safety authorities.

Security and Access

The campus is patrolled continually by Campus Security. During business hours, the Seminary is open to students, parents, employees, contractors, guests, and invitees. During non business hours access to Seminary buildings is by key, if issued, or by admittance via Campus Security. Emergencies may require changes to normal access schedules.

Access to dormitories is available during normal business and classroom hours, but restricted otherwise. Individual dormitory rooms are secured by the occupant. Some facilities, such as the Library, may have hours that vary at different times of the year according to schedules set by the Seminary Librarian.

The Seminary works in cooperation with Shadow Mountain Community Church to continually survey the campus for potential safety and security issues such as landscaping, locks, alarms, lighting, and communications, and to resolve them. Pressing issues are dealt with immediately, while routine issues are raised at the monthly Safety Committee Meeting.

Criminal Activity Off-Campus

The Clery Act requires the Seminary to disclose whether it uses local police to monitor off-campus student organizations, such as fraternities and sororities, for criminal activity. For the record, Southern California Seminary does not sponsor any such organizations and, therefore, does not monitor off-campus criminal activity.

SoCalSem Crime Alert (Timely Warning)

When a situation arises, either on or off campus, that in the judgment of the Campus Security Officer constitutes an ongoing or continuing threat to the campus community, the CSO will issue a timely warning to the campus community, known as a SoCalSem Crime Alert.

SoCalSem Crime Alert Content

The following items are included in the SoCalSem Crime Alert, subject to availability and reasonable accuracy of information.

1. Description of the incident (type of crime, time and date, location, etc.)
2. Physical description and name of the offender
3. Drawing or photograph of the offender
4. Any connection to previously reported incidents
5. Description of victim and injuries (if relevant)
6. Date and time the bulletin was issued
7. Contact information
8. Any other information that would promote campus safety as it relates to the incident

SoCalSem Crime Alert Distribution

The Campus Security Officer has discretion to distribute crime alert bulletins by such means as he or she deems appropriate to the circumstances prompting the bulletin. Typically, at a minimum the bulletin will be issued to students, faculty, and staff via email. Other means of distribution include electronic signage, the SCS web site, mailbox flyers, and postings at prominent locations on campus including the entrances to classrooms and dormitories.

Annual Disclosure of Crime and Fire Safety Statistics

The Campus Security Officer completes the Campus Safety and Security Survey annually as directed by the Department of Education. A link to the results of this report can be found on the SCS website. Please visit <http://socalsem.edu/CampusSafety.aspx> and click on the Safety Report link.

Campus crime, arrest, and referral statistics include those reported to designated campus security and local law enforcement agencies. The Campus Security Officer notifies prospective students, current students, faculty, and staff of the link by which the Crime Report can be accessed. Prospective employees are either directed to the web site link or given a copy of the safety and security report during the pre-hire process. Copies of the Campus Safety and Security Report may be requested by phone at 619-201-8960.

Notice of Availability of Annual Safety and Security Report

The following text, appropriately updated, will be sent via email to all SCS employees and students when the Campus Safety and Security Report is published at the SCS Web site.

The Southern California Seminary *Annual Campus Safety & Security Report 2011* is now available. This report includes institutional policies and statistics concerning campus safety and security. You may obtain a copy of this report by visiting <http://socalsem.edu/CampusSafety.aspx> and clicking on the Safety Report link.

Alcoholic Beverages

The possession, sale, manufacture, distribution, or use of alcoholic beverages by anyone either on campus or at any Seminary-sponsored activity is prohibited. Violators are subject to Seminary disciplinary action up to and including expulsion or termination of employment and referral for prosecution and, to the extent applicable, criminal prosecution, fine and imprisonment.

Illegal Drugs

The possession, sale, manufacture, distribution, or use of illegal drugs by anyone either on campus or at any Seminary-sponsored activity is prohibited. Violators are subject to Seminary disciplinary action up to and including expulsion or termination of employment and referral for prosecution and, to the extent applicable, criminal prosecution, fine and imprisonment.

Alcohol and Substance Abuse Education Program

Southern California Seminary is committed to providing a safe and secure campus environment that is free from alcohol and drug abuse. Abuse of drugs and alcohol can lead to serious medical and mental complications. SCS educates the student community about drug and alcohol abuse primarily through fact sheets. Counseling is available from the Campus Pastor and referral services are identified in the Catalog and Student Handbook.

A violation of any law regarding alcohol and substance abuse is also a violation of the Seminary's policy and will be treated as a separate disciplinary matter by the Seminary.

The CSO conducts a biennial review (odd calendar years) of the Seminary's Alcohol and Substance Abuse Education Program to determine its effectiveness and implement any changes to the program if needed; and to ensure that the sanctions are consistently enforced. The CSO also makes available to governmental agencies and to the public a copy of such reports and program descriptions as are required by law.

Sexual Assault Prevention and Response Programs

Southern California Seminary is committed to providing a safe and secure campus environment that is free from sexual assault. SCS educates the student community about sexual assaults and date rape primarily through fact sheets. Counseling is available online from the Campus Pastor and referral services are identified in the Catalog and Student Handbook.

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The Seminary strongly urges the victim of a sex offense to:

1. Get to a safe place;
2. Call the Police by dialing 9-1-1;
3. If you are not sure what to do, call RAINN (Rape, Abuse and Incest National Network at 1-800-656-HOPE). The advocate will provide you with options and you will not have to give your name;
4. If you are not sure about reporting the attack, but you might want to later, you are encouraged to immediately file a police report in order to obtain a medical evidentiary examination. You always maintain the right to change your mind and not to pursue a criminal complaint; and
5. Do not eat, drink, wash, shower, go to the bathroom, or otherwise clean up.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later; and
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

If you do not wish to file a police report, you are still encouraged to seek professional medical advice. It is important not to forget the possibility of sexually transmitted diseases and/or pregnancy. Note that all health care providers are legally required to report to the police all cases of suspected sexual or physical assault.

Notice of Sex Offender Registration Information

The Clery Act requires participants in Title IV student financial aid programs to advise the public where to access information concerning registered sex offenders. A link is provided on the SCS website. Please visit <http://socalsem.edu/CampusSafety.aspx> and click on the Megan's Law link.

Sex Offender Registry information provided by the Megan's Law link shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees and volunteers, or otherwise for the protection of the public in general and children in particular. Unlawful use of registry information for purposes of intimidating or harassing another is prohibited and punishable by law.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Clery Act does not require confidential reporting of crimes. Generally, personally identifiable information is precluded from disclosure. However, such information may be released in an emergency situation.

Further, the federal Campus Sex Crimes Prevention Act of 2000 (CSCPA) amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the CSCPA prohibits an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Dormitory Fire Safety Equipment

SCS operates two dormitories, the North Dormitory and the South Dormitory, so named due to their relative positions one to another. Both dormitories are equipped with the following fire-safety equipment:

1. Manually-activated fire alarms on each floor that sound within the affected dormitory and which alert a dedicated off-campus vendor who calls authorities for assistance;
2. Heat-activated fire alarms that sound within the affected dormitory and which alert a dedicated off-campus vendor who calls authorities for assistance;
3. Smoke detectors (audible alarms) in each room;

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4. Manually operated fire extinguishers;
5. Emergency exit signage; and
6. Emergency exit placards in each room.

Building	Fire Alarm — Manual Activation	Fire Alarm — Heat Activation	Smoke Detectors — Audible	Fire Extinguisher — Manual Activation	Emergency Exit Signage	Emergency Exit Placards
Bldg. C North Dormitory	Yes Each Floor	Yes Each Room	Yes Each Room	Yes Each Floor	Yes Each Floor	Yes Each Room
Bldg. D South Dormitory	Yes Each Floor	Yes Each Room	Yes Each Room	Yes Each Floor	Yes Each Floor	Yes Each Room

Dormitory Fires Drills

Fire drills are conducted at least once annually, normally in September.

Dormitory Fire-Prevention Rules

- Any device or object with an open flame is prohibited in dormitories, such as, but not limited to, burning incense or candles.
- The SCS campus is designated smoke-free and therefore the use of smoking products is prohibited.
- Removal of batteries or dismantling of smoke detectors is prohibited and is in direct violation of the local Fire Code.
- Tampering with smoke detectors is a major safety violation that may result in disciplinary action.
- The number of electrical devices permitted is restricted as both a practical and a fire safety restriction.
- Cooking devices with an open flame are not permitted in residence rooms but residents may use self-contained coffee makers and crock pots.
- Small refrigerators are acceptable and may be leased through Student Services.
- The use of extension cords is prohibited, but power strips may be used singly, without connecting one to another.
- Halogen lights are prohibited due to the intense heat they generate.

Dormitory Evacuation

Residents are responsible to clearly follow the directions of faculty and staff in charge during an emergency, including the procedures for the orderly evacuation of buildings and assembling at the designated assembly points. Residents should not leave the assembly point until permission has been granted. Residents are not permitted to re-enter buildings, including dormitories, until official notification has been provided that it is safe to do so. If a resident has special skills that might be useful during an emergency response, he or she may inform the response team leader immediately following the roll call at the assembly point.

The Primary Assembly Point is the lower parking lot at the foot of the west drive. The Primary Assembly Point is preferred because it is likely that any disabled students can better negotiate the drive than the steps leading to the secondary assembly point. The Secondary Assembly Point is the north parking lot.

Any emergency can produce unexpected conditions. If the primary evacuation route is not available, discretion may be used to determine the best alternative route to achieve safety for all, with the Secondary Assembly Point being the first option to consider. Assembling on a non-paved area is prohibited due to the possibility of dead vegetation catching fire and quickly engulfing the assembly.

Fire Safety Training

Fire safety training is held in an on-going manner at such venues as the student orientation, Faculty Forum, Administrative Council meetings, and staff meetings.

Reporting a Fire

In case of fire, immediately pull the alarm, then evacuate to the Primary Assembly Point.

Fires, no matter how small, must be reported to the Executive Vice President as soon as reasonably possible (619-201-8960).

Fire-Prevention Policy Improvement

The Executive Vice President is responsible to assess the fire-prevention efforts of SCS and make improvements as indicated by the data.

Missing Resident Notification

Any member of the campus community who knows of an SCS dormitory resident student being missing for 24 hours will report the fact as soon as possible to any one of the following persons.

Director of Student Services (619-590-8959)

Student Accounts Officer (619-201-8957)

Executive Vice President (619-201-8960)

Campus Pastor (619-201-8991)

Resident Confidential Contact

Each resident at SCS has the option to register a confidential contact person to be notified in the case he or she is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Seminary Action in Case of Missing Resident

The following steps will be commenced immediately upon receiving a report of a missing resident student.

1. Investigate the report with the objective of discovering whether or not the resident student is in fact missing.
2. If the student is found, the incident is documented and closed.

Upon determination that a resident student has been missing for 24 hours, the Executive Vice President will:

- a. Immediately report the matter to campus security and local law enforcement officials, whether or not the presumed missing student has a registered contact person;
- b. Notify the parent or guardian if the missing student is less than 18 years of age and not emancipated;
- c. Release confidential contact information to permitted authorities; and
- d. Otherwise cooperate fully with authorities toward resolving the missing student case.

SCS Emergency Response

The Executive Vice President (phone 619-201-8960) will, without delay, assess the content of any notifications of a campus emergency and, when justified by the circumstances, activate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise the efforts to deal with the emergency.

The response to a given emergency will be in three parts.

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1. **Achieve situational awareness**—Get the facts (who, what, when, where, how). Understand the context (scope of the incident; current location; natural/man-made; static/dynamic).
2. **Agree on an appropriate response**—Assemble a task force from available resources. Determine a course of action that, first, best safeguards human life and, second, preserves Seminary assets. It is while achieving this objective that the decision is made whether or not to activate the notification system.
3. **Advise all concerned**—Upon 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, SCS will attempt to advise all employees and students by: broadcasted email message; telephonic contact (landline and mobile systems); and messenger, as the circumstance permits.

Emergency Response Drill

SCS will conduct an emergency response drill at least once annually:

1. In cooperation with SMCC Security, SCS, SDCC when appropriate, and local authorities, annually set a date and time certain to test the SCS emergency and evacuation procedures.
2. During the seven days preceding the drill, notify faculty, staff, students, SMCC Security, and residents adjacent to the campus of the date and time of the drill. In conjunction with this process, all concerned will be reminded of their duties.
3. On the date certain, one hour before the drill, notify SMCC Campus Security, City-Wide, and local authorities of the imminent drill.
4. Hold the drill.
5. Monitor and note the performance of all parties. Check all rooms for compliance.
6. Officially announce the end of the drill.
7. Convene monitors for debrief.
8. Record results and make recommendations for improvement to the Executive Vice President.

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Table of Annual Safety and Security Statistics—Report data comes from the previous calendar year. So, the data for the 2011 Safety and Security Report shown below is derived from events occurring during calendar year 2010. If the offense was a hate crime, a “Yes” will show in the appropriate cell.

Offense	Hate Crime?	Location	2008	2009	2010
Murder / Non-negligent Manslaughter		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Negligent Manslaughter	NA	On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Sex Offenses, Forcible		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Sex Offenses, Non-forcible		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Robbery		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Aggravated Assault		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	1	0	0
Burglary		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	2	0	0
Motor Vehicle Theft		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	1	0	0
Arson		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Simple Assault		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0

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Offense	Hate Crime?	Location	2008	2009	2010
Larceny-theft		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Intimidation		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Destruction / Damage / Vandalism of Property		On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Liquor Law Arrests	NA	On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	NA	On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Drug Law Arrests	NA	On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	NA	On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Illegal Weapons Possession Arrests	NA	On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	NA	On Campus	0	0	0
		Residence Halls	0	0	0
		Off Campus	0	0	0
		Public Property	0	0	0
Facility		Event	2008	2009	2010
North Dormitory		Fires	0	0	0
		Injuries	0	0	0
		Deaths	0	0	0
South Dormitory		Fires	0	0	0
		Injuries	0	0	0
		Deaths	0	0	0