



# *The Taft University System 23-24 Campus Security Report*

CLERY ACT

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# *The Taft University System*

## **OVERVIEW OF THE TAFT UNIVERSITY SYSTEM'S COMMITMENT AND RESPONSIBILITY**

The Taft University System (TUS) is committed to providing a reasonably safe and secure environment for students, faculty and employees. Although TUS cannot guarantee that crimes will never be committed on the office or on public property within close proximity to the office, TUS takes reasonable and effective measures to minimize the risk. TUS provides its students and employees with safety and security-related services which are in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (known or referred to as "The Clery Act") signed in 1990. The Taft University System's responsibilities under the Clery Act include but are not limited to the following:

- Annually, publish and distribute a *Campus Security Report* and *Safety & Security Survey* to students, staff and faculty, which includes: 1) Crime statistics for the prior three years; and 2) policies regarding various safety and security measures, campus crime prevention programs, and procedures followed in the investigation and prosecution of alleged sex offenses.
- Inform students, staff and faculty about the existence of the Annual Campus Security Report and its accessibility via email, the school's website, and as requested, hardcopy format.
- Disclose crime statistics for the office locations and public property immediately adjacent to the offices, which are obtained from various resources, including local law enforcement and school officials who have significant responsibility for student and school activities.
- Provide timely warning notices, as applicable, for crimes covered by the Clery Act that have been committed and represent a threat to students, faculty or employees.
- Maintain Clery Incident Reports at each campus which record crimes that are reported to the campus, or those of which the campus is made aware

## **CAMPUS CRIME AND SECURITY POLICIES AND PROCEDURES**

The following policies have been developed and adopted by TUS to comply with all aspects of the Clery Act and to demonstrate commitment to crime prevention and the safety of our campus, for this reason your cooperation is essential to minimize criminal activity and create a safer community for everyone. TUS has developed important programs to help protect your safety and well-being. The following information is not a contract. It is, however, a useful description of our campus safety policies, and we encourage you to read it carefully.



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## **PREPARATION AND DISTRIBUTION OF THE ANNUAL SECURITY SURVEY**

The Taft University System's Clery Compliance Team aids in the preparation of this report which is compiled in compliance with federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; the 2008 Revision to the Higher Education Opportunity Act and California Education Code § 67380 which informs the community of institutional policies concerning campus security (crime reporting policies, alcohol and drug use, crime prevention, sexual assault and other matters of related importance); and the Violence Against Women Reauthorization Act of 2013 (VAWA) which amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known as the Clery Act, under the Campus Sexual Violence Elimination Act (i.e., Campus SAVE Act). Further assistance in compilation of data is obtained through cooperation with local law enforcement agencies in the area, the Taft Law School Dean, The University President, Campus Security Authorities (CSA's) and other departments which may have information necessary to comply with the various relevant acts. Although TUS is a distance education-only school, various departments within the offices provide updated information on their educational efforts and programs to comply with the Acts during open table discussions.

Campus crime, arrests and referral statistics include those reported to the designated campus officials, and local law enforcement agencies (i.e., Santa Ana, CA and Denver, CO Police Departments). Crime statistics are collected from public property immediately adjacent and accessible to the office and either owned or controlled by TUS. The office official's Campus Security Authority (CSA) collates the various data submissions and creates a single compilation of Clery Crimes/Incidents, arrests and referrals for alcoholic beverages, drugs and weapons. Copies of the *Campus Safety and Security Survey* are included in this *Campus Security report*. This survey contains statistics for the previous three years concerning reported crimes that occurred in office; in certain buildings or property owned or controlled by TUS, and on public property within or immediately adjacent to and accessible from the campus.

## **CAMPUS SECURITY AUTHORITY (CSA)**

TUS complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or "Clery Act," a federal statute requiring all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their campuses. We also comply with the Violence Against Women Reauthorization Act of 2013 (VAWA) (42 USC 13701- 14040).

This report is compiled in conjunction with The Taft University System Safety Policies and pertains to both the California and Colorado locations. The statistics provided in the security survey are in accordance with definitions used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act. The data includes all crimes reported to the police or to TUS. If a crime has occurred but has not been reported, it cannot be reflected in the survey. For this reason, TUS encourages everyone to report all crimes to TUS or local law enforcement agency. The Taft University System expressly reserves the right to modify or to adopt additional safety policies and procedures relating to campus safety, at



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any time without notice.

The Jeanne Clery Disclosure Act defines a Campus Security Authority (CSA) as an official of an institution who has significant responsibility for student and campus activities and who is specified in an institution's statement of campus security policy as an individual to which students and employees should report criminal offenses. The function of a CSA is to report to the official or office designated by the institution to collect crime report information those allegations of Clery Act crimes that he or she receives. At TUS, the "official or office" designated to collect crime report information and assist in the handling of campus crimes and emergency situations is the TUS Safety Team (TST), which is comprised of the officers:

Name	Title	Telephone	Email Address
Christine Baldwin	Director of Administration/ Lead CSA	714 850-4800	Baldwin@TaftU.edu
Melody Jolly	CEO/Dean	714 850-4800	Jolly@TaftU.edu
Amy Kahn	University President	303-867-1155	Kahn@Taft.edu

All CSA's receive applicable training in Clery Act compliance and on the policies and procedures outlined in this *Campus Security Report* and *Campus Safety and Security Survey*. TUS does not employ campus police or security personnel, and CSA's are non-commissioned with no authority to arrest an individual other than the ability to make a Citizen's Arrest. Therefore, TUS relies on local law enforcement to arrest an individual suspected of a reported crime or offense, as applicable.

## EXEMPTION FOR PASTORAL AND PROFESSIONAL COUNSELORS

The Taft University System does not employ in-house counselors, including pastoral or professional counselors.

## SECURITY

The Taft University System is a distance education-only school and therefore there is no security on site

## MEMORANDUM OF UNDERSTANDING WITH LOCAL OR STATE AGENCIES

The Taft University System currently does not have any formal Memoranda of Understanding (MOU) between its office and any law enforcement agencies.

## ANNUAL REVIEW OF THE CAMPUS SAFETY PROGRAM

The Taft University System will conduct an annual review of the Safety Program and, Clery-related obligations, including the annual Campus Security Report (CSR) to ensure continuing compliance with the Jeanne Clery Act requirements.



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## **GEOGRAPHY DEFINITIONS**

- 1) On-campus property: Any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purpose, including any buildings or property that is owned by the University but controlled by another person and which is frequently used by students and supports institutional purposes such as a food or other retail vendor. (Excluding Residential Colleges)
- 2) On-campus Residential Colleges. (Hillside, Parkside and Beachside Colleges) For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
- 3) Non-campus property: Any building owned or controlled by a student organization that is officially recognized by the University; or any building or property owned or controlled by the University that is used in direct support of, or in relation to the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University (includes Blair Field/Greeks/Foundation, etc.).
- 4) Public property: All public property, including thoroughfares, streets, sidewalks, parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.
- 5) Non-public property: An institution that is located in a mall or office building if the parking lot and streets surrounding the building are privately owned by an individual or business.

*The Taft University System is a distance education-only school and all offices are located inside a building and therefore fall under "Non-campus property".*

## **NOTIFYING THE COMMUNITY**

The TUS Campus Security Authority (CSA) sends the Campus Security Survey and Campus Safety and Security Survey to students, faculty and staff twice a year.

## **PROCEDURES FOR THE REPORTING OF CRIMES**

Taft University System encourages and requests that students, faculty and associates accurately and appropriately report any crimes witnessed or personally experienced while in a building or on surrounding property. For an emergency occurring on campus or in any public areas immediately adjacent to or accessible from the office which requires fire, police, or medical assistance, first dial 9-1-1. Immediately after dialing 9-1-1, report the occurrence to any CSA, whoever is in closest proximity to you.



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In a non-emergency situation, the occurrence should first be reported to one of the CSA's designated for the respective campus. The CSA will complete a Clery Incident Report based on the information provided by the victim and/or witnesses. The Clery Incident Report includes the nature, date, time, and general location of each crime, along with the disposition of the reported occurrence. Depending on the nature and severity of the occurrence, further actions may include an alert, investigation, disciplinary proceedings, or no further action. Copies of the reports are maintained with the Campus Safety Team for compilation and inclusion in the Annual Security Survey, as they pertain to Clery reporting requirements.

The Campus Safety Team will prepare and maintain documentation files for all reported campus crimes. Victims and witnesses can report crimes to any Campus Security Authorities (CSAs) to be included in the annual disclosure of crime statistics. Taft's Annual Security Survey must include all Clery Act crimes reported to CSAs, regardless of who reported, whether an investigation is initiated, or whether there is any decision by a court, prosecutor, or any other non-campus official unless it has been "un-founded" by law enforcement personnel. In addition, TUS Annual Security Survey includes any Clery crimes reported to local law enforcement collected by the Campus Safety Authorities through an information request. The Campus Safety Authorities request crime data from local law enforcement at least annually for reportable criminal activities occurring at University locations.

Information will be withheld from Clery Incident Reports only in the event that disclosure could result in compromising an ongoing criminal investigation, jeopardizing the safety of an individual, causing a suspect to flee or evade detection, or causing evidence to be compromised or destroyed. All crimes tracked on the Clery Incident Reports will be reported in the Annual Security Survey if they are determined to be reportable crimes under the Clery Act. Only a reportable crime that is determined to be "unfounded" or "false" as a result of a law enforcement investigation will be excluded from the Annual Security Survey. Information contained on the Clery Incident Reports will be updated, as applicable, based on additional information provided by law enforcement authorities.

The CSA Lead will also maintain a listing of all reported criminal incidents and alleged criminal incidents (not just Clery Act crimes) that occurred on campus, in or on non-campus buildings or property or on public property within the campus or immediately adjacent to and accessible from the campus in the Campus Crime Log (Logbook). The Logbook must be made available to the public and in the office of the Human Resources Manager. The Logbook will not contain any personal or private information regarding victims or witnesses of the crimes. The CSA Lead will retain the Logbook.

The Logbook for the most recent sixty (60) day period must be open to public inspection, free of charge, upon request, during normal business hours. Anyone may have access to the Logbook, whether or not they are associated with Taft University System. Any portion of the Logbook that is older than sixty (60) days must be made available within two (2) business days of a request for public inspection. Archived Logbooks must be kept for seven (7) years.



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Taft University System does not maintain campus police or security departments within its office; therefore, TUS does not maintain a daily crime log.

## **VOLUNTARY CONFIDENTIAL REPORTING**

If a victim or witness wishes to report a crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, they may do so knowing that the Logbook will not contain any personal or private information regarding victims or witnesses of the crimes. Confidential reports of Clery Act crimes also assist with the potential issuance of Crime Alerts to the staff to warn of serious or on-going threats when deemed necessary by the Santa Ana Police Department. Additionally, crime reports filed in this manner are classified and disclosed in the annual crime statistics information, without revealing any individual identifying information of the victim. Pursuant to California Education Code section 67380(a)(6)(A), CSAs who receive reports from employees or students of a Part I violent crime, sexual assault or hate crime that occurred in an on-site location or non-campus location as defined by the Clery Act, may not disclose to local law enforcement agencies the names of the victims or the alleged assailant, unless the victim consents to disclosing their name after being informed of their right to have their personally identifying information withheld. The name of the alleged assailant may be disclosed, however, if all of the following conditions are met:

- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- The immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.

## **SECURITY AND ACCESS TO OFFICE FACILITIES**

Security is the entire community's responsibility. No police department can function effectively without the assistance of a responsible community. All suspicious activity should be reported immediately. By doing so, everyone assists the University's goal in providing an environment that is as safe and secure as possible.

## **COLLABORATION WITH LOCAL LAW ENFORCEMENT AGENCIES**

TUS makes a reasonable, good faith effort to obtain Clery Act crime Statistics from local law enforcement agencies that have jurisdiction over the institution's Clery Act geography as defined in this report. These statistics, along with those statistics obtain from the CSA's, are included in the annual security survey. TUS does not independently verify the accuracy of statistics obtained from local law enforcement agencies but does provide these agencies with the specific geography to ensure the relevancy and accuracy of these statistics.

## **RESPONDING TO REPORTS OF CRIMINAL ACTIVITY**

In collaboration with local law enforcement when applicable, TUS will investigate and appropriately respond to each report of criminal activity, which includes notifying the victim of





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the outcome of the investigation and any actions taken. If a reported criminal offense involves a student or employee as the alleged offender, the offender is subject to applicable conduct policies and disciplinary procedures. Disciplinary actions may include expulsion for student offenders and termination for employees, as outlined in the College's policies and procedures.

## **OUTCOME OF DISCIPLINARY PRECEEDINGS**

Upon written request, TUS will disclose to an alleged victim of a crime of violence or a non-forcible sex offense the outcome of any disciplinary proceeding conducted by TUS against the student(s) who is/are the alleged perpetrator(s). Additionally, TUS will disclose results upon written request to a victim's next of kin in cases where the crime resulted in the victim's death.

## **EMERGENCY NOTIFICATIONS AND PROCEDURES**

It is not always necessary to evacuate a building during an emergency. A power outage, for instance, does not necessarily call for evacuation of a building. The overall safety of the building must first be evaluated: lighting, hazardous materials, ventilation systems, and other hazardous operations. If the building can be safely occupied, evacuation is not necessary. All members of the office facility are urged to call 9-1-1 in case of any significant emergency or dangerous situation in the office.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and/or safety of the office staff, provide immediate emergency notification, unless such notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. This process includes: 1) determining who to notify (the entire office or a subset, local public police and fire authorities, local law enforcement, other public safety personnel, etc.); 2) determining the content of the notification(s); and 3) initiating the notification process. Emergency notifications will be made by some or all the following methods: fire alarms, emails, text messages, office-wide announcements, and/or posting on TUS website.

## **TIMELY WARNING NOTIFICATION**

Upon the reporting of a Clery Act crime which is determined by the CSA and the Corporate Safety Team to represent a serious or continuing threat to students and employees in the office facilities or on public property adjacent to campus facilities, a Timely Warning Notification will be issued. This can include but may not be limited to:

- Incidents of arson
- Murder/non-negligent manslaughter
- Robbery
- Aggravated assault
- Sexual offenses

The decision to issue a Timely Warning Notification is determined by the CSA Team and is made





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on a case-by-case basis. This decision is influenced by the nature of the crime, if there is any continuing danger to the office community, and if there could be the possible risk of compromising any law enforcement efforts. The content of the warning is also dependent on the nature of the crime but will include specifics regarding the actual crime which occurred (to the extent it still provides necessary confidentiality and complies with the institution's FERPA policy) and the steps each member of the campus community can take to protect themselves. At the direction of the Corporate Safety Team, TUS Information Technology department will issue Timely Warning Notifications in the form of emails sent through TUS database system and/or text messages. Depending on the nature and severity of the crime, notifications may also be posted on campus bulletin boards and in other visible areas of the campus, such as the kitchen area. A Timely Warning Notification will be issued as soon as pertinent information is available and/or within 72 hours of the initial reporting of the criminal occurrence.

## **Residence Halls and Student Organizations**

TUS does not maintain residential facilities and does not have any officially recognized student organizations that own or control any off-campus property.

## **Athletics - EADA Report**

TUS is a distance education-only school and does not have an athletics department.

## **Fire Log**

TUS does not maintain residential facilities and does not have an official fire log.

## **Externship Sites and Clinical Facilities**

TUS does not have externship programs and does not officially recognize any student externship organizations that own or control any off-campus property.

## **If evacuation is ordered, follow these procedures:**

- Stay calm, do not rush, and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit.
- Proceed to the Parking lot and report to the CEO or President.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.



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## **EVACUATION PROCEDURES FOR PEOPLE WITH DISABILITIES:**

The following guidelines have been adopted by the school to assist in planning for the evacuation of people with physical disabilities.

### **After an evacuation has been ordered:**

- People with disabilities will often need assistance to evacuate.
- If the situation is life threatening, call 9-1-1.
- Check on people with mobility disabilities if any during an evacuation.
- Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

As previously mentioned, TUS does not maintain any student housing, and additionally, does not officially recognize any off-campus organizations. Therefore, TUS does not maintain emergency and evacuation procedures for such facilities and does not maintain a Missing Student Notification Policy for such facilities.

- Always ask someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person. In particular, be aware when assisting someone with a disability, that the person with the disability is the best expert in his or her disability, so ask that individual for advice before lifting or moving that person.
- Take extra time when communicating with people who are deaf, hearing impaired, or speech impaired.
- Never separate a disabled person from his or her assistive aids: wheelchairs, canes, hearing aids, medications, special diet food, urinary supplies, etc.
- A disabled person's equipment may not be working after a disaster occurs, or it may be insufficient for emergency circumstances.
- A service animal, usually a dog, is an assistive aid used by some blind, deaf and mobility impaired people. A disaster may temporarily confuse service animals and they may not be able to help their owners as effectively as before the disaster.
- Some individuals with emotional and developmental disabilities may be too unsettled to respond appropriately to instructions and directions, such as a public address announcement to evacuate a building. Some disabled individuals may need to be in a quiet place for a while to regain their composure; others may even try to hide from rescue workers.
- Some individuals with significant mental or learning disabilities might not understand the significance of "Keep Out" signs and barricade tape



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## **RESPONSE TO EMERGENCIES**

### **Blind or Visual Impairment**

#### **Bomb threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:**

- Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms:
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arms as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

### **Deafness or Hearing Loss**

#### **Bomb threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:**

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps. Remember, there are two exit doors in the suite as well as glass doors that lead to outside balconies. There are also stairs in both the front and rear of the building.

### **Mobility Impairment**

#### **Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:**

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area to wait for assistance from first responders.
- An office with the door shuts that is a good distance from the hazard (and away from falling debris in the case of earthquakes) is a good choice.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.



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## • **Evacuating Persons with wheelchairs:**

- Discuss with the user of the wheelchair how to lift the user and the wheelchair either together or separately. When circumstances necessitate separating the user and the wheelchair, keep the period of separation to a minimum.
- Some parts of a wheelchair are safe to lift from; others will come off when lifted.
- Always ask the user to confirm where it is safe to lift. Also, ask the user what else about his or her wheelchair you should know in order to lift it safely.
- Wheelchairs with four wheels (not three-wheeled scooters) usually have handbrakes on each side of the chair. When the wheelchair is to remain stationary, set both brakes.
- When more than one flight of stairs is traversed, helpers may need to switch positions since one person may be doing most of the lifting. Switch positions only on a level landing.
- When the lifting is complete, follow the instructions of the chair's user and restore the manual or motorized wheelchair to full operation; then direct the user to a safe area.
- Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.
- Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

## **Power Outages**

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 911 to request evacuation assistance from the Fire Department.
- Some multi-button telephones may not operate in a power outage, but cell phones are likely to be operating

## **The following guidelines are general and may not apply in every circumstance.**

- Occupants should be invited to volunteer ahead of time to assist disabled people in an emergency. If volunteers are not available, designate someone to assist who is willing to accept



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the responsibility.

- Volunteers should obtain evacuation training for certain types of lifting techniques.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the disabilities of the people. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. Emergency Guidelines for People with Disabilities are outlined above. If you have questions about this policy or need additional information, contact the Director of Administration.

## **SECURITY PROCEDURES AND PRACTICES**

### **Campus Safety Policies**

The Taft University System Safety Policies have been prepared to increase The Taft University System community's awareness of current programs that exist to protect its members' safety and well-being and to satisfy the requirements of the "Safe and Drug Free Schools and Communities Act." Information that is included relates to topics such as drug and alcohol abuse, health risks and available counseling programs, prohibited use or distribution of drugs and alcohol, legal affects of drug and alcohol use, and information related to campus safety. The information is intended to provide a general description of The Taft University System's policies; it is not, however, intended to serve as a contractual agreement between the University and the recipient. Additionally, the University will disseminate and publicize crime statistics from the most recent calendar year and the two preceding calendar years.

### **Safety and Security Tips:**

#### **Tips for Work:**

Members of the TUS community must take responsibility for their own personal safety, the safety of others, and their property (when possible), as they do when away from the office. Members of the community are strongly encouraged to:



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- Promptly report all crimes and suspicious persons or activity to CSA's.
- Always be aware of your personal safety and your surroundings at work, or if you leave for lunch or a break.
- Never leave your property unattended
- Keep all valuables with you or leave them at home since the office does not have security to protect your valuables at night.
- Get to know people in and around the office building. If you are the last one in the office, and you see that someone from one of the other offices is leaving at the same time, start a conversation with them so you don't walk out of the building alone.
- If someone approaches you as you leave the building stating that they are a student but has a quick question, make sure that you keep a safe distance and very politely explain that they need to contact the office the next day during business hours.
- Always have your keys ready when leaving the building and have your panic button ready to press if needed.
- lock your doors as soon as you get in.
- If you're the first one in the office or come in early, make sure that you lock the office front door and do not open the door unless you know that is a staff member who came in early as well.

## ***At Home Tips***

- Install and use locks on your doors and windows.
- Have your locks changed, re-keyed or add a new lock when you move into a new house or apartment.
- Keep doors locked day or night whether you are home or not.
- Know who is at the door before opening it. Demand identification from anyone you don't know.
- If someone comes to your door and asks to use your phone to call for help, offer instead to make the call.
- If you live in an apartment, be alert when in the laundry or garage area by yourself.
- Close your blinds and shades at night.
- Give your home a "someone home" look. Play the radio and turn on the interior house lights. In addition, set the lights on a timer.
- Have good lighting around entrances.



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- Develop an escape plan for use in case of an intruder or fire.
- Leave spare keys with a friend, not in accessible places.
- Know your neighbors and know which ones you can trust in an emergency.
- Keep emergency numbers near the phone.

## **On the Street Tips**

- Act confident. Look and be alert about the people around you.
- Be aware of your surroundings. Cross the street or change direction if you think you are being followed.
- Be careful when people ask you for directions. Reply from a distance rather than getting too close to a car.
- Travel with a friend whenever possible to reduce the chances of being attacked. This includes going to public restrooms.
- Wear clothes and shoes that give freedom of movement.
- Vary your route if possible.
- Consider carrying pepper spray for personal protection. Know how to use it and have it readily available when out in public.
- Notice cars that pull up beside you or pass you more than once.
- Keep one hand free when walking.
- Carry change for bus fare or a telephone call.
- Do not hesitate to get attention however you can if you are in trouble. Do not be afraid to make a scene.
- If you travel a regular route at night, become familiar with stores that stay open, gas stations, and other places where there will be people.
- If you use a wheelchair, try to check your destinations ahead of time for accessible entrances.

## **Driving Tips:**

- Have your keys in your hand as you approach your car.
- Lock your doors when driving and after parking.





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- Check the back seat and floor, before entering your vehicle.
- Always keep at least a half tank of gas in your car.
- Maintain the car in good running condition.
- Keep your valuables out of sight, under the seat, in the glove compartment or trunk.
- Park in well-lighted areas.
- Try to be especially alert in parking structures.
- Avoid parking next to vans, as you can be pulled in through the sliding door.
- If you have car trouble, signal for help by raising the hood or tying a handkerchief to the door. Remain in the car with doors locked until identifiable help arrives.
- Should another motorist offer to help, roll down your window only an inch and ask him or her to call the police or a roadside service.
- Keep an emergency kit, containing a flashlight, flares, telephone change, distress signs and other essentials in your car.

## **Telephone Tips**

- Be wary of telephone surveys.
- List only your first initial and last name in the telephone directory.
- Think about the information you give out over the telephone and to people you don't know.
- Tell roommates and housemates not to give information by phone about who is home, who is out, how long anyone is expected to be out.
- Never reveal your number to a wrong number caller.
- If you receive a threatening or obscene phone call, hang up.
- Contact the police and make a report.
- Answering machines may be used to screen calls. Your outgoing message should not say that you are away from home.

## **On Public Transportation**



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- Check the bus schedule to avoid long waits at the bus stop. Become familiar with routes and timetables in your area.
- Wait for buses at well-lighted stops.
- If possible, join other people at a nearby stop.
- If someone bothers you on the bus, say loudly, "Leave me alone" or "No". Get up and find another seat. Tell the driver.
- Stay awake on public transportation if you are alone.
- Notice others getting off at your stop. If you feel someone is following you, walk towards a populated area. Avoid walking directly home.
- Be aware that hitchhiking can be very dangerous.

## **While Cycling:**

- Use reflectors, reflective tape, or other similar devices on cycling shoes, fenders, belts, frames, pedals and handlebars.
- Keep to the right. Ride with traffic, not against it.
- Use hand signals to indicate turning or stopping.
- Ride defensively.
- Use bicycle paths whenever possible.
- Walk your bicycle across busy Intersections.
- Perform regular maintenance checks.
- Wear appropriate clothing.
- Park your bike in an open, well-lit frequently traveled area.
- Secure it properly. The "U" bolt locks provide the best protection.
- Report any suspicious person you may see loitering around bicycle racks.
- Always use a bike light and rear tail lamp when riding at night.

## **While Jogging:**

- Be aware of your environment.



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- If possible, consider jogging with a friend.
- Choose well-traveled running paths and be aware of any isolated areas you will run through.
- Vary your route.
- At night, wear light colored clothing or wear reflective markings.
- Tell your roommate or friend your route and expected time of return.
- If approached by a car while running alone, do not stop to give directions or answer questions. Leave the road and head for a populated area.
- Do not allow yourself to be surprised.
- Listening to your headset may make you unable to hear approaching traffic, emergency sirens or any other danger signals.

## **Safety & Security Defense Techniques**

### **Self-Defense if Attacked**

- If someone tries to grab your purse, let it go. Most injuries from robberies occur when people resist and refuse to comply with the robber's demands.
- If you are attacked, whether you resist, and how you resist will depend on your personal resources and your personal values. Give some thought right now to what you would do in various situations that could arise. The more you have thought ahead, the more likely you will be to act in the way you have planned.
- Have you taken a self-defense class? Do you think you could hit or kick someone who is attacking you? Do you know how to get away from someone grabbing you? What objects could you use to defend yourself?
- In considering your reactions to different situations, keep these three basic rules in mind:
  - Trust your instincts.
  - Do not be afraid to be impolite or make a scene; this is especially important, even if it is someone you know.
  - Try to remain calm—use your imagination and good judgment; give yourself time to think.

### ***Student Off-Campus Resources***

*RAINN (Rape, Abuse, and Incest, National Network) Hotline*



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1-800-656-4673 RAINN Website: <https://rainn.org/>

## *Alternatives to Domestic Violence*

24-Hour Crisis Line (951) 683-0829 or (800) 339-7233

## *California Coalition for Youth*

(916) 514-4464 or (800) 843-5200

## *The National Domestic Violence Hot Line*

1-800-799-7233

## **WEAPONS AND DRUG AND ALCOHOL**

**Arrests and Referrals for Disciplinary Action** for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations

### **WEAPONS ON CAMPUS**

It is a serious violation of law to possess a firearm or certain knives on campus (Section 626.9 of the California penal code) grounds or within buildings of the university. TUS follows California state regulations with respect to weapons on campus. More specifically, TUS prohibits the possession of firearms, explosives, devices which fire metal or other harmful projectiles (e.g., bb or pellet guns), certain knives, or other harmful objects which could be used as weapons while on the building premises. Exceptions to this policy include law enforcement and military personnel who are engaged in the performance of their responsibilities. The office community is encouraged to report violations of this policy to any CSA or other school official immediately. Anyone found in violation of this policy will be subject to disciplinary action, including termination and/or criminal prosecution.

### **DRUG AND ALCOHOL ABUSE PREVENTION**

The Taft University System will not tolerate substance abuse and is committed to a policy prohibiting the use of illegal drugs or the abuse of legal drugs or alcohol. In keeping with its commitment, TUS strictly prohibits the use, transfer, possession, distribution or sale of alcohol, illegal drugs or the misuse or abuse of legal drugs controlled by law. TUS is committed to fostering and maintaining an environment for students and employees that is free of drugs and alcohol. Therefore, TUS prohibits the illegal and irresponsible use of the alcohol and drugs and will strictly enforce federal, state and local laws, as well as the TUS own policies and procedures which in support these laws. To that end, TUS has a zero-tolerance policy with regard to the possession, use, and sale of alcoholic beverages and illegal drugs on the office building.



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*\* The Taft University System is a post-graduate educational institution and therefore there are no underage (under 18), students*

Taft University System also encourages anyone dealing with substance abuse issues to include outside the scope of the TUS staff and students to contact national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. Support is always available with confidentiality and discretion. All a person has to do is reach out and ask for help.

Drug abuse affects all aspects of American life. It threatens the workplace as well as our homes, our schools, and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees (Safety and Drug Free Schools and Communities Act). All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending a class or meeting with campus personnel is prohibited and may be subject to disciplinary action. All drug and alcohol abuse policies, prevention and referrals can be found within the Campus Safety Policies.

As an institution of higher learning dedicated to the welfare of its students, The Taft University System (TUS) cares about the physical and mental wellbeing of its students, faculty, and staff. Each day the media reports on the crippling effects of abusive alcohol consumption and illegal drug use. Brain and liver damage, sexual impotence, ulcers, and digestive problems are the most well known among physical consequences. Compounding these physical consequences is a myriad of mental and behavioral problems, including attention span and memory difficulties, anti-social conduct, and escalating self-esteem and productivity issues. Consequently, TUS is committed to a policy that requires its students, faculty, and staff to exercise safe, healthy, and legal choices regarding any alcohol or drug use in the context of TUS activities.

In keeping with this policy, TUS strictly complies with all federal, state, and local laws concerning alcohol and illegal drug usage related to TUS activities. Students, faculty, and staff engaged in TUS activities must comply with these laws, whether on TUS property or otherwise. Violations will be reported to the appropriate law enforcement officials, and the individual(s) will also be subject to TUS disciplinary action, up to and including dismissal or separation, pursuant to TUS's policies and procedures. TUS reserves the right to impose one or more disciplinary actions, including successful completion of a substance abuse program as a condition to continue enrollment or employment, at the cost of the individual.

Given its virtual environment, TUS is unable to provide onsite counseling or treatment options. However, there are many resources available to help anyone avoid or recover from abusive alcohol or drug use. Within the local community, help is available from hospitals, churches, and private or public organizations. Visiting or calling these organizations is the best way to find the one that fits individual needs. Directory information, a telephone book, online searching, and recommendations from friends or professionals are the quickest ways to connect with these resources. Additionally, at a national level there are many organizations dedicated to providing information and suggestions on these issues.

## **Health Risks of Alcohol and Other Drugs**

The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity



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of use and can include both physical and psychological effects. Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain. Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs). Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.

The consumption of alcohol or drugs when pregnant may cause abnormalities in babies.

## **Alcohol and Drug Use Side Effects**

Drinking or consuming a heavy dose of alcohol and/or drugs has many affects and may be minor and only last temporarily. Unfortunately, some effects may last much longer and can cause permanent consequences. Normally, the amount of alcohol consumed, and type of drug involved influence health consequences. On many circumstances when a person has, alcohol mixed with heroin it has more severe consequences

Some of the short-term alcohol and drug use side effects are:

- Increased or decreased heart rate
- Muscle control difficulties
- Lowering inhibitions
- Short-term memory loss
- Heightened emotions of sadness, anxiety or fear
- Lack of concentration
- Respiratory problems

With continuous use comes more complications that can be long-lasting. Some of those long-lasting complications can be but not limited to:

- Damage to internal organs
- Muscle and bone breakdown
- Long-term memory impairment
- Lack of coordination skills
- Problems coping on the job or in school
- Poor nutrition
- Nasal perforation (in cocaine abuse)

**Links, web addresses, and phone numbers to some of these organizations are:**

*Drinking and Drugs - Alcohol Rehab Guide* - Treatment providers



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<https://www.alcoholrehabguide.org/alcohol/drinking-drugs/>  
1-877-624-1853

*Substance Abuse & Mental Health Services Administration* - An agency of the U.S. Department of Health & Human Services providing information online regarding alcohol, drugs, and treatment programs.

General Address: <http://www.samhsa.gov/>

Specific Address for Treatment Programs: <http://findtreatment.samhsa.gov/> Phone Number to SAMHSA: 1.877.SAMHSA-7 (1-877-726-4727)

*About.com Substance Abuse* - Explore the complicated disease of addiction. Information on basic questions concerning drugs and addiction.

National Institute on Drug Abuse.

General Link/Address: <http://www.nida.nih.gov/>

Link/Address: <http://www.addictionrecoveryguide.org/> (general site describing various secular and non secular approaches to treatment)

Gateway Foundation - Addiction Medicine Saving Life's

<https://www.gatewayfoundation.org/substance-abuse-treatment-programs/effects-of-alcohol-addiction/>

1-888-598-3975

## **MISSING STUDENT NOTIFICATION**

The Taft University System is a post-graduate distance learning educational institution. There are no students on site therefore there is no missing student notification process or log kept.

## **FIRE SAFETY ACT REPORT**

The Taft University System is a post-graduate distance learning educational institution. There are no students on site therefore there is no Housing or Residential Life Fire Safety Act Report process or log kept.

## **DEFINITIONS**

Statistics must be disclosed separately for each of the general categories. This means that when an incident meets definitions in more than one of these categories, it must be reported in each category. For example, any Criminal Offense that is also a Hate Crime or *VAWA* Offense, or results in an arrest or disciplinary action for a Weapons, Drug Abuse or Liquor Law Violation, should be counted as a Criminal Offense and also as a Hate Crime, *VAWA* Offense, arrest, or disciplinary referral, as appropriate.

The Clery Act requires school to include four general categories of crime statistics. The report is located in the office of the CSA (Christine Baldwin - Director of Administration/Lead CSA) and the report is accessible for viewing during regular business hours. In accordance with the Crime Awareness and Campus Security Act of 1990, and as amended, the University





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provides the following statistics to inform its students, employees and applicants about campus crime. TUS is committed to a safe and secure educational experience. Although The Taft University System is a distance learning institution and has no students who attend classes, for purposes of reporting, the University's administrative offices at 3700 South Susan Street, Office 200, Santa Ana, CA 92704 will be used for the Taft Law School campus and the offices at 3333 South Wadsworth Boulevard, Suite D-228 Lakewood, Colorado 80227 will be used for the William Howard Taft University campus.

## ***VAWA Offenses***

Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a *VAWA* Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes).

**Criminal Homicide, including Murder and Non-negligent Manslaughter:** The Willful (non-negligent) killing of a human being by another. (Attempts are classified as aggravated assault)

**Criminal Homicide, Manslaughter by negligent:** The killing of another person through gross negligence

**Sex Offenses (Rape):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent (includes attempts)

- The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

**Sexual Battery:** Sexual battery (the touching of the intimate parts: sexual organ, anus, groin, or the breast of the female)

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and



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entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. A motor vehicle is any self-propelled vehicle that runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farm equipment are specifically excluded from this category. (Classify as motor vehicle theft all incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Domestic Violence:** (Sec. 40002(a), VAWA (42 USC 13925(a)(8)) Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** (Sec. 40002(a), VAWA (42 USC 13925(a)(10)) The term “dating violence” means violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following: (i) length of the relationship, (ii) type of relationship (iii) frequency of interaction between the persons involved in the relationship

**Stalking** (Sec. 40002(a), VAWA (42 USC 13925(a)(30)) The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(A) Fear for his/her safety or the safety of others; or

(B) suffer substantial emotional distress

**Larceny-Theft:** (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the



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victim to actual physical attack.

**Destruction/Damage/Vandalism:** of Property To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Hate Crimes:** Any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias. A Hate Crime is a crime reported to local police agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Bias is an expressed negative opinion or attitude toward a group of persons based on actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Hate crime reporting includes the listed Criminal Offenses above (excluding Manslaughter by Negligence) and also includes four additional offenses: Before an incident can be classified as a Hate Crime, sufficient objective facts must be present to lead a reasonable and prudent person to



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conclude that the offender's actions were motivated, in whole or in part, by bias.

Members of The Taft University System affected by hate-motivated offenses are strongly encouraged to report these incidents. Such incidents can be reported to a variety of offices on campus including the Dean or President. Reporting discriminatory or hate-motivated incidents does not in itself constitute a formal complaint nor compel one to file a formal complaint of misconduct. However, it does allow those affected by such violations to have a support system and an avenue for recourse. Students proven responsible for hate-motivated violations are subject to a range of disciplinary actions up to and including disciplinary expulsion from The Taft University System. The Dean may impose harsher sanctions when behavior is proven to be motivated by hate. As in all cases of misconduct, including hate-motivated offenses, both the accused and the complainant have rights that are granted through the University conduct process.

## **POLICY ON ASSAULT**

Upon written request, the University will disclose to an alleged assault victim the outcome of any investigation and/or disciplinary action performed by the institution against the member of the community who is the alleged perpetrator of the assault. In the event the victim is deceased as a result of the assault, the victim's next of kin will be notified, if requested.

In accordance with Title IV of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, TUS provides a working environment free from all forms of harassment, including sexual harassment. No person shall be subjected to sexual overtures or conduct that is verbal, visual or physical, that is intimidating, hostile, offensive, or unwelcome. Such conduct by employee or students is deemed unacceptable behavior.

### **If You Are Sexually Assaulted**

- Go to a safe place that has a phone.
- Call the police, rape crisis hotline, and a friend or family member. Tell someone.
- DO NOT wash hands, bathe, shower, douche, change clothes or straighten up the area. This destroys evidence.
- Reporting is your choice. If you do not report, try to write down the details of the assault and save them in case you change your mind.
  
- Whether you report or not, get medical attention for treatment of external and/or internal injuries and test for sexually transmitted diseases and pregnancy.
- Take time to recover.
- Get counseling.
- Do not be afraid to be impolite or make a scene; this is especially important, even if it is someone you know.
- Try to remain calm—use your imagination and good judgment; give yourself time to think.

**Always practice the 5 W's:**



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## Who:

- Be prepared to explain how the incident occurred.

## What:

- Tell us in simple language what exactly happened.

## When:

- Tell us if the incident is on-going or how long ago it occurred.

## Where:

- It is very important to us to know exactly where you are when you call.
- Whenever possible please note the location (room number, building, parking lot or street) where the incident occurred.
- If the perpetrator is no longer near you, try to remember the route he or she took to leave the area.

## How:

- Be prepared to explain how the incident occurred.

## **POLICY ON SEXUAL HARRASSMENT**

In accordance with federal law, including the Title IX of the United States Education Amendments of 1972, The Taft University System does not discriminate on the basis of sex in its community. The institution strives to provide an academic environment that is free from intimidation, hostility or other offenses.

### **What Is Harassment?**

Harassment can take many forms. It may be but is not limited to words (including e-mail communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

- Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile or offensive academic environment, or when such conduct is made a condition of objective evaluation of the student's performance, either implicitly or explicitly.
- Sending suggestive or obscene letter, notes, invitations; making derogatory comments, slurs, epithets, assaults; touching, impeding or blocking movement; leering, gesturing, displaying sexually suggestive objects such as pictures or cartoons.



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- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Engaging in coercive sexual behavior to control, influence, or affect the career, salary, and/or work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades and/or learning environment of a student.
- Engaging in offering favors of educational or employment benefits, such as grades promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification etc., in exchange for sexual favors.

## **Responsibility**

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director of Student Services or any administration representative with whom they feel comfortable. When administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the alleged victim wants the institution to do so.

## **Reporting**

Any incidents of harassment must be *immediately* reported. ***The Taft University System can only act if it is made aware of a problem.*** Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. TUS will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good faith* report of alleged harassment.

## **POLICY ON THE AWARENESS AND PREVENTION OF DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING**

The Taft University System encourages students who have experience dating violence, domestic violence, or stalking, have witnessed or have information about a case of dating violence, domestic violence, or stalking are urged to report the information to the TUS Security Officers and/or the Santa Ana Police Department. TUS strongly prohibits acts of dating violence, domestic violence, stalking, and sexual assault.

In the State of California, affirmative consent must be determined among involved parties when engaging in sexual activity. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the



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sexual activity. Anyone can be the victim of sexual assault, domestic violence, dating violence or stalking, regardless of race, age, sexual orientation, religion, or gender. These offenses can impact individuals of all education levels and socioeconomic backgrounds and may occur in both opposite-sex and same-sex relationships, as well as between intimate partners who are married, living together or dating.

Policies have been grouped together as they represent a collection of issues addressed in the Violence Against Woman Act amendments to the Clery Act (2014). Dating violence, domestic violence, and stalking seriously infringe on the rights of others, violate the standards of acceptable behavior at TUS and illegal in the state of California. TUS expects all members of the community and their guests to conduct themselves in a responsible manner, showing respect for others and for the community at large. TUS abides by and support the California State statues and local ordinance regarding criminal sexual contact.

## **DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING**

Throughout this report, TUS will suggest ways to help minimize the risk of becoming a victim of criminal acts, including sexual offenses. These suggestions for risk reduction are not mean in any way to attribute blame to victims, but to provide an educational basis for identifying the signs of abuse. A perpetrator's actions should never be excused or overlooked because of a victim's behavior or judgment.

The Taft University System strongly prohibits acts of dating violence, domestic violence, stalking, and sexual assault. The Taft University System recognizes that dating violence, domestic violence, and stalking occur under a variety of circumstances:

- On- and off-campus
- Between people of any gender or sexual identity
- Between students, faculty, staff, alumni, and visitors to campus
- Between family members or close relatives
- When impaired by drugs and/or alcohol

No matter what the circumstances, dating violence, domestic violence, and stalking violate the standards of acceptable behavior at Beloit College. This policy applies regardless of

- sex, gender identity or expression or sexual orientation; • sexual interaction, or lack thereof;
- understandings of (non) monogamy;
- drug or alcohol use.





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**The following scenarios may be indicators that domestic or dating violence is occurring or may lead to instances of violence or abuse:**

- Your spouse or significant other checks up on you constantly by calling or texting you and becomes anxious when he or she does not know your whereabouts
- You feel isolated from your friends or family members because your spouse or significant other is demanding of your time and acts jealous when you talk to or spend time with others
- A person you are dating becomes possessive and gets too serious about the relationship too quickly
- A spouse or significant other expects or demands sexual contact when you are not interested or not willing to engage

## **IF YOU ARE A VICTIM OF SEXUAL ASSAULT OR DOMESTIC VIOLENCE**

If you become the victim of a sexual assault or domestic violence, you should consider calling the police and seeking medical attention immediately. Additionally, if you fear for your safety or others around you, filing a protective order may be a good idea.

It is important to remember that being the victim of a sexual assault or domestic violence is not your fault. Nothing in what you said, the way you looked, where you were, or who you were with gives anyone the right to assault you. But regardless of this not being your fault in any way, you may still be feeling afraid, ashamed, angry, sad, helpless, betrayed or depressed. For this reason, it's important for you to seek help immediately after the attack and in the days and weeks following. The following are some things you can do if you've been sexually assaulted:

- If you are in danger or need medical care, call 9-1-1. If you can, get away from the person who assaulted you and get to a safe place as fast as you can.
- Save everything that may have the attacker's DNA on it. Don't brush, comb or clean any part of your body. Don't change clothes, if possible. Don't touch or change anything at the scene of the assault. That way the local police will have physical evidence from the person who assaulted you.
- Go to the nearest hospital emergency room as soon as possible, where you can be examined and treated for any injuries. In case of rape, you can be given medication to prevent HIV and other sexually transmitted infections and emergency contraception to prevent pregnancy. A doctor or nurse will use a rape kit to collect evidence which may include fibers, hair, saliva, semen or clothing left behind by the attacker.



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If you think you were drugged, talk to the hospital staff about being tested for date rape drugs, such as Rohypnol, Gamma Hydroxybutyrate (GHB), and other drugs.

- Call a friend or family member you trust or call a crisis center or hotline to help you find support and resources near you.

## **Engaged Bystander Intervention**

Bystanders are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, and/or do something about it. A bystander is someone who is present and thus potentially in a position to discourage, prevent or interrupt an incident. Engaged bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence. Bystander intervention does not have to jeopardize the safety of the bystander.

TUS is an advocate for bystander intervention when it is conducted in a positive and safe manner and when it is executed to prevent harm in the event of potential domestic violence, dating violence, stalking or sexual assault on a person other than the bystander. Knowing how and when to intervene may be dependent in part on recognizing the situation as an emergency or non-emergency. A potential bystander can use the following steps to help decide if and how to intervene:

## **5 Decision Making Steps**

1. Observing the event
2. Interpreting the event as a problem
3. Assuming personal responsibility
4. Knowing how to intervene
5. Implementing the intervention

## **Strategies If There Appears to be an Emergency Situation**

Something to remember in a perceived emergency situation is not to take any action that may escalate the situation or put you or the victim in danger. You can decide to intervene directly (you are the primary helper) or indirectly (you enlist someone else to be the primary helper, e.g. the police, other students, school administrators, etc.). Whichever way you decide on how to intervene, remember to keep the person calm, gather as much information as you can, consider all options, and provide support. The following strategies are not meant to be all inclusive and may not apply in every situation, but are being providing as effective strategies for intervention in an emergency situation:



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- Identify the best exit strategies for those involved to get out of the situation. If prudent, create a distraction to potentially allow the victim to get to a safe place.
- State any and all requests clearly and directly.
- Consider all actions before intervening and choose the safest methods.
- Remember that verbal fights can quickly escalate to physical fights. If this happens, it's sometimes better to walk away and not try to be a hero.
- Act quickly but safely before a problem turns into a larger problem or crisis.
- Vocalize your commitment to help and engage other bystanders, as needed.
- Consider your personal exposure or liability regarding actions you know about which are criminal.
- If it is not safe for you to intervene directly, call 9-1-1.

## **Strategies in a Non-Emergency Situation**

Similar to intervening in an emergency situation, a bystander can decide whether to act directly or indirectly as the best approach in a non-emergency situation. A direct intervention is speaking to the person directly, and an indirect intervention is speaking to another person who could be helpful or provide guidance, such as another student or a school employee. Again, the following strategies are not meant to be all inclusive and may not apply in every situation, but are being providing as effective strategies for intervention in a non-emergency situation:

- When evaluating the situation, remember to consider the frequency, duration and severity of the actions.
- Always be sensitive, understanding and non-judgmental.
- Recognize what you can and cannot do to help and engage others as needed.
- Identify the “red flags” and anticipate problems in advance of them happening.
- Create a distraction to delay or avoid a situation before it turns into an emergency.
- Do not make excuses for (or otherwise enable) the other person – hold strong to your beliefs regarding the situation.
- Hold any and all conversations in a safe environment.

For more information on bystander intervention, please visit the following helpful resources:

1. Step UP!, a bystander intervention program - <http://stepupprogram.org/>
2. The National Sexual Violence Resource Center  
<https://www.nsvrc.org/bystander-intervention-resources>
3. No more <https://nomore.org/learn/>



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## **State or Federal Law**

TUS students and staff are subject to the California State Statutes and federal laws regarding dating violence, domestic violence, and stalking.

### **California's definition of Domestic Violence:**

Domestic violence is abuse or threats of abuse when the person being abused and the abuser are or have been in an intimate relationship (married or domestic partners, are dating or used to date, live or lived together, or have a child together). It is also when the abused person and the abusive person are closely related by blood or by marriage. We encourage staff and students to read about domestic violence laws starting with the California Family Code section 6203, criminal domestic violence laws in the California Penal Code, Penal Code section 273.5, Penal code section 243(e)(1).

The domestic violence laws say “abuse” is:

- Physically hurting or trying to hurt someone
- Sexual Assault
- Making someone reasonably afraid that they or someone else are about to be seriously hurt (like threats or promises to harm someone); OR
- Behavior like harassing, stalking, threatening, or hitting someone; disturbing someone's peace; or destroying someone's personal property.

The physical abuse is not just hitting. Abuse can be kicking, shoving, pushing, pulling hair, throwing things, scaring or following you, or keeping you from freely coming and going. It can even include physical abuse of the family pets.

Also, keep in mind that the abuse in domestic violence does not have to be physical. Abuse can be verbal (spoken), emotional, or psychological. You do not have to be physically hit to be abused. Often, abuse takes many forms, and abusers use a combination of tactics to control and have power over the person being abused.

## **EXAMPLES OF DOMESTIC AND DATING VIOLENCE**

Acts of domestic or dating violence can take on many different forms of abuse, among them being the following:

- **Sexual Abuse:** Coercing or attempting to coerce any sexual contact or behavior without consent. This includes, but is not limited to, rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.



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- **Physical Abuse:** Slapping, hitting, grabbing, shoving, pinching, biting, hair pulling, etc. are all types of physical abuse. This type of abuse can also include denying a partner medical care or forcing alcohol and/or drugs use upon him or her.
- **Emotional Abuse:** Undermining an individual's sense of self-worth and/or self-esteem is abusive. Emotional abuse may include but is not limited to, constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.
- **Economic Abuse:** Making or attempting to make a person financial dependent by maintaining complete control over financial resources, withholding one's access to money, or preventing an individual's attendance at school or employment.
- **Psychological Abuse:** Elements of psychological abuse include, but are not limited to causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property and forcing isolation from family, friends or school and/or work.

## **The following scenarios may be indicators that domestic or dating violence is occurring or may lead to instances of violence or abuse:**

- Your spouse or significant other checks up on you constantly by calling or texting you and becomes anxious when he or she does not know your whereabouts
- You feel isolated from your friends or family members because your spouse or significant other is demanding of your time and acts jealous when you talk to or spend time with others
- A person you are dating becomes possessive and gets too serious about the relationship too quickly
- A spouse or significant other expects or demands sexual contact when you are not interested or not willing to engage
- Your spouse or significant other constantly demeans you by putting you down or calling you names
- Your spouse or significant other threatens violence and/or abuses you physically, verbally and/or sexually
- Your spouse or significant other does not accept responsibility for his or her actions
- You discover someone is obtaining personal information about you by accessing public records, using internet search services, hiring private detectives, rummaging through your trash, contacting your friends, family, co-workers, neighbors, etc.

While understanding the signs of abuse and taking measures to reduce the risk of abuse may be steps to help explain the context of violence and may act as a deterrent, it can never be used to place blame on the victim or guarantee that violence will not occur. It is important to remember



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that when violence or abuse occurs, the perpetrator, not the victim, is responsible for his or her actions, and the victim's judgment or behavior is never an excuse for those actions.

## **In the home**

- Know where and/or from whom to get help, and memorize and/or program emergency phone numbers
- Plan your escape route when needed, and ensure all other inhabitants know it
- Pack a bag with cash, keys, and important documents and have it accessible in case you have to leave your home quickly

## **Outside the home**

- Vary your travel routes and shop and bank at different places, if possible
- Keep your cell phone with you and ensure 9-1-1 is programmed, along with any other emergency numbers
- Provide a picture of your abuser to friends and co-workers
- Avoid going to lunch alone

## **In an Emergency Situation**

- If you are able to, dial 9-1-1 immediately
- If in your home, stay away from the kitchen, as the abuser may easily obtain a weapon (i.e., a knife)
- Get to a lockable room which has a phone and a window or door to escape
- If you can escape, make a lot of noise and run to a nearby trusted neighbor for help

## **General Strategies to Help Prevent Sexual Assault or Other Violent Crimes**

The following are proactive measures an individual can take which may minimize the risk of you becoming the victim of sexual assault and may help contribute to the overall safety and security of your campus community:

- Use a "buddy" system and avoid walking alone, especially at night. Travel in well-lit areas and in pairs or a group, if possible. Avoid deserted areas and shortcuts.



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- Let family and friends know where you are going, your method of transportation, and when you will return.
- Never hitchhike or get in a stranger's car.
- Avoid excessive alcohol consumption, which may impair judgment, especially in unfamiliar surroundings or situations. Additionally, to that end:
  - (a) Be aware of rape drugs
  - (b) Do not leave your drink unattended and keep track of how many drinks you have had.
  - (c) Only drink from un-opened containers or from drinks you have watched being made and poured.
  - (d) Avoid groups like punch bowls.
  - (e) If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find a friend and have him/her help you leave as soon as possible.

## **Dating Violence**

Dating violence includes violence against a person with whom there has been a romantic or intimate relationship. Relationships are gauged by the length, the, and frequency of interaction.

Dating violence may include the following:

- Infliction of physical pain, physical injury or illness.
- Actions that cause impaired physical or mental condition.
- A violation of the sexual assault policy, or the sexual harassment policy.

## **Stalking**

Stalking is defined as engaging in a course of conduct (a series of two or more acts toward another person), carried out over time, however short or long, which are not wanted by the victim, and/or that threaten or would cause a reasonable person to fear for their safety or safety of others or cause them to suffer substantial emotional distress.

Stalking may include, but is not limited to the following acts:

- Following the person without proper authority or permission.
- Communicating in repeated, unwelcome ways, which can include communication by any electronic, written, verbal or third-party method.
- Leaving unwanted items for the person.
- Vandalizing a person's property





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- Papering at a person's residence, classroom, or workplace without permission.

If a member of TUS community feels that they are experiencing or have experience dating violence, domestic violence or stalking, the University urges you to report it.

The Taft University System is a distance education-only school and therefore there are no in-house dorms or campus therefore it does not keep a campus log on dating violence, domestic violence or stalking.

**Sexual Assault** – an offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting system. Further, a sexual offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Consent** – when someone agrees, gives permission, or says “yes” to sexual activity with other persons. Consent is always freely given and all people in a sexual situation must feel that they are able to say “yes” or “no” or stop the sexual activity at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional, psychological, physical, reputational, financial pressure, threat, intimidation, or fear (coercion or force).

**Affirmative Consent** (California) – the affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

**Rape** – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Per California Penal Code 261:

“Rape” is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

(1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.



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(2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

(3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

(4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions:

(A) Was unconscious or asleep.

(B) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.

(6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

(7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(a) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

(b) As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another.



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**Fondling** – the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

Per California Penal Code 285: Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.

**Statutory Rape** – non-forcible sexual relations involving someone below the “age of consent”. A person below the age of consent cannot legally consent to having sex. This means that sex with them, by definition, violates the law. Statutory rape laws vary by state, with states setting the age of consent differently, as well as using different names to refer to this crime. California definitions are included in California Penal Codes 261.5(a) (below) and 261 (above under the “Rape” definition).

Per California Penal Code 261.5(a): Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a “minor” is a person under the age of 18 years and an “adult” is a person who is at least 18 years of age.

## **POLICY ON RETALIATION**

### **For Students**

TUS believes strongly that students have the right to be free from retaliation and intimidation in any form as a result of filing a complaint, participating in an investigation or disciplinary hearing, opposing an unlawful act or discriminatory practice or for any other related action. Additionally, witnesses and complainants will not be subject to disciplinary sanctions for a violation of the institution’s student conduct policy at or near the time of the incident unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk. Any student who is experiencing retaliation and/or intimidation should report this immediately to a CSA.

### **For Employees**

All TUS employees are deserving of a work environment free of fear or threat of retaliation if, based on a reasonable belief and in good faith, they report improper conduct which violates policies and/or procedures. In that regard, TUS maintains a zero-tolerance policy for acts of retaliation and



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intimidation. Any TUS employee who is experiencing retaliation or intimidation should immediately contact their supervisor and/or the Human Resources Department.

## ***Student and Staff Off-Campus Resources***

### **ONLINE RESOURCES**

*RAINN (Rape, Abuse, and Incest, National Network), is the nation's largest anti-sexual assault organization. The following strategies are recommended by RAINN to reduce potential risk:*

*Hotline: -800-656-4673 RAINN Website:*

<https://rainn.org/articles/steps-you-can-take-prevent-sexual-assault>

Safety planning

<https://www.rainn.org/articles/safety-planning>

How to respond if someone is pressuring you

<https://www.rainn.org/articles/how-respond-if-someone-pressuring-you>

What consent looks like

<https://rainn.org/articles/what-is-consent>

Protecting your child from sexual assault

<https://rainn.org/articles/how-can-i-protect-my-child-sexual-assault>

*California Coalition for Youth*

<https://calyouth.org/>

1-800-843-5200

*The National Domestic Violence Hotline*

<https://www.thehotline.org/>

1-800-799-7233 or 1-800-787-3224(TTY)

Domestic Violence Shelter

<https://www.cpedv.org/domestic-violence-organizations-california>

[info@cpedv.org](mailto:info@cpedv.org)

1-800-799-safe (7233)

The United States Department of Justice

<https://www.justice.gov/ovw/sexual-assault>

Next Door Solutions to Domestic Violence

<https://www.nextdoorsolutions.org/>

24/7 Hotline 408-279-2962

TUS urges students to seek counseling if they have experienced any of the mentioned situations.



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Hotlines are open 24 hours a day, seven days a week and feel comfortable and confident that they are confidential and free of cost. These hotlines provide lifesaving tools and immediate support to enable victims to find safety and live lives free of abuse, harassment etc.

## **Victim's Rights and Options**

Upon receipt of a report of alleged domestic violence, dating violence, sexual assault and/or stalking on or off campus, TUS is obligated and will provide the victim with written documentation regarding his/her rights and options and written notification regarding accommodations available to him or her, including academic, living, transportation and work situations. This written notification will include information regarding accommodation options, available assistance in making requests for accommodations, and who to address requests to.

*The Taft University System is a post-graduate educational institution and therefore does not provide living accommodations as it does not have housing, nor does it have campus security.*

## **POLICY**

If the accused is a member of The Taft University System, the incident must be referred for disciplinary action in compliance with established TUS policies and procedures. TUS will promptly, thoroughly and impartially investigate all alleged violations of the TUS Title IX and VAWA policy. From the initial investigation to the final result, in a professional and timely manner while also demonstrating a tactful demeanor that is both approachable and sensitive to the victim. The CSA Coordinator is responsible for the oversight of disciplinary complaints involving sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, sexual assault and stalking. To file a disciplinary complaint, contact TUS Lead CSA Coordinator, Ms. Christine Baldwin (714 850-4800), [baldwin@taftu.edu](mailto:baldwin@taftu.edu).

## **INVESTIGATION PROCEDURES AND PROTOCOLS**

Once TUS decides to open an investigation that may lead to disciplinary action against the responding party, a written notice will be provided to the responding party within 72 hours of TUS decision to commence the investigation. The written notice will include sufficient details to provide the respondent with fair notice of the allegations, including:

- Identities of the parties allegedly involved;
- Specific section(s) of the code of conduct allegedly violated;
- Precise conduct allegedly constituting the potential violation(s); and
- The date(s) and location(s) of the alleged incident(s). Investigations are conducted by members CSA team.

Investigators are free of actual or reasonably perceived conflicts of interest or biases for or against any party. Investigations may include interviews with complainant(s), respondent(s), witnesses, and other parties who may have knowledge relevant to the investigation. The complainant and the respondent will receive written notice at least 72 hours in advance when possible of any interview with sufficient time to prepare for meaningful participation. Parties may be interviewed more than once. Investigations also typically include review of any relevant documentation, such as text



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messages, emails, instant messages, or any other form of communication or documentation. Parties involved in a Title IX investigation may be asked to preserve evidence, including, but not limited to, emails, text messages, or other documents. Knowingly destroying evidence related to a Title IX investigation or withholding requested evidence constitutes a violation of policy, for which disciplinary action may be taken. Complainants (accusers) and respondents (accused) will be treated without bias during the investigative process. Each will have an opportunity to speak with the investigator, provide witnesses to be interviewed, and provide documentation for the investigator's review.

The investigator will analyze and document the available evidence, objectively evaluate the credibility of parties and witnesses and produce a written report that summarizes the relevant exculpatory evidence (applied to evidence which may justify or excuse an accused defendant's actions and which will tend to show the defendant is not guilty) . Complainant(s) and respondent(s) will be provided with the investigation report summarizing the relevant exculpatory evidence and will have equal opportunity to respond in writing to the report within one week of receipt before a finding is made or before a Title IX Committee is convened. Parties are not required to respond to the report. A party will have declined to respond if the permitted response time expires. Information obtained through the course of a Title IX investigation may be shared with law enforcement.

## **Possible outcomes after the Investigation**

If it is more likely than not dating violence, domestic violence, or stalking has happened (in other words, if the preponderance of the evidence suggests that an offense occurred), a student will be found responsible for violating TUS policy and the investigating officer will consider a range of sanctions and outcomes.

**\*Preponderance of the Evidence:** the greater weight of the evidence required in a civil (non-criminal) lawsuit for the trier of fact (jury or judge without a jury) to decide in favor of one side or the other

Disciplinary sanctions possible for a person found responsible of violating the dating violence, domestic violence, and stalking policies include but are not limited to:

Suspension, expulsion, probation, counseling, deferred suspension, removal from campus, and/or any combination of the previous.

When determining appropriate disciplinary action, the investigating officers will consider the dating violence, domestic violence, or stalking complaint as a whole, the disciplinary background of the accused individual(s), including the nature of the conduct and the context in which it occurred.

Any retaliation against a person who reports alleged dating violence, domestic violence or stalking or against a witness or other participant in an investigation, is strictly prohibited and will be considered a violation of this policy. It is also a violation of this policy to make a false accusation of dating violence, domestic violence, or stalking or knowingly provide false information pertaining to a dating violence, domestic violence, or stalking complaint.



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## **If the accused is a faculty or staff member**

In cases of personal harassment, sexual assault or sexual misconduct by staff or faculty members towards students or to another staff member, the CSA Team will meet to review the evidence and if the outcome is not in favor of the defendant, the possible outcome could be but not limited to release of employment and possibly legal actions from the defendant.

## **CRIME STATISTICS**

The following Clery Act Annual Survey is compiled in conjunction with The Taft University System Safety Policies and pertains to both the California and Colorado locations. The following statistics are in accordance with definitions used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act. The data includes all crimes reported to the police or to TUS. If a crime has occurred but has not been reported, it cannot be reflected in the following statistics. For this reason, The Taft University System encourages everyone to report all crimes to TUS or local law enforcement agency.

The Taft University System expressly reserves the right to modify or to adopt additional safety policies and procedures relating to campus safety, at any time without notice.



# 2024 Campus Safety and Security Survey

Institution: (454689001)

User ID: C4546891

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

### 1. Does your institution provide On-campus Student Housing Facilities?

- No.**
- Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

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### 2. Does your institution have any noncampus buildings or properties?

- Yes**
- No**

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### 3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with

our request.

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2021	2022	2023
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense

Total occurrences on Public Property

	2021	2022	2023
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>





d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2021

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin

a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property.</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."









f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime

Total occurrences On Campus

---

	2021	2022	2023
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

---

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime

Total occurrences on Public Property

---

	2021	2022	2023
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

---

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

Crime	Number of persons referred for Disciplinary Action		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



b. Drug abuse violations

0	0	0
---	---	---

c. Liquor law violations

0	0	0
---	---	---

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

Crime

Number of persons referred for  
Disciplinary Action

2021

2022

2023

a. Weapons: carrying, possessing, etc.

0	0	0
---	---	---

b. Drug abuse violations

0	0	0
---	---	---

c. Liquor law violations

0	0	0
---	---	---

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2021	2022	2023
a. <u>Total unfounded crimes</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfind a crime.

Count unfounded crimes in the year in which they were originally reported.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."