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John F. Kennedy University  
**ANNUAL CAMPUS SECURITY  
REPORT  
& DRUG-FREE AWARENESS  
NOTIFICATION**

**2010-2011**

September 2011



**JOHN F. KENNEDY UNIVERSITY**  
TRANSFORMING LIVES, CHANGING THE WORLD  
An Affiliate of the National University System

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This report is issued by the Office of Human Resources, Director, Theresa Rodgers (x3449). Additional copies may be obtained in the Office of Human Resources or the Admissions/Registration Office.

Crime Statistics are submitted by the Office of Institutional Research Associate, Anita Korenstein (x3456).



The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by John F. Kennedy University, and on public property within, or immediately adjacent to and accessible from, the campus or center. The report also includes institutional policies concerning campus security such as policies concerning alcohol and drug use, crime prevention, and the reporting of crimes, sexual assault, and other matters.

### Crime Prevention and Reporting

Policies, procedures, and facilities for reporting criminal actions or other emergencies and for responding to such reports may be found in the University's Emergency Procedures Manual available on the intranet at [inside.jfku.edu](http://inside.jfku.edu). An incident report form is also located at the end of this document. The University maintains contact with local police departments for the protection of its constituents as well as for the purpose of keeping official records of criminal incidents.

University sites are patrolled by local police departments and appropriate police services are provided.

The University makes every effort to keep its buildings and grounds secure. Lighting and appropriate landscaping for crime prevention are provided at all locations. The University secures its buildings and, wherever possible, its parking lots each evening.

John F. Kennedy University does not generally hire personnel for security purposes. It relies on the prompt reporting of any criminal activity to local police departments. The University also requires reporting of criminal activities to the VP of Administration/CFO and the Director of Building Services.

The University's building maintenance and custodial staff is given training in how to assist in preventing criminal activity and responding to such activity. University departments are issued Emergency Procedures Manual, and supervisors are asked to review the contents with their staff.

In the event of criminal activity, notices are posted at the site involved, warning the University community of the particular activity or threat. The warning provides information as to what precautions need to be taken.

### Campus Security Procedures

The local police department should be contacted immediately for any of the following criminal offenses:

Murder	Motor vehicle theft
Rape	Liquor law violations
Robbery	Drug abuse violations
Aggravated assault	Weapons possessions
Burglary	Suspicious persons or activities

General rules to follow:

- Call 911 (or 9-911 from an inside extension) or the local police immediately.
- If a victim is involved, provide as much comfort as possible, but rely on local authorities to provide the essential support services.
- Avoid disturbing any areas involved in the criminal incident. Avoid touching anything if at all possible.
- File a report with the officer when he or she arrives.
- Contact university officials as soon as possible.

All incidents of a criminal nature are to be reported to both the local police department and the University. University departments to contact are:

Emergency Contact Personnel	Phone Number
Building Services, Director	925.969.3372
Administrative Services, Main Campus	925.969.3313
Student Services, Campbell Campus	408.874.7770

### Crime Statistics

Crime statistics are reported to the U.S. Department of Education at <http://www.ope.ed.gov/security> (enter "Kennedy" to search database), on the University's website at <http://www.jfku.edu>, and in the table below. For further information, contact the Director of Human Resources at (925) 969-3449 or the Director of Institutional Research at (925) 969-3403.



**JFKU's Three-Year Crime Statistics**  
**July 1, 2010–June 30, 2011**

	Pleasant Hill	Campbell	Oakland	Sunnyvale	Berkeley	
Crime	Campus	Community Counseling Center	Campus	Center for Holistic Counseling	Community Counseling Center	Campus
Criminal homicide	—	—	—	—	—	—
Murder and non-negligent manslaughter	—	—	—	—	—	—
Manslaughter by negligence	—	—	—	—	—	—
Forcible and non-forcible sex offenses	—	—	—	—	—	—
Robbery	—	—	—	—	—	—
Aggravated assault	—	—	—	—	—	—
Burglary	—	—	—	—	2	—
Motor vehicle theft	—	—	—	—	—	—
Motor vehicle hit and run	—	—	—	—	—	—
Theft	—	—	—	—	—	—
Vandalism/theft car contents	—	—	—	—	—	—
Vandalism to building	—	—	—	—	—	—
Arson	—	—	—	—	—	—
Crimes of prejudice	—	—	—	—	—	—

**July 1, 2009–June 30, 2010**

	Pleasant Hill	Campbell	Oakland	Sunnyvale	Berkeley	
Crime	Campus	Community Counseling Center	Campus	Center for Holistic Counseling	Community Counseling Center	Campus
Criminal homicide	—	—	—	—	—	—
Murder and non-negligent manslaughter	—	—	—	—	—	—
Manslaughter by negligence	—	—	—	—	—	—
Forcible and non-forcible sex offenses	—	—	—	—	—	—
Robbery	—	—	—	—	—	—
Aggravated assault	—	—	—	—	—	—
Burglary	—	—	1	—	—	—
Motor vehicle theft	1	1	—	—	—	—
Motor vehicle hit and run	—	—	—	—	—	—
Theft	—	—	—	—	—	—
Vandalism/theft car contents	—	—	—	—	—	—
Vandalism to building	—	—	—	—	—	—
Arson	—	—	—	—	—	—
Crimes of prejudice	—	—	—	—	—	—



## July 1, 2008–June 30, 2009

	Pleasant Hill	Campbell	Oakland	Sunnyvale	Berkeley	
Crime	Campus	Community Counseling Center	Campus	Center for Holistic Counseling	Community Counseling Center	Campus
Criminal homicide	—	—	—	—	—	—
Murder and non-negligent manslaughter	—	—	—	—	—	—
Manslaughter by negligence	—	—	—	—	—	—
Forcible and non-forcible sex offenses	—	—	—	—	—	—
Robbery	—	—	—	—	—	—
Aggravated assault	—	—	—	—	—	—
Burglary	1	—	1	3	—	—
Motor vehicle theft	—	—	—	—	—	—
Motor vehicle hit and run	—	—	—	—	—	—
Theft	1	—	1	—	—	1
Vandalism/theft car contents	1	—	—	1	—	—
Vandalism to building	—	—	—	—	—	—
Arson	—	—	—	—	—	—
Crimes of prejudice	—	—	—	—	—	—

## Sexual Offenses

The definition of sexual offenses is categorized by the FBI as forcible and non-forcible.

Forcible offenses are any sexual act directed against another person, forcible or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. Forcible sexual offenses include: forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Unlawful, non-forcible sexual offenses include incest and statutory rape

Victims of rape or a sexual offense on campus should, assuming it is possible, leave the scene as quickly as possible, call the local police or 911, and go to the nearest hospital. Victims should also contact a rape crisis center. Contact information is provided at the end of this section.

If you are called upon to assist a rape victim or a victim of a sexual offense, you should call the local police (or 911). The victim may be in shock and not aware of the extent of his or her physical injuries. Always encourage a rape victim to receive immediate medical attention. (Refer to the list of hospitals at the end of this section.) Discourage the victim from washing or bathing in any way. Give comfort; avoid asking a lot of questions. Try to prevent a crowd from gathering. Don't blame the victim in any way.

Injuries frequently associated with rape include physical trauma associated with the rape itself, scratches, bruises, abrasions, and severe beating.

A student or employee who commits a sexual offense on campus, as defined in this document, shall be subject to immediate disciplinary action up to and including dismissal from the university and may be prohibited from participating in university offerings and activities. University action will be taken independent of action by outside agencies. The office of the provost and/or vice president of human resources will be responsible for the administrative review of the case and any subsequent disciplinary action.

The University does not have on-campus counseling services or treatment programs available for the victims of a sexual offense. However, a confidential referral is available from the Registrar at (925) 969-3509 or the Office of Human Resources at (925) 969-3449.



Hospitals	Phone Number
<b>Contra Costa County</b>	
John Muir Medical Center	
1601 Ygnacio Valley Road, Walnut Creek	925.939.3000
Mt. Diablo Medical Center	
2540 East Street, Concord	925.687.8200
Kaiser Permanente Medical Center	
1425 South Main Street, Walnut Creek	925.295.4299
<b>Oakland</b>	
Kaiser Permanente Medical Center	
280 West MacArthur Blvd., Oakland	510.596.1000
Alta Bates Summit Medical Center	
350 Hawthorne Avenue, Oakland	510.655.4000
Highland General Hospital	
1411 East 31st Street, Oakland	510.534.4000
<b>Campbell</b>	
Valley Medical Center	
751 South Bascom, San Jose	408.335.5000
<b>Emeryville</b>	
Alta Bates Medical Center	
2540 Ashby Avenue, Berkeley	510.204.4444
<b>Rape Crisis Centers</b>	
<b>Contra Costa County</b>	
	925.706.4290
	925.439.RAPE
<b>Oakland</b>	
	800.670.RAPE

### Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act provides for the tracking of convicted sex offenders enrolled at or employed at institutions of higher education. The State of California (Penal Code 290) requires sex offenders already required to register within the State, within five working days, to also register with the city police department in which the campus or center he or she is attending classes or employed.

Information on these registered sex offenders is available to the public through the California Department of Justice's Internet website at <http://meganslaw.ca.gov>. Alternatively, information is available by contacting the following sheriff's offices:

Contra Costa County Sheriff's Department, Services Division  
500 Court Street (Second Floor), Martinez, CA 94553-1203  
Phone: (925) 646-4461 Web: [http://www.cocosherriff.org/sex\\_crimes/scrimes.htm](http://www.cocosherriff.org/sex_crimes/scrimes.htm)

Santa Clara County Office of the Sheriff Headquarters  
55 West Younger Avenue, San Jose, California 95110-1721  
Phone: (408) 808-4900 Phone: (800) 211-2220 (Toll Free) Web <http://www.sccsheriff.org/portal/site/sheriff/>

Alameda County Sheriff's Office Administration Office  
1401 Lakeside Drive, 12th Floor, Oakland, CA 94612-4305  
Phone: (510) 272-6878 Web: <http://www.alamedacountysheriff.org/LES/megan.htm>



## Anti Discrimination and Harassment

John F. Kennedy University does not discriminate on the basis of race, color, national origin, religion, age, marital status, gender, sexual orientation, veteran status or disability.

The University is committed to providing an environment that is free of all discrimination and harassment. In keeping with this commitment, the University maintains a strict policy prohibiting discriminatory behavior and sexual, verbal, physical, and visual harassment.

A student or employee who believes he or she has been harassed or experienced discrimination should promptly report the facts to the dean of the school or directly to the vice president of human resources who will investigate such claims and take appropriate action.

The reporting student/employee and all students/employees participating in any investigation have the assurance of JFK University that no reprisals will be taken as the result of the complaint, unless the complaint was filed in bad faith or for an improper purpose.

Complete JFK University policies regarding Discrimination and Harassment are in staff and faculty handbooks available on the intranet at [inside.jfku.edu](http://inside.jfku.edu). You may also access JFK University's on-line training for additional information.

## Drug-Free Campus

It is widely recognized that the misuse and abuse of drugs (controlled substances) and the abuse of alcohol are major contributors to serious health problems as well as to social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of alcohol include various deleterious physical and mental consequences including addiction, severe disability, and death.

In response to these concerns, the U.S. Congress passed the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989. In accordance with these Acts, JFK University has enacted the following policy applicable to all students and employees.

### Policy

It is the policy of JFK University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited in JFK University facilities or as part of any of the University's activities. The workplace and campus are presumed to include all premises where activities of the University are conducted. Violation of this policy may result in disciplinary sanctions up to and including expulsion or termination. Violations may also be referred to the appropriate authorities for prosecution. This policy will be reviewed biennially.

### Communication

A copy of the Drug-Free Campus Policy is distributed to each new employee and is published in the faculty, staff, and student handbooks.

## Drug-Free Awareness Program

To comply with federal regulations, John F. Kennedy University has adopted a referral program for students, staff, and faculty. The program is designed to facilitate treatment of drug and alcohol dependencies. While the University does not have a treatment program, we do provide extensive referral lists. For a confidential referral, please contact Human Resources at 925-969-3450.

In order to maintain a drug-free workplace, the University has established a drug-free awareness program to educate employees about the dangers of drug/alcohol abuse in the workplace; our drug-free workplace policy; the availability of any drug/alcohol-free counseling, rehabilitation and assistance programs; and the penalties that may be imposed for violations of our drug-free workplace policy. Such education shall include but not be limited to (1) distribution of the University's drug-free workplace policy at the employment interview; (2) a discussion of the University's policy at the new employee orientation session; (3) distribution of a list of approved drug/alcohol abuse assistance agencies, organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug and alcohol abuse; (5) re-orientation of all involved employees in cases in which a drug/alcohol-related accident or incident occurs; (6) inclusion of the policy in employee handbooks and any other personnel policy publications; (7) a video tape presentation on the hazards of drug and alcohol abuse.

## Violence Prevention

The University is committed to maintaining an environment that is safe and free from violence and will not tolerate violent and threatening behavior. All University community members share this responsibility and are expected to maintain a safe and secure climate through behavior that does not involve acts of violence, threats or aggression.



### Workplace Violence and Threats

Acts of violence and aggression include verbal or physical actions that create fear or apprehension of bodily harm or threaten the safety of a supervisor, co-worker, faculty member, student, patient, member of the general public or the university community at large. Examples of such behavior include on or off duty or off premises acts that adversely affect the University:

- Any act which is physically assaulting
- Behavior or actions that would be interpreted by a reasonable person as carrying a potential for violence and/or acts of aggression
- Any act that threatens harm to another person or damage to property
- Domestic violence
- Stalking (including electronic stalking)

Acts of violence cannot be predicted with absolute certainty, although we can minimize the risk to everyone when behaviors that are observed are reported to appropriate authorities. Often threats or acts of aggression escalate to a level of violence when there is poor communication with a person and that person cannot cope under the stress of confrontation.

When interacting with a potentially aggressive or violent person, be aware of your reactions, report all behaviors to others, and follow these suggested guidelines:

- Remain calm, speak in a low voice . . . don't argue or agree with distortions.
- Let them know of consequences . . . "I'll call the police if you don't sit down and stop yelling. . . . I can't help you if you don't calm down."
- Avoid invasion of "personal space;" keep a safe distance of 3-6 feet.
- Treat people with respect regardless of their behavior and avoid being judgmental.
- Do not make promises that you cannot fulfill.
- If the person has an appeal to a higher authority, then so inform them.

Report all behaviors to appropriate authorities or call Public Safety at "9-1-1."

If the behavior reaches the point of violence then:

- Remain calm. Dealing with the person calmly and confidently will help reduce further communication problems.
- Call "9-1-1." If you cannot call yourself, have someone else call for you.
- Do not try to physically force a person to leave. Do not touch the person.
- If violent behavior is occurring, escape, hide if not already seen, or cover up.
- Position yourself, if possible, so that an exit route is readily accessible.
- Never attempt to disarm or accept a weapon from the person in question.
- Don't argue, threaten, or block their exit.

Any member of the University community, contractor, or visitor can report a violation and seek assistance. In addition, employees in positions of authority (including deans, directors, chairs, supervisors, faculty, or others who oversee employees or students) have an obligation to contact the appropriate resources if they see or are informed of violence or threats of violence.

### Domestic Violence

According to the Domestic Violence Project, Inc., domestic violence is a pattern of coercive control that one person exercises over another. Abusers use physical and sexual violence, threats, emotional and psychological abuse, and economic deprivation to control their partners and get their way. People who are living together, having sex, or dating can be in violent relationships, not just married people. Domestic assault refers to the types of abuse which are crimes. Hitting, choking, shoving, slapping, biting, burning, and kicking someone is a crime, as is forcing someone to have sex. Domestic assault is against the law.

Additional information can be found online at <http://www.ndvh.org/>, or call the National Domestic Violence Hotline at 1-800-799-SAFE (7233) or TTY 1-800-787-3224.

### Firearms on Campus

The issue of possession of firearms on campus is regulated by state law. The citation is CPC 626.9. Firearms are not permitted on any university campus—public or private.

### Emergency Hotline-Campus Closure

The University has established an emergency hotline. The hotline will play a recorded announcement with information about campus closures (if instruction is canceled and if personnel are to report), and, in the event of a closure, if personnel are to report to an alternate location. Students may access this information by calling (925) 969-3701. If cell phones and land phones do not work, it may be possible to place calls using a public (pay) phone since many operate on a separate circuit.





# JOHN F. KENNEDY UNIVERSITY

## INCIDENT REPORT FORM

**PLEASE READ INSTRUCTIONS ON PAGE 3 BEFORE COMPLETING THIS FORM**

Reporter	
Reporter Name/Job Title _____	Department _____
Phone Number _____	Email _____
Reporter Signature _____	Date Submitted _____

Automobile/Equipment Incident
Date of Incident _____ Time _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Name of Driver _____ Email _____
Driver of vehicle was a: <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Other (Describe) _____

Incident Location: Campus Building **OR** Street Address & City **OR** Hwy No. & city, **OR** Intersection & City \_\_\_\_\_

Vehicle # \_\_\_\_\_ License Plate # \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Location of Damage on Vehicle \_\_\_\_\_ Can Vehicle be driven:  Yes  No

Equipment Serial # \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Location of Damage on Equipment \_\_\_\_\_ Can Equipment be used:  Yes  No

Brief Summary of facts as reported by:  Claimant  Employee  Other (Describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did police investigate?  Yes  No If yes: Report Number \_\_\_\_\_ Citations Issued \_\_\_\_\_

Witness/Passenger

Name(s)	Address	Daytime Phone(s)	Employee?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Bodily Injury (in none write N/A)

Name(s)	Age	Injury	Address	Daytime Phone(s)	Employee?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of other Driver, Property Owner, or Pedestrian \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Driver's License #/State \_\_\_\_\_

License Plate # \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Location of Damage on Vehicle \_\_\_\_\_ Can Vehicle be driven:  Yes  No

Insurance Company/Policy Number \_\_\_\_\_

Property Loss/Damage
Date of Incident _____ Time _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. Department Incurring Loss _____ Include description of loss or damage and current location to the following that apply: <input type="checkbox"/> Building _____ <input type="checkbox"/> Building Contents _____ <input type="checkbox"/> Other (Explain) _____ Contact Person _____ Phone # _____ Description of event causing the loss: _____ _____ _____ _____

Notice of Incident
<input type="checkbox"/> Personal Injury or Property Damage to Non-Property <input type="checkbox"/> Notice of Incident – Record Only Date of Incident _____ Time _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. Full Name _____ Phone # (s) _____ Address _____ City _____ State _____ Zip _____ Phone Number(s) _____ Driver's License #/ State _____ Make _____ Model _____ Year _____ License Plate _____ Damage Estimate: \$ _____ Insurance Company _____ Policy Number _____ Phone _____ Describe WHERE, WHEN and HOW the damages or injury occurred. Include names of all persons involved and any witnesses. Including their addresses and telephone numbers. _____ _____ _____ _____ _____ _____ Describe any harm/damage to person(s) or property and attach copies of all medical reports, bills or estimates of repairs. _____ _____ _____ _____ _____ _____

# INCIDENT REPORT FORM - INSTRUCTIONS

This form is to be used only by faculty or staff. This form must be filled out COMPLETELY. If a line does not apply to your loss, respond with "NA" or "NONE".

All property and liability incidents MUST be reported to the CFO/COO immediately.

## **THIS FORM IS USED TO REPORT:**

- Loss or damage to property.

## **OTHER PROPERTY INCIDENTS:** If available, attach:

Extent and cost of damages (repair estimates, photographs, details of the actual or proposed replacement, etc.).

- Information on any adverse party's insurance.
- Evidence to help us recover the loss from any third party. Who may be liable for the loss. Include an explanation, the person's name, address, company, and the insurer; witness(es) names and address(es); copies of cost estimates, photos, purchase orders, police reports, fire reports, etc. Do not dispose of the damaged property or other evidence until we authorize you to do so.

**LIABILITY INCIDENTS:** Immediate reporting is critical. There is often a person who is injured or has damaged property who is expecting us to contact them. **DO NOT DELAY.** Please attach:

- Copies of applicable letters, reports, orders, rules, Motor Vehicle Division's Traffic Accident and Insurance Report, original photographs and any other materials related to the Incident.
- Witnesses and involved parties' names, addresses and phone numbers.
- The lawsuit, if you were served. Write on the summons when it was received in your office and by whom. Call us immediately. Send the summons and complaint to the Office of the CFO/COO.

**FOR ALL INCIDENTS:** In all cases be sure to:

- Preserve all physical evidence.
- Give us the name and phone number of your contact person for further information.
- Do not delay your report. If documents or information are missing, complete the report form and submit it with what you have.
- If you have any questions on coverage, documentation or actions you should take, call us at once.

**DISTRIBUTION:** Send this completed form and attachments, or reports to:

The Office of the CFO/COO  
John F. Kennedy University  
100 Ellinwood Way  
Pleasant Hill, CA 94523

Or email to [cfo-coo@jfku.edu](mailto:cfo-coo@jfku.edu).

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