

**JFKU ANNUAL CAMPUS SECURITY REPORT
& DRUG-FREE AWARENESS NOTIFICATION
2008 - 2009**

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This report is issued by the Office of Human Resources, Supervisor, Theresa Kortuem (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](#). 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/crimestats>, and in the table below. For further information, contact the Supervisor 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, 2008–June 30, 2009

Crime	Pleasant Hill		Campbell	Oakland	Sunnyvale	Berkeley
	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	—	—	—	—	—	—

July 1, 2007–June 30, 2008

Crime	Pleasant Hill		Campbell	Oakland	Sunnyvale	Berkeley
	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	—	—	3	—	—
Motor vehicle theft	—	—	—	—	—	—
Motor vehicle hit and run	—	—	—	—	—	—
Theft	—	—	—	—	—	—
Vandalism/theft car contents	—	—	—	—	—	—
Vandalism to building	—	—	—	—	—	—
Arson	—	—	—	—	—	—
Crimes of prejudice	—	—	—	—	—	—

July 1, 2006–June 30, 2007

Crime	Pleasant Hill		Campbell	Oakland	Sunnyvale	Berkeley
	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	—	—	—	—	—	—
Motor vehicle theft	—	—	—	—	—	—
Motor vehicle hit and run	—	—	—	—	—	—
Theft	1	—	—	1	—	—
Vandalism/theft car contents	—	—	—	—	—	—
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.

Hospital/Rape Crisis Centers	Phone Number
Contra Costa County	
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
Oakland	
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
Campbell	
Valley Medical Center 751 South Bascom, San Jose	(408) 885-5000
Emeryville/Berkeley	
Alta Bates Medical Center 2540 Ashby Avenue, Berkeley	(510) 204-4444
Rape Crisis Center	
Contra Costa County	
	(925) 706-4290
	(925) 439-RAPE
Oakland	
	(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
(925) 646-4461
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)
<http://www.sccsherriff.org/portal/site/sherriff/>

Alameda County Sheriff's Office Administration Office
1401 Lakeside Drive, 12th Floor, Oakland, CA 94612-4305
(510) 272-6878
<http://www.alamedacountysherriff.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 JFKU 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 JFKU policies regarding [Discrimination](#) and [Harassment](#) are in staff and faculty handbooks. You may also access [JFKU'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, JFKU has enacted the following policy applicable to all students and employees.

Policy

It is the policy of JFKU 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 JFKU 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

Name of JFKU staff/student(s)
involved: _____

Name of description of others involved, if known

Date of incident _____ Time of incident _____

What happened?

What follow-up occurred or is planned?

Date and time it was reported to police _____

If the incident involved car vandalism:

Make and model of car _____

Where was the car parked _____

What was stolen _____

Please complete and return to David Sadler, Facilities Office, Pleasant Hill Campus