This report contains California Lutheran University security policy disclosures and crime statistics for the years 2012, 2013, and 2014 and is published and distributed annually by October 1 in accordance with the Crime Awareness and Campus Security Act (Title II of Public Law 101-542).
California Lutheran University
2015 Woodland Hills Campus Security Report

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This report can also be found on the CLU website at: [http://www.callutheran.edu/safety_security](http://www.callutheran.edu/safety_security)

Campus Safety prepared this report to comply with the Jeanne Clery Disclosure of Campus Security and Police and Crime Statistics Act.
California Lutheran University
2015 Woodland Hills Campus Security Report

Policy for Reporting the Annual Disclosure of Crime Statistics

Campus Safety prepares a report to comply with the Jeanne Clery Disclosure of Campus Security and Police and Crime Statistics Act. This report is prepared with input from Residence Life and Judicial Affairs in cooperation with local law enforcement agencies surrounding the Woodland Hills Campus. Each entity provides updated information on educational efforts and programs to comply with this Act.

Campus crime, arrests and referral statistics include those reported to Campus Safety, the Los Angeles Police Department and designated campus officials including, but not limited to, directors, deans, department heads, coaches, athletic directors, designated Residence Life staff, judicial affairs officers, and advisors to recognized clubs and student organizations. These statistics may also include crimes that have occurred in private residences or businesses. The geographic area used for the Woodland Hills Campus is the specific address of classrooms and public areas used by faculty, staff and students while the facility is in use.

These statistics, which are reported annually to the U.S. Department of Education, cover a three year period, from 2011-2013.

Section 11160 of the California Penal Code requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Student Health Services) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or as the result of an assault or abusive conduct. Campus pastors and Counseling Services staff inform their clients of the procedures to report a crime to either Campus Safety or local law enforcement officials on a voluntary or confidential basis. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, students are e-mailed the Web address to access this report. Faculty and staff receive a similar notice. Copies of the report may also be obtained at Campus Safety, located in the Welcome Center, Thousand Oaks Campus, 60 W. Olsen Road, Thousand Oaks, CA 91360, or by calling (805) 493-3208. Prospective employees may obtain a copy from Human Resources or by calling (805) 493-3185. Prospective students may obtain a copy by calling (805) 493-3208.

General Procedures for Reporting a Crime or Emergency

The Woodland Hills Campus is serviced by the Los Angeles Police Department, Topanga Division, located at 21501 Schoenborn Street, Canoga Park, California, and by the Management Office who leases the space used by the Woodland Hills Campus.

Students, faculty, staff and guests of the University are strongly encouraged to report all crimes and other public safety-related incidents to Campus Safety on the Thousand Oaks Campus by calling (805) 493-3911, the Los Angeles Police Department at (818) 756-4800, or to the Administrator of the Woodland Hills Campus.

Life-threatening emergencies should be immediately reported to the Los Angeles Police Department by dialing (9) 911 from campus telephones, or 911 from public pay phones or cell phones.

All crimes should be reported to Campus Safety at the Thousand Oaks campus to ensure inclusion in the annual crime statistics and to aid in the provision of timely warning notices to the campus community when appropriate.
Voluntary Confidential Reporting

If you are the victim of a crime and do not wish to pursue action with the University or criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Safety on the Thousand Oaks Campus can file a report of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University.

Confidential Reporting Procedures

The 1998 amendments to 20 U.S.C. Section 1092 (f) clarify who are considered to be campus security authorities. Campus Pastors and Campus Professional Counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, counselors are encouraged to inform victims of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Counselors are defined as:

**Pastoral Counselor:**
An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor:**
An employee of an institution whose official responsibilities include providing psychological counseling to its members and who is functioning within the scope of his or her license or certification.

Reporting Criminal Offenses

From a phone inside the Woodland Hills Campus, contact Campus Safety at extension 3208 for non-emergencies. For life threatening emergencies, immediately call the Los Angeles Police Department by dialing (9) 9-1-1 from campus telephones or 9-1-1 from cell phones and/or pay phones. Remember, when calling from your cell phone to 9-1-1, the operator will not know your location, so be prepared to provide the address of your location or the street or cross-street where you are located.

Any suspicious activity or person observed in the parking lots or loitering near vehicles, inside buildings or around residence halls should be reported to the Woodland Hills Campus Administrator or the Los Angeles Police Department immediately.

In addition, crimes may be reported to the following people and/or departments designated as Campus Security Authorities:

- Melinda Roper, Vice President of Student Affairs/Dean of Students, (805) 493-3553
- Kerri Lauchner, Director of Health Services, (805) 493-3225
- Juanita Hall, Director of Multicultural and International Programs, (805) 493-3951
- Alan Goodwin, Director of Counseling Services, (805) 493-3390
- Residence Life Staff
- Department Deans (or other senior student administrative personnel)
Coaches
Residence Hall Staff;
Woodland Hills Campus Administrator
Overseers and advisors to student clubs and organizations and other campus officials who have "significant responsibility for student and campus activities". These include: student housing, student discipline and campus judicial proceedings.

Off-Campus Criminal Activity

When a CLU student is involved in an off-campus offense, Campus Safety Officers generally are not involved with the investigation by outside law enforcement agencies. There is not any off campus housing offered at the Woodland Hills Campus. In off-campus housing provided by California Lutheran University, the police department in the jurisdiction responds to all calls for service. California Lutheran University does not operate any off-campus student organization facilities such as fraternity and sorority houses.

Policy Statement on Illegal Drugs

All campuses of California Lutheran University have been designated “drug free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. The Los Angeles Police Department and CLU’s Residence Life and Campus Safety departments strictly enforce these laws.

Possession of paraphernalia is also a violation of the University drug policy. Paraphernalia includes any object that contains the residue of an illegal drug or narcotic and/or is used in the consumption or distribution of an illegal drug. All drugs and paraphernalia will be confiscated and/or destroyed.

Being under the influence of illicit drugs is also a violation of University policy. Additionally, drug-related posters, stickers, caps or lights may not be displayed in residence hall windows or outside doors. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

Alcohol and Substance Abuse Information

The University has developed a program to assist in preventing illicit drug use and alcohol abuse by students and employees. The program provides the following services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and University disciplinary actions.

Alcohol and Drug Education:
Employee Assistance Program, Health and Well-Being classes, Student Health Services, Student Life programs, Campus Safety, and Counseling Services.

Counseling Services:
Employee Assistance Program, Student Health Services, Counseling Services, Ventura County Mental Health Crisis Team, Coalition to End Family Violence, and Interface Sexual Assault Treatment Services.

Referral Services:
Employee Assistance Program, Student Health Services, Counseling Services, Ventura County Mental Health Crisis Team, Coalition to End Family Violence, and Interface Sexual Assault Treatment Services.
University Disciplinary Actions: Student Code of Conduct

The State of California sets 21 years of age as the minimum age to purchase or possess an alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the Department of Campus Safety.
California Lutheran University standards do not allow alcoholic beverages or empty alcoholic beverage containers on campus, except where designated by the Vice President for Student Affairs/Dean of Students. Possession, use or distribution of illegal drugs and/or narcotics is likewise prohibited. A violation of any law regarding drugs and/or alcoholic beverages is also a violation of the University Student Handbook and will be treated as a separate disciplinary matter by the University.

**Policy Statement Addressing Alcoholic Beverages**

The possession, consumption, manufacture, sale or furnishing of alcoholic beverages all University campuses is governed by California Lutheran University policy and California statutes. The California Department of Alcohol and Beverage Control control the laws regarding the possession, sale, consumption and furnishing of alcoholic beverages. However, the criminal enforcement of alcoholic beverage laws on Woodland Hills Campus is the primary responsibility of the Los Angeles Police Department.

Campus policies for all campuses are primarily enforced by Residence Life and Campus Safety. These policies prohibit the consumption, possession, sale, distribution or furnishing of alcoholic beverages on campus except when designated by the Vice President for Student Affairs/Dean of Students. Empty alcoholic beverage containers are also prohibited.

Violations of University policy and state law regarding alcoholic beverages are subject to University disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell or provide alcoholic beverages to a person under the age of 21. Further, the possession of an alcoholic beverage by anyone less than 21 years of age in a public place or location open to the public is illegal. Organizations or groups violating the University alcoholic beverage policy or state law may be subject to University sanctions.

Driving a vehicle under the influence of alcohol or drugs (DUI) is a significant risk to the campus community. People driving under the influence are subject to arrest and University sanctions.

**Megan’s Law and Sex Offender Registration Information**

In accordance with the Campus Sex Crimes Prevention Act of 2000, the following link to the State of California Department of Justice Sex Offender Registry is being provided by Campus Safety. Information regarding registered sex offenders may be accessed at: [http://meganslaw.ca.gov/sexreg.htm](http://meganslaw.ca.gov/sexreg.htm). If you have additional questions, contact Campus Safety at (805) 493-3208.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state about registered sex offenders may be obtained. It also requires sex offenders who must register in any state to provide notice to each institution of higher education where the person lives, works, or attends school.

The Family Educational Rights and Privacy Act (FERPA) was amended to make it clear that institutions may disclose information received through state registration and community notification programs, even if the sex offender is a student.

In California, persons convicted of specified sex offenses must register with the local law enforcement jurisdiction in which they reside. The Sex Offender Registry in the State of California is maintained by the California Department of Justice.

Megan’s Law was enacted in 1996 and allows local law enforcement agencies to notify the public about sex offender registrants who pose a risk to the public. The information on this Web site is provided solely to protect the public. Anyone who uses this information to commit a crime or harass an offender or his or her family is subject to criminal prosecution and civil liability. Any person required to register pursuant to Penal Code Section 290 who enters this Web site is punishable by a fine not to exceed $1,000 and/or imprisonment in a county jail not to exceed six months. (Penal Code 290.46 (i))
Security Awareness Programs

At the beginning of fall semester, students are informed of services offered by Campus Safety. Pamphlets and presentations outline ways to maintain personal safety and residence hall security. Students are informed of crime on campus and in neighborhoods surrounding campus that could affect their safety or security at the time of or as soon as possible after the fact. Similar information is conveyed to new employees at orientation.

Crime and Sexual Assault prevention programs are offered annually. Periodically, and as needed during the academic year, Residence Life or Campus Safety work with other campus organizations and departments to present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, vandalism and residence hall security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their safety as well as the safety of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness pamphlets, security alert posters, articles in The Echo the student newspaper, on the Campus Safety website, student orientation, parent orientation for incoming students, and following scheduled resident hall fire drill meetings with participants.

When time is of the essence, information is released to the University community through security alerts posted electronically on the campus e-mail system. If necessary, security alerts are also posted in residence halls, Pearson Library, Student Union Building, Centrum, cafeteria and fitness center, and other public areas. In the Woodland Hills Campus, alerts will be posted in the main lobby, bulletin boards, or in the break area.

Crime Prevention Programs

Crime Prevention Programs on personal safety and theft prevention are available upon request by various campus departments and organizations throughout the year. The staff of Residence Life and Campus Safety provides programs for students, faculty, employees and student organizations. In addition, the Residence Life staff provides a variety of strategies and tips on how students can protect themselves from sexual assault, theft and other crimes. Crime prevention brochures on a variety of topics are available in the Welcome Center.

The Woodland Hills Administrator can request an escort to and from the classrooms and adjacent parking lot from the contracted security officer on duty. This officer is provided by the Property Management Office for the Woodland Hills Campus.

Sexual Assault Prevention and Response

California Lutheran University does not tolerate any degree of sexual misconduct, including dating violence, domestic violence, stalking, or sexual assault on or off-campus. Sexual assault violates the values of our community as well as the University’s mission to educate leaders who are strong in character and in judgment, confident in their identity and vocation, and committed to service and justice as articulated in the University’s mission statement. Students, faculty, and administration must be aware of University policies and procedures so that they may act in an educated, responsible manner when dealing with sexual coercive and/or violent situations. Students are taught about Bystander Intervention during new student orientation and via online training that is offered to all new and transfer students. A student charged with assault, sexual or otherwise, whether the incident occurred on or off campus can be prosecuted under California criminal statutes and/or disciplined, suspended, or dismissed under the Standards of Conduct. Registered sex offenders are not permitted on campus.

Abusive sexual behavior within the University is harmful to both the learning environment and the sense of community the University seeks to foster among students, staff and administration. All members of the University have an obligation to act responsibly in the realm of sexuality. Any student who, either individually or in concert with others, participates in any of the following misconduct is subject to University discipline, suspension, dismissal, and expulsion.
Sexual Offenses
Sexual offenses include, but are not limited to, non-forcible sexual intercourse is when a person is under the age of consent (the age of consent in California is 18 years old), physical and/or verbal abuse, threats of violence, actual non-consensual or forcible intercourse, attempted vaginal intercourse by a person(s) known or unknown, incest, sodomy (and intercourse), forced oral copulation (or genital contact), rape by a foreign object (including a finger), sexual battery (unwanted touching by a person of another person with a purpose of sexual arousal and/or any unwanted fondling, kissing, or groping), dating violence, domestic violence and stalking.

The following acts are definitions under which crimes will be reported in the Annual Security Report:

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting Program, which are:

**Sex offenses:** (Definition applicable to rape, fondling, incest or statutory rape) Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving 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.

**Fondling:** The touching of the private body parts of another person for the purpose 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:** 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.

**Stalking:** The act of willfully, maliciously, and repeatedly following or willfully and maliciously harassing another person and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family or suffer substantial emotional distress.

**Domestic Violence:** Violence committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

California Lutheran University is providing the following contact information for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available both on and off-campus.

**On-Campus Resources (Applicable to the Thousand Oaks, Woodland Hills, Westlake, and Oxnard Campuses)**

For official notification to the University which will result in a report and investigation:

Jim McHugh, Title IX Coordinator (for general assistance and official notification to the University): (805) 493-3684, mchugh@callutheran.edu, GSFC # 208

Residence Life and Student Conduct (to file a report, change living accommodations, and official
notification to the University): (805) 493-3220

Vice President of Student Affairs/Dean of Students (for options regarding changing living, working, and academic accommodations and official notification to the University): (805) 493-3302

Campus Safety (for immediate emergency response and official notification to the University): (805) 493-3911

For confidential counseling, support, and advocacy:

- Health Services (for confidential consultation and assistance): (805) 493-3225
- Student Counseling Services (for confidential counseling and emotional support): (805) 493-3727
- Campus Ministries (for confidential emotional and spiritual support): (805) 493-3228
- Campus Pastoral Support Team (PLTS) (for confidential counseling and emotional support): http://www.plts.edu/cpt.html

Other on-campus resources:

- Multicultural and International Programs (for assistance with visa and immigration status) (805) 493-3023
- Office of Financial Aid (for assistance with financial aid status) (805) 493-3115

PLTS Resources (Applicable to the Pacific Lutheran Theological Seminary Campus)

- Christopher Evans, Deputy Title IX Coordinator, Director of Formation and Student Life (for general assistance and official notification to the University): (510) 559-2737, cevans@plts.edu
- Student Counseling Services (for confidential counseling and emotional support): (805) 493-3727
- Campus Pastoral Care Team (for confidential counseling and emotional support): http://www.plts.edu/cpt.html
- Alta Bates Summit Medical Center, 2450 Ashby Avenue, Berkeley: (510) 204-4444 POLICE INVOLVEMENT IS MANDATORY.
- University of California at Berkeley Health Services, 2222 Bancroft Way, Berkeley: (510) 642-2000 POLICE INVOLVEMENT IS MANDATORY.
- Bay Area Women Against Rape, 470 27th St., Oakland: (510) 845-7273 POLICE INVOLVEMENT IS OPTIONAL.
- Highland Hospital, Highland Sexual Assault Response Team, 1411 E. 31st St. Oakland: (510) 534-9290 or (510) 437-4019 POLICE INVOLVEMENT IS OPTIONAL.
- Denise Morita, Director of Financial Aid (for assistance with financial aid status) (510) 649-2459, Graduate Theological Union, dmorita@gtu.edu
- Alameda County District Attorney’s Office (for legal assistance) (805) 272-6222 1225 Fallon Street, Suite 900 Oakland, CA 94612, info@alcoda.org
- Multicultural and International Programs (for assistance with visa and immigration status) (805) 493-3023

Other Local Resources

- Call 911 for emergency medical treatment or to report rape.
- Call 211 (24 hour Information and Referral Helpline).
- Coalition for Family Harmony (805) 656-1111. Located in Oxnard. For individual counseling, family counseling, women’s support groups (also offered in Spanish), and referrals to other services.
- Interface Sexual Assault Treatment Services (1-800-339-9597). The clinic provides callers with a counselor who can make medical references and can provide free short-term counseling. Medical Clinic to provide medical attention at the survivor’s request.
- Interface Sexual Assault Treatment Services (1-800-339-9597). The clinic provides callers with a counselor who can make medical references and can provide free short-term counseling.
- Ventura County Mental Health Crisis Team (805-652-6727). This team offers counseling to callers and a service that can meet a caller at an emergency room or safe harbor. Short term counseling can be provided.
Los Robles Hospital (805) 497-2727 215 W. Janss Rd. Thousand Oaks, California 91360. If you have been sexually assaulted and you go to the Los Robles Emergency Room, they will require police involvement before conducting a preliminary examination and referring you to a clinic in Simi Valley to have a full medical examination and to collect forensic evidence for legal purposes. **POLICE INVOLVEMENT IS MANDATORY.**

Kaiser Permanente (818) 719-2000 5601 De Soto Ave. Woodland Hills, California 91365. **POLICE INVOLVEMENT IS MANDATORY.**

Santa Monica Rape Treatment Center (310-319-4000) 1250 Sixteenth Street Santa Monica, California 90404. This center will provide the survivor with a treatment exam to collect forensic evidence for legal purposes (in the event that he/she chooses to prosecute) and will test for pregnancy and sexually transmitted diseases. Santa Monica Rape Treatment Center is a mandated reporter. A mandated reporter is a person or an agency that must notify the police that they are treating a rape victim. However, it is entirely the victim’s choice as to whether or not they want to communicate with the police in further detail. **POLICE INVOLVEMENT IS OPTIONAL.**

Strength United (661) 253-0258. Located in Santa Clarita and Van Nuys. For individual counseling and referral to other services. **POLICE INVOLVEMENT IS OPTIONAL.**

LA County Department of Mental Health (800) 854-7771. For information and referrals on mental health and crisis services.

CATS Center (818-908-8630). This is a confidential location in the city of Van Nuys that will provide the survivor with a treatment exam to collect forensic evidence for legal purposes (in the event that he/she chooses to prosecute) and will test for pregnancy and sexually transmitted diseases. CATS is a mandated reporter. A mandated reporter is a person or an agency that must notify the police that they are treating a rape victim. However, it is entirely the victim’s choice as to whether or not they want to communicate with the police in further detail. **POLICE INVOLVEMENT IS OPTIONAL.**

Ventura County District Attorney’s Office (805) 654-3622; 800 S. Victoria Ave, Suite 314, Ventura, California 93009

**Government Resources**

- [www.notalone.gov](http://www.notalone.gov)

Any member of the Cal Lutheran community (with the exception of those listed as confidential resources), visitor to the Cal Lutheran campus, or other individual who is subject to sexual assault or harassment, or becomes aware of an actual or potential incident of sexual assault or harassment, should report the incident immediately, either verbally or in writing, to any one of the following people in order to formally notify the University. Upon receiving a report, these individuals are obligated to take action in order to provide a safe non-discriminatory environment for all. Title IX prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence (assault, stalking, dating violence, domestic violence, rape) is a form of sex discrimination. If you would like to file a complaint under Title IX for sex discrimination, please contact the Title IX Coordinator or another department listed below:

- Regardless of the status of the alleged harasser, any incident may be reported to the Title IX Coordinator for California Lutheran University. Currently, the Title IX Coordinator is: Jim McHugh, Special Assistant to the President for Athletic Affairs, (805) 493-3684, mchugh@callutheran.edu, GSFC # 208.
- If this situation involves anyone who is affiliated with PLTS, please contact Christopher Evans, Deputy Title IX Coordinator, Director of Formation and Student Life (510-559-2737, cevans@plts.edu)
- When the alleged harasser is a Cal Lutheran student: Vice President for Student Affairs and Dean of Students, the Associate Dean of Students, or a member of the Student Conduct professional staff. (805) 493-3302
- When the alleged harasser is a member of the Cal Lutheran faculty: Provost and Vice President for Academic Affairs. (805) 493-3145
- When the alleged harasser is an administrator or non-teaching staff member of the University: Assistant Vice President for Human Resources. (805) 493-3185
- When the alleged harasser is any other individual on-campus (including visitors): Campus Safety. (805)
Procedures for Survivors of Sexual Assault or Rape

Sexual assault can happen to anyone. There is no typical survivor. Statistics indicate anywhere from 85-90% of all sexual assaults occur between people who know each other.

If you are the survivor of a sexual assault, your first priority should be to get to a place of safety. You should obtain necessary medical treatment. The University strongly recommends that a survivor of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection (for legal purposes) and preservation. Filing a report with the University will not obligate the survivor to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions from officers or University staff. University personnel will assist the student in notifying authorities if desired (or if the University is legally obligated to do so). Filing a report with the University will:

- Ensure that a survivor of sexual assault receives written information on how to obtain a medical examination for collection of evidence for legal purposes.
- Provide the survivor with written information on where they can go for collection of evidence for legal purposes helpful in prosecution, which cannot be obtained later (ideally a survivor of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Provide written information to survivors about available options and assistance in the following, including how to request changes in academic situations, living situations, transportation situations, working situations, and protective measures.
- Assure the survivor has access to free confidential counseling.

If a sexual assault survivor contacts the Police Department, the Sex Crimes Unit will be notified as well. A survivor may choose that the investigation is pursued through the criminal justice system. A survivor advocate from either the Coalition or District Attorney’s office will guide the survivor through the available options and support the survivor in his or her decision.

If you have been assaulted or raped, you have options on how you can proceed. The following are recommendations intended to support you in dealing with this crime.

- Do not blame yourself. Sexual assault is NEVER THE SURVIVOR’S FAULT.
- Go to a safe location. If you are injured, seek medical attention immediately.
- Do NOT SHOWER, BATHE, OR DOUCHE! The only way medical evidence for legal purposes can be collected is if it is left intact.
- Drugs and evidence for legal purposes are only retrievable within the first 72-96 hours.
- Refrain from touching or moving any objects or materials in the location where the assault has taken place. The impulse to clean is normal, but evidence for legal purposes that might be needed may be destroyed by these activities.
- Call the local law enforcement agency at 911 for emergency assistance or
  - Ventura County Sheriff (805) 494-8200.
  - Los Angeles Police Department-Topanga Canyon Division (818) 756-4800
  - Oxnard Police Department (805) 385-7600
  - Berkley Police Department (510) 981-7600
  - The Sheriffs’ Department will respond to campus and you will be transported to a safe harbor. Transportation can be provided by a friend or roommate to the Sheriffs’ Department.
  - In order to collect evidence to later be used in legal proceedings, a Physical Evidence Recovery Kit (PERK) exam should be administered at the safe harbor. This is performed at the survivor’s discretion. Although the survivor may not want to press charges immediately, it is important that evidence for legal purposes be collected for potential future use as soon as possible after the assault takes place.
  - Call the Ventura County Sheriff’s Department at 911 or 805-494-8200. You will be asked to file a report. The option to press charges is an additional step beyond filing a report and is at your discretion. An officer of the same sex as the survivor can be requested.
• If you choose not to report to the Sheriff’s Department, you may still seek medical help at both Cal Lutheran Health Services (805-493-3225) and Counseling Services (805-493-3727). Services at Cal Lutheran only address health concerns regarding sexually transmitted diseases and pregnancy tests and do not include taking evidence for legal purposes. Health Services and Counseling Services are both available for medical evaluation and psychological support and confidential counseling.
• All counseling through the Student Counseling Center is free of charge for students. If you prefer to receive off-campus counseling, you may use your personal or student insurance plan.

Options Following a Sexual Assault/Stalking/Domestic and/or Dating Violence Incident:

Please Note: An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking 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 or involves plagiarism, cheating, or academic dishonesty.

Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the university will provide the student or employee a written explanation of the student’s or employee’s rights and option.

1. File a Report with the Ventura County Sheriff’s Department or Local Law Enforcement
For an incident that took place on-campus, students can contact Campus Safety at (805) 493-3911 and/or call the Ventura County Sheriff’s Department directly at 911 (or 9-911 from a campus landline phone) to file a report with the police. Campus authorities can assist in notifying the local police if the student chooses. Campus Safety officers will respond quickly and with sensitivity upon notification of the incident. Students who survived a sexual assault, dating/domestic violence, or stalking incident that took place off-campus and want to file a sexual assault with the police can call 911. The Ventura County Sheriff’s Department can assist in filing a restraining order if requested.

2. File a Report with Campus Safety
Campus Safety Officers are on duty 24 hours a day and 7 days a week and will initiate an investigation. At the discretion of the survivor, Campus Safety will assist in filing a report with the police. The survivor may request that the police investigate the crime and gather evidence for legal purposes at the time of the incident. The longer the survivor waits, the evidence for legal purposes the police will be able to obtain becomes weaker. However, it is important that there at least be an incident report on file if the survivor would later decide to take further action. The survivor may request that the police not investigate the crime itself but rather maintain the information of the crime and its particulars in its regular reservoir of crime data.

3. File a Report with Residence Life and Student Conduct
Whether a student elects to report a sexual assault, dating/domestic violence, or stalking to the police, he or she is urged to make an official report directly with a professional staff member in Residence Life and Student Conduct. Coordinators for Residence Life and Student Conduct and Graduate Resident Directors can assist in this process, particularly if the report is being filed after normal business hours. Any Resident Assistant (RA) can assist with getting in touch with a professional staff member at Residence Life and Student Conduct. For the Pacific Lutheran Theological Seminary Campus, the equivalents of Residence Assistants are the Dormitory and Apartments Building Managers.

Residence Life and Student Conduct staff will first suggest that the student attend to any medical needs immediately. The student will be provided with information regarding hospital procedures and available resources. Accompaniment to the hospital will be provided if desired by the student. The student will be assisted in contacting a support person such as a friend, if desired.
The student will be informed that the University will investigate and respond to any allegation of sexual misconduct.

Students who have experienced a sexual assault, dating/domestic violence, or stalking incident have access to other available assistance in changing academic and living situations after an alleged incident, if so requested by the student and if such changes are reasonably available.

4. **File a No Contact Order**
   Students may also request a “no-contact order” towards the other student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others. A professional staff member in Residence Life and Student Conduct will write this document on behalf of the student initiating the request. Students who initiate this letter must abide by the same expectations, and may go through the conduct process should they violate the conditions of the letter. Students who would like to initiate this process can contact Residence Life and Student Conduct at (805) 493-3220, located in Mt. Clef Hall.

5. **Decline to File a Report**
   The student has the right not to file a report. However, students are highly encouraged to seek medical attention, including counseling, either on-campus or off-campus. Students who wish to file a report at a later date may do so by contacting Residence Life and Student Conduct and/or Campus Safety when they are ready. They can also file a report with the Ventura County Sherriff’s Department should they choose to do so in the future. Please note that a delay in reporting could weaken evidence for legal purposes used to determine whether an individual is responsible for a sexual assault. Please note that if a student declines to file a report, the institution still maintains an obligation to provide a safe, non-discriminatory environment for all students and will still move forward with conducting an investigation.

**Academic, Transportation, Work, or Residence Hall Changes**

The Vice President for Student Affairs/Dean of Students/Director of Student Life can assist in initiating and maintaining any academic, transportation, work-related, or housing changes as requested by the victim, and if reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety or to local law enforcement.

**Eminent Danger to the Community**

If it is determined that a serious threat exists, the University will release a warning to protect the community by preserving the reporting survivor’s anonymity.

**Rape Trauma Syndrome (RTS)**

(RTS) is an acute stress reaction to the threat of being killed or being seriously injured resulting from either a completed or attempted sexual assault. Not all the reactions encompassed by RTS are experienced by each survivor. Rather, RTS represents a range of possible reactions. RTS reactions vary from person to person. RTS has two major phases; the immediate or acute phase, in which the survivor’s lifestyle is completely disrupted, the long term phase in which the survivor must reorganize the disrupted lifestyle. Characteristics of the first phase include shock, disbelief, sleeping and eating pattern disturbances, difficulty concentrating, fear, shame, guilt, mood swings, lack of self-esteem, and flash backs to the incident. The reintegration is aided by support from friends, relatives, and others in the survivor’s environment.

If a friend has been assaulted or raped:

- Listen and be supportive.
- Let your friend make her or his own choices.
- Encourage your friend to immediately contact the appropriate resources.
- Stay with your friend during interviews and/or examination if she or he wants you to do so.
- Take care of yourself. You may need to talk to someone about how this has affected you. The resources listed in this section are for you as well.
Affirmative Consent

“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 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. Consent that is obtained through the use of force (actual or implied, immediate or future) whether that force is physical, threats, intimidation, or coercion is invalid consent. The survivor of sexual aggression is not required to physically or otherwise resist a sexual aggressor. Silence, a previous sexual relationship, and/or current relationship with the perpetrator may not be taken as an indication of consent.

Use of alcohol by the perpetrator is not an excuse for violating the sexual conduct policy. A person who is not of legal age; who is asleep, who is unable to communicate due to a mental or physical condition, who is incapacitated/helpless by physical or mental illness; who is mentally or physically intoxicated/incapacitated as a result of drug or alcohol consumption; is unconscious or unaware is incapable of giving consent. A person who knows, or reasonably should have known, that another is incapacitated by the use of drugs or alcohol, and engages in sexual activity with that person, is committing sexual assault or rape.

Note: Intoxication of the assailant or survivor does not diminish the assailant’s responsibility of the sexual assault or rape. To have sex with a person who is intoxicated is considered rape because a person under the influence is unable to give informed consent.

Prevention

It can be difficult to discuss sexual expectations with someone—especially when it is early on in the relationship. However, both men and women must take responsibility to prevent rape or any other form of sexual assault. Listed below are prevention tips for both men and women. Although no single method will make you immune to rape and/or assault, there are steps you can take to avoid potentially damaging situations.

Responsibilities for individuals include:

• Get to know your partner and discuss sexual expectations before you find yourself in an intimate situation.
• Clearly communicate your desires and limits, do not make assumptions.
• Avoid excessive use of alcohol.
• Be assertive. If you say “no,” say it CLEARLY.
• Listen and hear. Being told “NO” is not a rejection of you as a person.
• Accept your partner’s decision. Do not try to manipulate or coerce.
• Understand and accept that you are responsible for your behavior and choices.
• Trust your instincts. If you think something is wrong, then you are probably right. Get out of the situation immediately.

Sex Under the Influence

If you choose to drink, the likelihood you will remember to consider the above responsibilities is greatly reduced. Thus, you run the risk of impaired thinking, judgment, and communication. Some individuals get themselves and their partners drunk enough to let sex “just happen.”

As outlined above, consenting sex requires sober, verbal communication free of threats and other coercion. Cal Lutheran policy recognizes that someone who is under the influence is unable to give consent. Furthermore, being under the influence is never an excuse for raping or assaulting anybody.

• At least 70% of all sexual assaults involve alcohol.
• The use of alcohol can be a factor for the survivor, the aggressor, or both.
• Alcohol lowers inhibitions and impairs judgment, which can lead to a dangerous situation.

Sexual Assault/Stalking/Domestic and Dating Violence Prevention and Response
The University educates the student community about sexual assaults and date rape through wellness programs throughout the year. Students are taught about Bystander Intervention at new student orientation and in an online program that is offered to all new and transfer students. Bystander training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action. In addition, the Student Life staff as well as Campus Safety offer sexual assault education and information programs to University students and all employees. Literature on physical and sexual assault, and general safety tips on risk education and University response are available at Campus Safety and Residence Life and Student Conduct.

**Pertinent Federal Legislation**
The Student Right-To Know and Campus Security Act of 1990 and the Campus Sexual Assault Victims Bill of Rights Amendment to the 1992 Higher Education Reauthorization Act include protection that is intended to help survivors of sexual assault by requiring colleges to report accurate statistics regarding sexual assault and rape. Additionally, if the assault or rape is reported, the survivor can choose to pursue disciplinary action on campus without needing to file charges with the police.

**Investigating an Allegation of Sexual Assault/Dating Violence/Domestic Violence/Stalking when the Alleged Assailant is a Cal Lutheran Student**

1. **Initiating a Complaint**
   Students initiating a complaint at California Lutheran University who feel that they have been sexually assaulted, or involved in a dating violence, domestic violence, or stalking incident or any faculty, staff, administrator, or student who witnesses any of the above crimes should promptly report the incident to a professional staff member in Residence Life and Student Conduct to initiate a complaint.

2. **Filing a Report**
The professional staff member in Residence Life and Student Conduct will meet with the complainant to review the details of the allegation and to explain the subsequent steps involved in a sexual assault, dating/domestic violence, and/or stalking investigation. A completed incident report will be promptly submitted and an investigation will begin. **Immediate Response:** The professional staff member(s) of Residence Life and Student Conduct will initiate an immediate response to separate the complainant and respondent from engaging each other in common areas, residence halls, campus buildings, and student activities. They will further outline options to change the complainant's or respondent's academic and/or living situations if those changes are requested by the complainant or respondent are reasonably available. Residence Life has the discretion to remove the complainant or respondent from a hostile living situation.

3. **Investigation**
   Residence Life and Student Conduct staff will inform both parties of the respective time and place of the interviews and that contact between the parties will be limited to necessity (see Immediate Response). During this stage of investigation, the complainant and respondent have the right to be accompanied by an advocate of their choosing during interviews with the assigned Hearing Officer; however, the advocate will not be allowed to participate in any interviews or hearings. Proceedings will provide a prompt, fair, and impartial investigation and resolution, and be conducted by Hearing Officers who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking.

   The Hearing Officer will investigate the incident by separately questioning the complainant, respondent, and any identified witnesses. The purpose of the questioning is to ascertain to reasonable suspicion if there may have been a violation of the University's policies and what immediate responses need to occur. Both the complainant and the accused will be given an opportunity to present evidence and witnesses to the Hearing Officer, and both may be accompanied by an advocate if they wish. The Hearing Officer will review information provided regarding the incident under a preponderance of evidence standard. The hearing process will be conducted in such a manner that protects the safety of the complainant(s) and promotes accountability. Should the investigation not produce a conclusion that is more likely than not that the conduct in question occurred, the respondent may be found not responsible or not in violation of the student code of conduct.

   However, complainants may still seek options such as filing a no-contact order and reporting the incident to
the Ventura County Sheriff’s Department. At the conclusion of the investigation, the Hearing Officer will make a decision regarding any findings of responsibility and issue any consequent disciplinary sanctions. Both the complainant and the respondent will be simultaneously informed in writing of the factual findings, determination of responsibility, and any sanctions that affect the reporting party.

During any stage of the investigation, if the Hearing Officer reasonably suspects that the respondent poses an imminent threat of harm or disruption to the campus community, the Vice President of Student Affairs/Dean of Students or his/her designee may immediately remove the respondent from campus housing, study abroad programs, and/or restrict the respondent’s movement on campus.

4. Disciplinary Sanctions
Sanctions against a student who has violated the University policy on Sexual Offenses will vary depending on the severity of the violation. Action against a student found to have violated the policy may include policy review, a no-contact order, residence hall probation or suspension, university probation or suspension, expulsion, referral for both on-campus and off-campus behavior, probation or termination from university employment, alcohol or marijuana education courses, change of residence halls, academic courses, or university employment or transportation, educational programming projects, being disallowed to participate in various university clubs, activities and events, a reflection paper, regulations set as to when the student is allowed to be on campus, parental notification, fine assessed to the student’s account, hours of counseling, community service or campus improvement hours, or restrictions place on or dismissal from Study Abroad opportunities.

Both the complainant and respondent must be informed simultaneously in writing of the outcome of the factual findings, determination of responsibility, and any sanctions affecting the reporting party proceeding within three (3) business days of the Hearing Officer’s decision. Upon request, the university will disclose the results of any disciplinary proceeding conducted by the university against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim. Or the next of kin, if the victim is deceased. To assist the Hearing Officer in formulating appropriate sanctions, the complainant may make a statement of impact of the assault. The respondent will also be afforded the right to provide a statement to the Hearing Officer.

5. Appeal Process
Any disciplinary action against a student who has violated the University policy on sexual assault, dating/domestic violence, and/or stalking may be appealed following the process identified in the Student Handbook in effect at the time of the sanction. The University Hearing Board (UHB) composed of students, staff, and faculty members will convene to hear the case, allowing for both the complainant and respondent to state their cases, and will then make a final decision with regards to the disciplinary sanction. Both the complainant and the respondent will be simultaneously informed in writing of any change to the results (of the factual findings, determination of responsibility, and any sanctions that affect the reporting party) that occur prior to the time that such results become final as well as when the results become final.

Initiating a Sexual Assault/Dating Violence/Domestic Violence/Stalking Complaint when the Alleged Assailant is a Cal Lutheran Employee

Students and employees initiating a complaint at California Lutheran University who feel that they have been sexually assaulted, or involved in a dating violence, domestic violence, or stalking incident, or any faculty, staff, administrator, or student who witnesses any of the above crimes should promptly report the incident to a professional staff member in Campus Safety. Students and employees initiating a complaint of sexual harassment should promptly notify the Associate Vice President for Human Resources.

1. Filing a Report
The professional staff member in Campus Safety will meet with the complainant to review the details of the allegation and explain the subsequent steps involved in a sexual assault investigation. A completed incident report will be promptly submitted and an investigation will begin. In cases of complaints of sexual harassment the AVP for Human Resources or representative will initiate the investigation (See Administrative and Staff Handbook, Section Two, K. Harassment, Formal Complaint Procedure.)
Immediate Response: The professional staff member(s) of Campus Safety will initiate an immediate response to separate the complainant and respondent from engaging each other in common areas, residence halls, campus buildings, and student activities. They will further outline options to change the complainant’s or respondent’s academic, living situations, and/or employment location if those changes are requested by the complainant or respondent and are reasonably available. Residence Life has the discretion to remove the complainant or respondent from a hostile living situation.

2. Investigation
The Campus Safety or Human Resources Department representative will inform both parties of the respective time and place of the interviews and that contact between the parties will be limited to necessity (See Immediate Response). Both the complainant and respondent have the right during interviews to be accompanied by an advocate, although said advocate does not have the right to participate in any interviews or hearings. Proceedings will provide a prompt, fair, and impartial investigation and resolution; and be conducted by representatives who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking.

The representative will investigate the incident by separately questioning the complainant, respondent, and any identified witnesses. The purpose of the questioning is to ascertain to reasonable conclusion if it is more likely than not that there has been a violation of the University’s policies and what immediate responses need to occur. The investigation process will be conducted in such a manner that protects the safety of the complainant(s) and promotes accountability. Should this questioning not produce a reasonable conclusion, the respondent may be found not responsible or not in violation of University policy. However, complainants may still seek options such as filing a no-contact order and report the incident to the Ventura County Sheriff’s Department. At the conclusion of the interviews, the representative will make a decision regarding any findings of responsibility and recommend disciplinary actions. Both the complainant and the respondent will be simultaneously informed in writing of the findings however the specific disciplinary action recommended, if any, to the respondent will remain confidential in sexual harassment cases.

During any stage of the investigation, if the representative reasonably suspects that the respondent poses an imminent threat of harm or disruption to the campus community, the representative may recommend to the Assistant Vice President for Human Resources and the appropriate Vice President that the respondent be placed on administrative leave until administrative remedies have been exhausted.

3. Disciplinary Sanctions
Disciplinary Action against an employee who has violated the University policy on Sexual Misconduct will vary depending on the severity of the violation. Disciplinary action against an employee found to have violated policy may include a written warning, suspension from employment, or termination. All disciplinary actions will be approved by the President of the University.

Both the complainant and respondent will be informed simultaneously in writing of the findings of the investigation and that prompt disciplinary action was taken, when appropriate, and any change that occurs prior to the time that such results become final.

4. Appeal
Any disciplinary action against an employee who has violated the University policy on Sexual Misconduct is final. It is the sole discretion of the University to determine if an employee has demonstrated factors that constitute “just cause” for disciplinary action (See Administrative and Staff Handbook, Section Two, H. - Separation.)

During any stage of the investigation, if the representative reasonably suspects that the respondent poses an imminent threat of harm or disruption to the campus community, the representative may recommend to the Assistant Vice President for Human Resources and the appropriate Vice President that the respondent be placed on administrative leave until administrative remedies have been exhausted.

Recording Investigative Materials and Reports
The permanent disciplinary record of a student who violated the policy on Sexual Offenses will reflect this violation if and only if the allegations of the complainant are found to be true. However, a separate file including the incident report and findings of the University Hearing Board will be kept for at least seven (7) years from the date of the final report.

Privacy of Information

To the extent that maintaining the privacy of all parties to a complaint of sexual assault or harassment does not impede the University’s obligation to fully investigate and respond to allegations and reports, the privacy of all parties to a complaint will be respected.

At California Lutheran University, an individual can speak with professionals who have legally protected abilities to maintain confidentially and protect the identity of those with whom they work. Medical professionals at Cal Lutheran Health Services, psychologists/clinicians/counselors at Student Counseling Services, and the Campus Pastors have legally protected obligations to protect the identities of patients, clients, and those who seek their support and counsel if there is not imminent danger of harm to others or self.

As required by law, all disclosures to any University employee of an on-campus sexual assault are tabulated for statistical purposes by Campus Safety, without personal identifying information. In compliance with federal law, these statistics and other mandated crime statistics are reported annually under the federal Clery Act. This type of publicly-available record keeping will be accomplished without including identifying information about the victim, to the extent possible by law. The institution will also notify Cal Lutheran’s Title IX Coordinator, Jim McHugh (805- 493-3684, mchugh@callutheran.edu) in writing that a sexual assault complaint has been filed and an investigation will be conducted. The Title IX Coordinator is the sole administrator who has the authority to make the decision as to whether or not we can maintain a student’s request for confidentiality while also meeting CLU’s obligation to provide a safe and nondiscriminatory environment for all students.

The Family Educational Rights and Privacy Act (FERPA) prohibits the disclosure of conduct records to any third party without written permission from the student(s) involved. Requests from parents, family members, and concerned students for information about the complainant and/or the respondent will not be honored without written permission from the student(s) involved.

Security and Access Policy

During normal business hours, the Woodland Hills Campus is open to students, parents, employees, contractors and guests. During non-business hours, access to Woodland Hills Center is by access card if previously issued by policy or by a representative of Campus Safety. During periods of extended closure, the University will admit only those people with prior approval to all University-owned facilities.

Residence Halls on the Thousand Oaks Campus are locked 24 hours a day and require the use of an identification access card during the academic school year and as determined by the Office of Conferences and Events during the summer. Some facilities may have individual operating hours, which may vary at different times of the year. Examples on the Thousand Oaks Campus are the Pearson Library, Spies-Bornemann Center for Education and Technology, and the Fitness Center. These facilities will be secured according to a schedule provided by the department in control of the particular building.

Emergencies may necessitate changes to any posted schedules. Areas identified as security concerns will have safety surveys conducted to determine measures to enhance the area. These surveys examine security issues such as lighting, landscaping, locks, alarms and communications. Administrators from Student Life, Residence Life, Facilities and Campus Safety review the results.
Campus Law Enforcement Authority

CLU Safety Officers have the authority to ask people for identification and to determine whether they have lawful business on University property. The officers have the authority to issue parking citations and may make arrests as a private person pursuant to Section 837 of the California Penal Code. However, CLU Campus Safety Officers do not possess police powers as outlined in Section 830 of the California Penal Code.

CLU Campus Safety maintains a relationship with the Los Angeles Police. All crime victims and witnesses are strongly encouraged to immediately report crimes to the Los Angeles Police Department as well as Campus Safety. Prompt reporting will aid in apprehension of the offenders and ensure timely warning notices and disclosure of crime statistics. CLU does not have a memorandum of understanding with any law enforcement agency.

Timely Warnings

In the event that a situation arises on or off campus that constitutes an on-going or continuing threat in the judgment of the Director of Campus Safety or designee, Vice President Student Affairs/Dean of Students, or the President of CLU, a campus-wide “timely warning” will be issued. The warning will be issued through the University e-mail system to students, faculty and staff, and the Campus Emergency Notification Alert System that uses email, text message, and voice messages to mobile, office, and home phones. This alert system is tested annually by sending a test message to those who have registered.

If California Lutheran University learns of an immediate threat to the health or safety of students, faculty, or staff on the Campus or surrounding areas, The Director of Campus Safety or designee will notify the Campus community via the Emergency Notification Alert System in not more than 30 minutes of confirmation of the threat.

Depending on the circumstances of a crime or event that is not an immediate threat, Campus Safety may also post a notice on the Campus Safety Web site at http://www.callutheran.edu/safety_security/ to provide the University community with additional information. In such instances, a copy of the notice may also be posted in each residence hall, the Student Union Building, cafeteria, Centrum, Pearson Library, the Gilbert Sports and Fitness Center, and other common areas of the Campus. In the Woodland Hills Campus, notices may be posted in the main lobby, bulletin boards, or break area.

Campus Safety works closely with the Los Angeles Police to obtain updated information on ongoing criminal activities that could affect the Woodland Hills Campus.

Anyone with information warranting a timely warning should report the circumstances to Campus Safety by phone at (805) 493-3208, (805) 493-3911, or in person at Campus Safety office located in the Welcome Center, 60 West Olsen Road, Thousand Oaks, Ca.

Campus Emergency Response and Evacuation Procedures

In the event of a significant emergency or dangerous situation involving an immediate threat occurring on any of the campuses, California Lutheran University will take the following steps.

Determining If an Emergency Notification Is Warranted

1. Take steps to confirm there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of CLU faculty, staff, students, or visitors. This will be done based upon:
   - Personal observation of the event (sight or sound)
   - Report from Campus Safety, faculty, staff, students, administrators, or visitor to the Campus
   - Information from an outside reliable source, such as local police or fire, news media, or government entity
2. Upon confirmation of the event or sufficient information to indicate the emergency or dangerous situation is or has taken place, Campus Safety will attempt to determine if notification would jeopardize an on-going fire or law enforcement activities, thereby causing greater harm to the Campus and its occupants or hinder efforts to contain the emergency. This will be based upon the professional judgment of the Director of Campus Safety, Assistant Director of Campus Safety, or outside emergency service providers (fire or police) that notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

3. If notification is warranted, Campus Safety will determine the segments of the campus community to receive immediate notification and initiate the notification process. This will be determined by the:

- Nature, size, and location of the event
- Date and time of the event
- Area that could be adversely affected
- Information available for outside emergency services if the event happens off campus

4. Campus Safety, in conjunction with input from the Office of the President, the President’s Cabinet or their designated representatives, will determine the content of the notification. If time is of the essence, an initial notification will be made by Campus Safety with a follow up notification as soon as possible containing additional information and instructions.

The initial message should contain the following:

- Who message is from
- Type of incident
- Action to be taken
- Where additional information may be obtained

If the initial message is also sent as a text message, it may be shorter due to limitations in the number of characters that can be transmitted in a single message.

**Method of an Emergency Notification**

One or more of the following methods to notify the Campus community will be utilized:

- Campus Emergency Alert System that utilized a combination of email, voice, and text messaging.
- Campus email system (clunet.edu)
- Posting of a message on the CLU emergency phone line (866-258-1810)
- CLU Web site [http://www.callutheran.edu](http://www.callutheran.edu)
- KCLU -88.3 FM

If the larger community needs to be advised of an emergency situation on the CLU campus, a combination of the following methods may be used:

- Campus Emergency Alert System that utilized a combination of email, voice, and text messaging.
- Campus email system (clunet.edu)
- Posting of a message on the CLU emergency phone line (866-258-1810)
- CLU Web site [http://www.callutheran.edu](http://www.callutheran.edu)
- KCLU -88.3 FM
- CLU Media Relations to contact local public media (radio, television, press)

**Authorized To Initiate An Emergency Notification**
Authorized to carry out an initial emergency notification to the CLU Campuses and the immediate community comes from the:

- President of CLU
- Vice Presidents of CLU
- Associate Vice President, CLU Planning and Operations
- Director CLU Campus Safety
- Assistant Director CLU Campus Safety
- CLU Safety Officers only if delay could result in loss of life

Testing Of the Emergency Notification System

A test of the California Lutheran Campus Alert System is conducted annually each academic year and includes:

- Notification to the CLU community that a test of the Campus Alert System will be conducted.
- Request that the CLU community sign onto MyCLU and update their profile under CAMPUS ALERTS prior to the test, to include checking the accuracy of their personal contact information; i.e., home phone, personal cell phone, personal email address
- Request that the message be acknowledged when received
- Sending of a test emergency message
- Recording the results of the test and reporting the day and time of the test in the next Annual Security Report

Testing Of Evacuation Procedures

California Lutheran University conducts an annual emergency evacuation drill for each campus building that houses faculty, staff, administrators, or students during the day. The drills are supervised by Campus Safety and utilize the Building Emergency Wardens and require all persons in the building to evacuate to their designated evacuation staging areas. These drills are documented and records retained by Campus Safety.

California Lutheran University holds an annual exercise/training to test its Emergency Operations Plan that included members of the Emergency Operations Team. This is separate from the emergency building evacuation drills.

Each Campus resident hall conducts two emergency evacuations drills (fire drills) each academic semester that is organized by Residence Life and attended by Campus Safety Officers. These drills are documented by Residence Life.

Results of the 2014 Test of the Campus Emergency Alert System

A test of the CLU Emergency Alert System was held on November 26, 2014. A test message was sent out to all individuals in the system based upon information CLU obtained from CLU records or from information provided when the individuals updated their contact information.

A total of 3355 persons were sent the text message, 2981 received the initial message. A total of 6211 email messages were sent out, 3577 were received initially. A total of 3083 voice messages were sent out and 2973 were received.

The test indicated that a number of recipients did not follow the directions given to confirm the message.

CLU changed the vendor providing the emergency notification platform in 2013, which improved ease of operation and data entry. CLU continues in its efforts to have students, faculty, and staff ensure their emergency contact information will be accurate and updated. CLU continues to evaluate the current system to look to expanding it to other social media available.
Missing Student Policy

In compliance with the California Higher Education Act, California Lutheran University has established the following protocol to assist in locating residential students reported missing.

University Protocol:
Upon notification from any entity that a residential student may be missing, several resources will be used by the University to assist in locating the student.
An investigation may include:

- Contacting known associates of the students
- Contacting departments within the University
- Searching on campus locations
- Keying in to a student’s assigned room
- Issuing a picture of the missing student to the campus community
- Review of card access logs to determine last use of card
- Collaboration with Information Systems and Services for access to student email logs and portal login records

Campus Safety and/or the Residence Life office will notify law enforcement not later than 24 hours after a student is determined missing.

Once CLU Public Safety or law enforcement has determined that a student is missing, CLU will initiate emergency contact procedures in accordance with the student’s designation (see below.)

Student Rights:
Residential students have the option of confidentially identifying an individual to be contacted by the institution not later than 24 hours after the time that the student is determined missing. Students can register this confidential information with Residence Life when submitting their Emergency Contact information online during check in procedures.

Under the provisions of this law, students under 18 years of age are considered minors and not emancipated individuals. As such, the institution is required to notify a custodial parent or guardian not later than 24 hours after the time that the residential student is determined missing.

Any individual of the campus community who has reason to believe that a residential student is missing should notify Campus Safety at (805) 493-3911 and/or Residence Life at (805)-493-3220 immediately.
Woodland Hills Campus Crime Statistics

The following 5 pages contain the Campus Crime and Security Survey for 2012, 2013, and 2014 as required by the U.S. Department of Education.
## Category of Bias for Hate Crimes Reported in 2012

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*Crimes included in the residential facilities column are included in the on campus category.*
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*No residential facilities or non-campus property at the Woodland Hills Campus*