



The Jeanne Clery Act ANNUAL SECURITY REPORT 2011

Report based upon statistics and information for the period of January 1 through December 31, 2010



Published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, by the **Humboldt State University Police Department**, 1 Harpst Street, Arcata CA 95521, Phone 707-826-5555 Fax 707-826-4637. Email: hsupd@humboldt.edu
Quick Link - http://humboldt.edu/police/Downloads/clery_crime_report.pdf

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THE HUMBOLDT STATE UNIVERSITY POLICE DEPARTMENT

As a recognized California Law Enforcement agency, the Humboldt State University Police Department (HSUPD) has full law enforcement powers and performs all law enforcement responsibilities for the Humboldt State University community 24 hours a day, 365 days a year. HSUPD meets all training requirements mandated by the California Commission on Peace Officers Standards and Training (POST) as well as training designed to meet the needs of the university community. As state peace officers, their police authority extends throughout the state, including concurrent jurisdiction with the Arcata Police Department on the adjacent streets and surrounding community.

The professionally trained staff operates a 9-1-1 Public Safety Answering Point dispatch center; responds to emergency calls; protects life and property; and oversees crime prevention, multi-hazard emergency management, general community-oriented patrol and security, parking administration and parking enforcement. Duties also include proactive law enforcement, criminal and traffic investigation, safety escorts of persons and persons carrying valuables, reporting of safety hazards, assistance to motorists, and assistance to other law enforcement agencies and social service agencies.

Additionally, HSUPD administers LiveScan fingerprinting services; participates in public safety education programs; and supports Residence Hall presentations, Campus Emergency Response Teams (CERT), building security programs, Building Evacuation Teams, crime prevention and alert notices, drug awareness training, Rape Aggression Defense (RAD), and property identification.

CAMPUS POLICE AUTHORITY AND JURISDICTION

Authority as Campus Staff Members: The peace officers of the Humboldt State University Police Department are designated staff members within the Administrative Affairs Division of the University. As such, they have the authority to respond to and investigate possible violations of the Student Code of Conduct, Housing Rules, and other University rules and regulations. Officers regularly prepare Incident Memorandums to Housing and Student Affairs Judicial personnel documenting evidence of non-criminal policy violations, and of criminal acts. These violations can result in discipline.

Statewide Authority to Arrest: The peace officers of the Humboldt State University Police Department, as appointed pursuant to § 89560 of the California Educational Code, have the authority to enforce the law anywhere in the state in accordance with California Penal Code § 830.2(C) and contemporary court opinions. This authority includes the power to make arrests on or off campus anywhere in the State of California.

Primary Jurisdiction: As per Penal Code § 830.2(C) and § 89560 of the California Educational Code, the primary duty of Humboldt State University Police Officers shall be the enforcement of the law on the main campus and in an area within one mile of the exterior boundaries of the main campus, and also in or about other grounds or properties owned, operated, or controlled by the California State University. The one-mile area around the campus encompasses much of the City of Arcata including downtown and the Plaza.

Other Special Authorities and Responsibilities: The University Police Department is much like a small municipal police agency in that it has a controlled property and evidence function and specialized equipment and supplies. The Department has a 24-hour dispatch center with access to special databases and networks including but not limited to CLEWS (County Law Enforcement Warrant System), CLETS (California Law Enforcement Telecommunications System), and NLETS (National Law Enforcement Telecommunications Network). These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal information.

Generalist Philosophy: The University Police Department assumes primary investigative responsibility for all crimes reported to have taken place upon the University main campus and other University properties. In the event that a serious crime or ongoing pattern of crime requires additional resources, the University Police Department will call on Arcata PD, other local agencies, other California State Universities, and other state and

federal agencies for assistance as needed.

Local Relationships and Agreements: HSUPD has positive working relationships and written operational agreements with state and local police departments. HSUPD assists Arcata PD nearly every day, often during incidents where students are present. HSUPD maintains contact with other local agencies through radio monitoring, electronic and voice communication, and regular inter-agency meetings. Arcata PD and HSUPD have an operational agreement delineating responsibilities and jurisdictional understanding published in accordance with California Education Code § 67381 (the Kristin Smart Campus Safety Act of 1998). A copy of this document is posted on the bulletin board outside Room 101 of the Student and Business Services Building for public viewing and will be made available upon request.

CRIMINAL ACTIVITY MONITORING OFF-CAMPUS

Coordination and Communication with Arcata PD: When a Humboldt State University student is involved in an off-campus offense, HSUPD officers may assist with the initial response and/or the follow-up investigation. On occasion, especially in on-view crimes or limited Arcata PD availability, HSUPD officers may handle the entire case from beginning to end. Arcata PD officers routinely work and communicate with HSUPD officers regarding any serious crimes/incidents occurring on-campus or in the neighborhoods and business districts within a one-mile radius of the campus. The two agencies are authorized to utilize each other's radio frequencies and work together on a daily basis.

No Off-campus Housing or Student Organization Facilities Recognized: Humboldt State University does not operate any off-campus housing and recognizes no off-campus Greek community housing or other student organization facilities.

Policy Code of Conduct Violations Between University Community Members: All members of the campus community, including students, staff, and faculty, may be held accountable by virtue of the various sets of regulations that govern behavior. Policy violations between students, staff, and/or faculty may be investigated on or off campus and discipline may follow. All persons associated with the campus are responsible for adhering to campus-wide regulations regarding conduct, CSU regulations regarding conduct, as well as local, state and federal laws. Violations of non-criminal University policy rules and regulations are processed through the University. Sanctions may include: expulsion, suspension, probation, and removal from the Residence Halls or any University-sponsored program such as athletics or student government, and/or termination from employment.

ACCURATE, PROMPT REPORTING OF CRIMES STRONGLY ENCOURAGED

As per federal law, the timely and accurate reporting of crimes is of paramount importance to maintain a safe campus environment conducive to personal safety and academic success. All community members, visitors, students, faculty, staff, and guests are strongly encouraged to report all crimes and public safety-related incidents to the Humboldt State University Police Department (HSUPD) in a timely manner. More information regarding confidential reporting, anonymous reporting, and specific emergency situations and how to report them is located elsewhere in this report. Dispatchers trained in accordance with California's Peace Officers Standards and Training (POST) are at the Department 24 hours a day to handle your call. Crimes should be reported to HSUPD not only to ensure effective investigation and increase the chances of an arrest, but also to facilitate "timely warnings" and/or *Crime Alerts* for the rest of the campus community, and to ensure inclusion in the *Annual Security Report*.

REPORTING CRIMINAL ACTIONS, SUSPICIOUS INCIDENTS AND/OR EMERGENCIES

If a crime, suspicious incident, or security problem is observed, all persons, including students and employees, are encouraged and requested to report the information to University Police by dialing 9-1-1 from any phone. All persons are encouraged to contact any campus official to seek their assistance in reporting crimes,

suspicious incidents or security problems. For non-emergency or business calls, dial extension 5555 from any campus phone or 707-826-5555 from off-campus. Call 9-1-1 for police, fire or medical emergencies. Cell phone callers may dial HSUPD's special cellular phone emergency direct line at 707-826-5023, or dial 9-1-1. The HSUPD dispatch center is now receiving cell phone 9-1-1 calls directly from most wireless carriers and continues to work with other carriers to bring them into compliance with the state regulations. Certain areas of campus will route directly to the UPD PSAP while others may still be answered by the California Highway Patrol or Arcata Police Department.

The Humboldt State University Police Department is responsible for receiving reports, documenting, follow-up investigation, and resolution of any criminal incident that occurs at the University. Crimes committed in or on off-campus buildings owned or controlled by Humboldt State University (satellite properties) are generally reported to the police agency of jurisdiction where the building or property is located. The University Police Department may be requested to assist or take the lead in the investigation of such incidents as appropriate and/or indicted by interagency agreements.

PERSONS RESPONSIBLE TO RECEIVE/REPORT CRIMINAL OFFENSES

Students, staff, faculty (and others) on campus may report crime to the University Police Department or to a designated "campus security authority". A "**campus security authority**" is defined as:

- A campus police department or a campus security department of an institution
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into an institutional property
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The following, but not limited to, have been identified as "**campus security authorities**", and as such, are required to receive crime reports from students and others. They also report crime, suspicious incidents or security problems to the University Police: President, Vice Presidents, Provost, Housing Staff including Community Advocates and Residence Life Coordinators, Student Health Staff, Athletic Coaches, Student Affairs, Directors, Co-directors, Coordinators, Faculty Advisors, Deans of Students, Club Advisors, Managers and Ombudspersons.

REQUIRED REPORTING EXEMPTION: PASTORAL OR PROFESSIONAL COUNSELORS

Certain individuals who have significant responsibility for student and campus activities are **exempted** from disclosing information. To be exempt from disclosing reported offenses, pastoral or professional counselors must be "acting" in the role of pastoral or professional counselors.

Professional counselor – A person whose official responsibilities include providing mental health counseling to members of the University's community and who is functioning within the scope of his or her license or certification.

This definition applies even to professional counselors who are not employees of the University, but are under contract to provide counseling at Humboldt State University.

An individual who is not yet licensed or certified as a counselor, but is acting in that role under the supervision of an individual, who meets the definition of a counselor, is considered to be a counselor for the purpose of the *Clery Act*.

Pastoral counselor – A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

SPECIAL CRIME REPORTING PROCEDURES FOR HEALTH PRACTITIONERS

California Penal Code 11160 requires that health practitioners, including the physicians at Humboldt State's Health Center, must immediately make a report to local law enforcement if in their professional capacity or within the scope of employment, they provide medical services for patients with certain medical conditions such as firearm wounds and injuries caused by assault or abuse. The health practitioner's report must be received and officially documented in some fashion by local law enforcement.

Although the report must be made by the health practitioner, the patient generally retains the authority to decide to what degree they wish to cooperate, explain the circumstances to the police, and to express their wishes as to how far they would like law enforcement to document/investigate the situation.

Further details about the victim/survivor's different reporting options can be found in the sections on "Sex Offenses" that follow. In many cases, a patient who is the victim/survivor of a violent crime may seek confidentiality so that their name is not released to the public.

The victim/survivor may also be offered counseling and support services from the University's Counseling Department, and/or from private professionals such as representatives of the North Coast Rape Crisis Team.

CONFIDENTIAL AND ANONYMOUS REPORTING PROCEDURES

Confidential Reporting Procedures: If you are the victim of a crime and do not want to pursue formal action within the University administrative judicial system or in the state criminal justice system, you may still want to consider contacting HSUPD and making a confidential report. (NOTE: Certain specified crimes, including those related to domestic violence and child abuse, cannot be guaranteed completely confidential treatment, because state law mandates that the police investigate them and take required action.) With your permission, a sworn officer of the Humboldt State University Police Department can prepare and file a report including a narrative with the details of the incident, without revealing your identity. A confidential report may enhance your safety and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crimes with regard to a particular location, method, or suspect/assailant, and alert the campus community to potential danger with timely "Crime Alert" messages and other communications. Credible allegation of crime reports filed in this manner are counted and disclosed in the annual crime statistics for Humboldt State University.

Anonymous Reports and Tips: Anonymous reports or tips can be made electronically at the Anonymous Tips link at http://humboldt.edu/police/crime_tip.php , via US Mail to HSUPD, 1 Harpst St, Arcata, CA 95521, via email from the HSUPD Website or directly to hsupd@humboldt.edu , verbally or in writing through any campus official, via an on-campus phone call to 9-1-1 or to the HSUPD business line at 707-826-5555. Anonymous reports of crime are evaluated individually for location, detail, and veracity prior to being included in the *Annual Security Report*.

TIMELY WARNINGS

On occasion, an event or reported crime may arise on campus that may trigger a timely warning. On a case-by-case basis the Chief of University Police, in consultation with the Vice President of Administrative Affairs and the Vice President of Student Affairs, will determine the need for a timely warning. When a report is received by a Campus Security Authority AND the crime was reported to have occurred on HSU property specified in the Clery Act AND the crime is considered to be an ongoing threat to the safety of students and employees, a campus-wide timely warning may be issued. This timely warning is usually titled a “**Crime Alert**”, however, occasionally “**Safety Alerts**” may be issued (e.g., mountain lion sightings). UPD, with support from campus administration, Marketing and Communications and other departments, will utilize a variety of methods for distribution which include paper notices posted in prominent locations, electronic delivery via web pages and social media or through media releases. These timely warnings will be issued in a prompt manner, appropriate for the circumstances, without unnecessary delay.

EMERGENCY RESPONSE AND EVACUATION

Upon receiving information that a significant emergency or dangerous condition exists that involves an immediate threat to the health or safety of students or employees on the campus, HSU will, without delay, take reasonable steps to confirm the information, and taking into account the safety of the community, initiate an emergency alert and notification to the campus community.

HSU shall determine the type of alert and the content and delivery methods of the notification message(s). The alert and notification will be issued in a timely manner, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. More than one different method should be used to alert and/or inform the desired segment(s) of the community.

If an evacuation appears to be a reasonable action to mitigate the threat, then the evacuation shall be ordered and initiated. Building evacuation plans are posted in campus buildings and described online. HSU employees should assist in evacuation consistent with their training and responsibility and HSU’s emergency management plans and procedures.

In the event that a significant emergency exists that does not appear to involve an immediate health or safety threat (e.g., one structure fire with all occupants safely evacuated), then HSU will not proactively alert the entire campus, but will ensure that information about the event can be located by interested parties online and on a recorded phone message (826-INFO).

HSU assumes that strong shaking from a major local earthquake that is felt by everyone on campus serves as a very effective emergency “alert”, and HSU will not automatically issue a notification message simply because of an earthquake. Earthquake damage, utility interruptions, and injuries could also impair HSU’s ability to issue timely alerts and notifications.

Emergency Confirmation, Evacuation Authority, and Alert/Notification Procedure

Upon the initial report of a significant emergency or dangerous situation, UPD must be immediately notified. The UPD Watch Commander is the initial campus authority that determines:

- The location, type, and extent of apparent danger or significant emergency; and
- If there appears to be an immediate threat to the health or safety of anyone on campus.

If there appears to be time to do so, the Watch Commander may gather more information and/or may consult with trained/experienced personnel. If an evacuation appears to be a reasonable action to mitigate the apparent danger or threat, it may be immediately ordered by the Watch Commander, who has authority to initiate evacuation of an individual facility, multiple buildings, or of the entire campus.

The Watch Commander, Incident Commander, or EOC Director is responsible for:

- classifying the emergency,

- Determining the appropriate segment(s) of the community for additional evacuation and/or emergency alert and notification;
 - The alert communication method(s) and the approval of content of the notification message.
- This process may include consultation with others. As soon as time reasonably allows, notification must be made to HSU's four divisions and President.

Alert/Notification Responsibilities and Methods

HSU Police Dispatch:

- Activate audible alert tones, strobe lights, and/or emergency public address *
- Update message on 826-INFO recorded phone line (if not handled by the Emergency Management Coordinator or Marketing & Communications)

HSU Marketing & Communications:

- Post information on HSU Emergency Conditions webpage
- Post alert/notification on HSU homepage
- Initiate RSS feed (Really Simple Syndication) to online subscribers
- Initiate social networking messaging (e.g., Face book)
- Ensure KHSU 90.5 FM is alerted and has access to material to broadcast
- Create and issue news releases to local media
- Update message on 826-INFO recorded phone line (if not handled by HSU Police)

HSU Information Technology:

- Initiate cellular phone text message to subscribers of HSU emergency text messaging
- Send emergency email message to campus community (as assigned)

HSU Plant Operations:

- Deploy "*Campus Closed – Emergency*" sandwich boards around campus

HSU Emergency Operations Center:

- Utilize administrative emergency "EOC Gold" radios to update on-duty administrators who can forward information to others

Segments of the larger community may be notified by the following units as appropriate:

HSU Police may notify Arcata Fire; Arcata Police; City of Arcata; County Sheriff; CSU officials; CalFire statewide duty officer (for fire or explosion on campus).

HSU Marketing & Communications may notify local media; CSU Public Affairs; CSU-Hosted Emergency Website (If HSU website goes down).

HSU President's Office may notify the Chancellor.

HSU's alert and notification system shall be tested at least once in the fall and the spring. Tests will be announced in advance, and publicized via advertisement in the student newspaper, radio announcements, sandwich boards, and posted on-line. Tests shall be coordinated and documented by the Emergency Management unit of UPD. Feedback from the campus community will be collected electronically, and an After-Action report shall be created and filed for each test of the system.

* Strobe and public address system under construction as of 10/01/2010

ANNUAL DISCLOSURE OF CRIME STATISTICS

The University Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at http://humboldt.edu/police/clery_report.php. You will also be able to connect to our site via the HSU Home page at www.humboldt.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and satellite facilities, Housing and Residence Life, the Judicial Affairs Officer, and the Divisions of Student Affairs, Academic Affairs, and Administrative Affairs. Each entity provides HSUPD with information on allegations of crime received, referrals for student discipline for violations of the law, and their educational efforts and programs to comply with the Act. Humboldt State does not have any off or on campus fraternity or sorority houses.

Arrests, allegations of crime on and around the main campus, and statistics for satellite properties include those reported to the University Police Department, to applicable local law enforcement agencies, and to designated campus officials defined as "campus security authorities" (refer section on "*Persons responsible to receive/report criminal offenses*" earlier in this report.) Some statistics, especially disciplinary referrals for law violations, are difficult to compare accurately from campus to campus because criminal laws differ at many universities.

The **Annual Security Report is published by October 1 of the following year**, and made available for free to the public via the HSUPD webpage and through copies at the University Police Department, 1 Harpst St., Arcata CA 95521, or by calling 707-826-5555. All prospective employees may obtain a copy from Human Resources in Siemens Hall Room #211 or by calling 707 826-3626. The web site address (URL) is attached to employment application information packets, and also listed in the HSU catalog. Prospective students will also be provided a copy of the report upon request. Informational messages regarding the availability of the annual report are placed on employee paycheck stubs, in semester class schedules, in University publications, and in a special individual email notice sent to all currently enrolled students (including those attending less than full time and those not enrolled in Title IV programs or course). A sample of this email notice is below:

This message is sent, pursuant to requirements of the US Code of Federal Regulations, to notify all members of the campus community that the Humboldt State University 2010 Annual Security Report for the period of January 1 through December 31, 2010, is now available at the following website:

http://humboldt.edu/police/clery_report.php.

This report is published in accordance with the Clery Act, named in memory of Jeanne Clery, a 20-year-old undergraduate who was murdered in her Lehigh University residence hall room in 1986. This report contains statistics for the previous three years concerning reports of certain crimes and discipline referrals for certain law violations that allegedly occurred on-campus, in certain off-campus buildings or property owned or controlled by Humboldt State University, and on public property within, or immediately adjacent to and accessible from, the Humboldt State University campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, drug and alcohol abuse issues, and other matters. You can view the report on-line by accessing the website listed above or you may obtain a free paper copy of this report by contacting the Humboldt State University Police Department in room #101 of the Student and Business Services Building at #1 Harpst Street, Arcata CA 95521, or by phoning the Department at 707-826-5555.

NOTES AND COMMENTS ABOUT STATISTICS

Different Statistical Reports Required by Law and Policy: As a recognized California Law Enforcement agency and part of the California State University, the Humboldt State University Police Department is required to report crimes (1) to the federal *Department of Justice* on a monthly basis; additional statistics for crimes, arrests, property loss and recovery are reported annually to (2) the *California State University Chancellor's Office*; the Campus Security Act requires the submittal of a (3) report for the *Department of Education Annual Statistics*; and finally, the (4) "*Humboldt State University Annual Security Report*" is published each fall to comply with the Clery Act.

Clery Act Report Reflects Allegations of Certain Crimes, Not Fully-Substantiated Crime

Investigations: The nature of the Clery Act regulations demands that the University Police Department document and report all allegations of certain crimes regardless of whether or not there is evidence or an investigation that substantiates all the elements of the specific crime(s) under California law that would be required for prosecution. Even some confidential reports without any identified suspect or information to confirm the victim's allegation may be included as reported crimes in this report. The only crime allegations that may be excluded from reporting are those that police investigation shows to be false or baseless.

Statistics Can Vary Between Reports: Caution should be used in comparing one type of report to another inasmuch as each report asks for different statistics. However, in the university environment of information and awareness, the crime allegation information reported will enable our campus community to be safety conscious. These statistics are available to students, staff, faculty, and prospective members of our university community. The data is inclusive of crimes that were reported within the past three years on-campus, off-campus and on public property surrounding campus jurisdiction.

Clery Act Reports Can Be Difficult to Compare Between Campuses: There are numerous problems with making campus-to-campus comparisons, including but not limited to: the community where a campus is located, the relative size of each campus, the number and type of satellite properties, the number of students residing on each campus, the type and size of any off-campus University housing or Greek communities, the presence or absence of proactive police personnel on the campus, the nature of the university/college and police data entry/storage/retrieval systems, and diligent referral and reporting processes. What might be reported and documented on one campus may not be on another campus. Also, it is important to note that on some campuses, there are specific law violations for such offenses as illegal weapons and open containers of alcohol that will result in arrests or documented disciplinary referrals, while other campuses without such laws will not have reportable statistics for the same conduct.

SECURITY AWARENESS PROGRAMS

During freshman and transfer orientation prior to the start of each semester, the Chief of Police or his/her designee presents information regarding security awareness and safety issues to incoming students (and their families) in a panel, at a campus service fair with tabling information, and through the "Health & Safety" program, mentioned below.

Early in the academic semester, resident Community Advocates (CA's) facilitate special floor meetings in the residence halls where discussions are facilitated regarding safe behavior and security of the residence halls. Emphasis is placed on locking exterior doors and discouraging strangers from entering residence halls.

At the start of some athletic team seasons, officers of the University Police Department present a structured lecture to incoming athletes regarding appropriate, lawful behavior, and encouraging members of the team to watch out for one another.

At least once each academic year, the Chief of Police or his/her designee presents safety and security information to new faculty members. A similar presentation is given to new University staff employees several times a year.

Periodically, upon request, special safety presentations are given to subgroups of employees by the Chief of Police or his/her designee, such as emergency/disaster procedures, security reminders to Housing staff, night time safety tips for campus custodial staff, or “active shooter” instruction given to an academic department.

ResLife Handbook

Part of the mission in Residence Life is to maintain a safe environment within the residential community. Therefore, there are policies and procedures listed in the ResLife Handbook that enable us to help maintain safety and security. All community members play a part, including staff, guest and residents. If someone does not feel safe in the residence halls, be sure to contact a Residence Life staff member (such as an on-duty CA or your RLC) or the University Police Department (UPD) for assistance.

Campus Health & Safety Program

A special freshman education program is presented prior to the start of a semester, tailored to new students to prepare them for safe, healthy, positive experiences and choices in situations involving parties, alcohol, drugs, and sexual situations. This program discourages dangerous and criminal behavior, unwelcome sexual acts, etc. and includes emphasis on buddy system in party settings, respecting one another and diversity. This program is presented through the Humboldt Orientation Program (HOP) and HSU Clubs & Activities. Contact HOP at 707-826-3510.

“RAD: Rape Aggression Defense System Training”

Periodically, the University Police Department and other staff members of the University present an official structured curriculum to female students and other participants regarding personal awareness and risk reduction strategies, techniques, and physical skills to escape and survive a dangerous stranger or acquaintance rape situation. Role players in padded suits serve as “attackers” to provide hands-on drill training for students. Contact UPD at 707-826-5555.

CRIME PREVENTION PROGRAMS

“Every 32 Minutes”

Periodically, students organize and present an evening of vivid experiences about alcohol abuse and its dangers, including a staged fatal traffic accident, games and information regarding the dangers of binge drinking, and simulated social settings which could lead to acquaintance rape.

As part of the regular police services provided daily, University Police also offers a number of other programs for assistance and crime prevention, such as temporary loaning of engravers for students, faculty and staff to engrave personal identification onto their valuables such as laptop computers, calculators, or other electronic devices. Additionally, officers or Parking Compliance Officers will provide motorist assistance for vehicle lockouts and jumpstarts on campus, as well as safety escorts across the campus whenever needed.

The University Police website offers an Anonymous Tip page for public use as well (refer section on “*Confidential and Anonymous Reporting Procedures*” earlier in this report.)

When time is of the essence, information is released to the University community through timely-warning “*Crime Alerts*” posted prominently throughout campus, through the Department of Public Affairs and media releases, via the campus conditions recording (707-826-INFO) and via the *Humboldt State News On-Line*.

Periodically, upon demand, HSUPD staff may organize and facilitate special crime prevention programs on a contemporary topic, such as sexual assaults, preventing bike theft, etc.

Additionally, crime prevention information and materials are distributed through the HSUPD website, via literature racks, and at public club and activities fairs at least twice each year. Some of these materials include crime prevention tips on Identity Theft, Domestic Violence, Sexual Abuse, child abduction and underage drinking.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Boundary Security, Staff Reporting, and Patrols: The campus entrances are marked with signs and monuments to identify to visitors that they have entered campus. Police and Parking personnel patrol the campus in uniform in marked police vehicles, on bike, and foot. All personnel of the University Police Department, including 24-hour armed uniformed California peace officers, other full-time staff, and student employees, use cell phones, campus phones, and police radios to call in crimes, security problems and emergency situations as they are discovered. Other staff does the same, including but not limited to: Student Affairs staff and student employees; Housing custodial, maintenance, residential, and professional staff; and Plant Operations custodians, maintenance mechanics, and other staff. Arcata Police and Parking personnel regularly traverse the campus on patrols and take on-view action or notify University Police of security problems or suspicious/ criminal activity. Arcata Police personnel assist HSUPD promptly upon request.

On-site Police Department: The University Police Department is located on the ground floor of the Student and Business Services Building in the center of campus at Harpst and Rossow Streets. The Department is marked with signs, and is open 24 hours a day as an area of relative safety and refuge. The department is staffed on-site by a trained professional 9-1-1 dispatcher who can personally communicate with a walk-up customer or others who may choose to contact the department by phone.

Telephone Access to HSUPD: There are over 30 pay phones on campus which may be used without coins to dial 9-1-1 directly to the University Police Department, and over 60 public assistance campus phones on the University campus, each prominently marked with a blue light. These assistance phones have direct-dial emergency access to HSUPD, many with the push of a large red button marked "HELP". Any member of the community may also call the University Police at ext. 5555 from any campus assistance phone (off campus, 707-826-5555) for an on-campus "Safety Escort" from place to place. Police Department staff may provide an escort while on foot, bike or vehicle patrol.

Security Alarms and Cameras: Many offices, labs, computer rooms, some residences, and other areas of campus have burglary and/or panic alarms that are monitored at the University Police Department. Several public locations on campus have security cameras that serve to deter crime; although they are not continually monitored in real time, the images from these are recorded and can be reviewed by authorities should a need arise.

Residence Hall Security: Entry into University residence halls is controlled and monitored on a 24-hour basis through a combination of card-key security systems, alarms and on-duty Residence Life personnel. Exterior doors automatically lock. Some common areas and the largest, freshman-oriented residence halls also have security cameras. The Housing office employs evening "Walk-Arounds" equipped with radios and flashlights to check the security of residence halls at night, closing and locking doors. Since campus residence halls are locked 24 hours a day, residents, with identification, can request access if locked out. Staff and residents are responsible for securing the facilities and closing any open doors. A professional staff member is always on call and responds to crimes and emergencies around the clock. UPD is also available 24 hours a day and may be pro-actively present in the halls at any time, or may be requested to respond by housing staff.

Campus Building Security: Campus buildings other than residence halls are maintained by Plant Operations and patrolled by the sworn police officers and HSUPD Student Assistants assigned to door-opening duties. Custodians work late evening and occasional early morning hours and report suspicious or criminal activity directly to HSUPD via radio or phone.

Access to Campus Buildings: Most campus buildings and facilities are accessible to students,

employees, guests and visitors during normal business hours Monday through Friday and for limited designated hours during special events. After-hours, access to all facilities is by key or electronic key card. Building coordinators and individual departments should be contacted for after-hours access.

Campus Building Closing Schedule and After-Hours Access: All buildings should be secured by 12:00 AM weekdays and weekends except under special circumstances. Custodial staff, officers and part-time student staff may be responsible for locking or unlocking most campus buildings at the proper times at the direction of the building coordinators. It is recognized that there will be some need for after-hour/weekend access to buildings. After hours a faculty or staff I.D. is required. Students working in the building after hours are required to have in their possession a student pass (authorized by building coordinators), together with photo identification. Holiday access scheduling is treated as weekend access. Facility room reservation questions should be directed to the University Center Room Reservations at 707-826-4414.

SECURITY CONSIDERATIONS USED IN MAINTENANCE OF FACILITIES

Residence Hall Community: Residence hall maintenance, including lighting, grounds keeping, windows/doors/ locks, is directed through the Housing Office, 707-826-3451. Problems are reported by student residents, resident staff, professional staff, custodians, groundskeepers, walk around security, and maintenance employees.

Campus Buildings and Grounds: Campus buildings and grounds maintenance is directed through Plant Operations, 707-826-3646. Problems are reported by visitors, students, faculty, staff, custodians, groundskeepers, maintenance employees, police, and parking personnel. Each winter a "Safety Walk" is conducted around the campus to report areas which may need additional attention such as improved lighting and/or vegetation needing to be cut back. Employees of the Police Department periodically test emergency assistance phones, identify safety and security needs such as overgrown shrubbery and streetlamps being out, and notify Plant Operations via a Work Request Form emailed or faxed to Plant Operations 24 hours a day. Periodic crime prevention surveys are conducted when a crime trend occurs or upon the physical changes of office space and equipment when requested by an administrator.

ALCOHOL AND DRUG POLICY

The faculty, staff and administration of Humboldt State University are dedicated to creating an environment that allows students to achieve their educational goals. Humboldt State University believes that awareness through education is necessary to promote a healthy lifestyle for our campus, and that every member of the campus community should be encouraged to assume responsibility for his/her behavior. Humboldt State University subscribes to a drug-free campus and workplace (Drug Free Workplace Act, 1988; Drug-Free Schools and Communities Act Amendment, 1989, PL101-226). Manufacture, sale, distribution, dispensation, possession, or use of alcohol and controlled substances by university students and employees on university property, at official university functions, or on university business is prohibited except as permitted by law, university policy, and campus regulations. Students, faculty and staff violating these policies are subject to disciplinary action which may include expulsion or termination of employment and may be referred for criminal prosecution and/or required to participate in appropriate treatment programs.

Policy Regarding the Use of Alcoholic Beverages

Purpose

The Alcohol Policy is intended to promote prevention of alcohol abuse at Humboldt State University and establish the parameters for the approval of alcohol use. This policy is developed with the expectation that when alcohol is served it will be under conditions that complement the orderly functioning of the University. Off-campus groups are subject to these regulations when contracting with the University for use of its facilities.

This policy is intended to provide general guidelines that set a minimum standard for all areas. Each area may have more stringent policies.

Legal Requirements

In the State of California, only individuals twenty-one years of age or older can legally possess, consume, and purchase alcoholic beverages. All State laws are applicable to Humboldt State University and to all individuals on the properties of the University.

The Business and Professions Code and related statutes control the sale, consumption and possession of alcoholic beverages. Copies of this campus policy are available in the HSU library and in the office of the President; the Vice President, Student Affairs; the Provost and Vice President, Academic Affairs; and the Vice President, Development and Administrative Services.

The State Board of Alcoholic Beverage Control (ABC) is responsible for interpretation and enforcement of the laws regarding the consumption, sale or possession of alcoholic beverages in/on any licensed premises. The Department of Public Safety is also responsible for exercising normal police powers in enforcing laws relating to alcohol. The University Code of Rules and Regulations, Section 5203, states:

The consumption of alcoholic beverages or possession of any open container is prohibited on the streets and grounds, in any campus building, or in any public place, except with the expressed permission of the President or the President's designee upon prior notification of the Chief of Police.

Employees of the University may not consume alcoholic beverages while at their work station. Further, employees are not to be under the influence of alcohol while on duty.

Requests to serve alcohol at a University event shall be submitted for approval to the President or his designee (as follows) not later than five days prior to the event. Permits may be obtained in the office of the appropriate Vice President.

- Requests for the serving of alcoholic beverages at events involving student participation and for events occurring in the University Center, including the first floor of Nelson Hall East, shall be submitted for approval to the Vice President for Student Affairs.

NOTE: Permits for student clubs and/or organizations will only be issued to staff/faculty advisors, not students.

- Requests to serve alcoholic beverages shall be submitted for approval to the appropriate Vice President. However, when a majority of student participants are anticipated, the Vice President for Student Affairs must grant approval.

When considering requests for the serving of alcohol, each Vice President (and President) will approve only those requests where the serving of alcohol is, in the judgment of each, "appropriate" to the event. For example, the serving of alcohol at business or instructional meetings or for gatherings where a majority of those attending are minors, would be inappropriate.

University Requirements

This policy shall govern all activities relating to the use of alcoholic beverages at University sponsored events on the campus. For purposes of this policy, on-campus University activities will include, but not necessarily be limited to the following: Clubs and Organizations (on campus and off campus), Housing and Dining Services, Cultural Events, Athletics, Intramural Sports Sponsorship, Advertising in University Publications, Contracting Groups and Organizations, and Sale of Alcoholic Beverages.

The use of alcoholic beverages is limited to the following situations:

I. Sale of Alcoholic Beverages

The public sale of alcohol is prohibited except as specified in Section IV, below. Licenses for sale at private events (see Section III) must be obtained from the Office of Alcohol and Beverage Control (ABC).

II. General Guidelines To Be Used When Alcohol is Served

When alcohol is to be served as part of an activity of a University recognized group or student organization, it is the responsibility of the designated sponsors to ensure that individuals under age 21 do not consume alcohol. Where appropriate controls cannot be satisfactorily established, authorization will not be given for the serving of alcohol. At any event at which alcohol is available, non-alcoholic beverages and foods also will be available. Such offerings will be as prominently displayed as any alcoholic beverages.

When events are held on University premises and alcoholic beverages are made available as part of the event, the following requirements will be met by the individuals or groups sponsoring the event:

- Individuals or groups sponsoring the event shall ensure that alcoholic beverages are not accessible or served to persons under age 21 or to persons who appear intoxicated.
- Invited guests only may attend.
- All sponsoring agencies must employ a licensed server insured for a minimum of \$1,000,000.00 of liquor liability. Servers may not consume alcohol.
- No event will include any form of alcoholic "drinking contest" in its activities or promotion.

III. Clubs and Organizations

An officially recognized campus organization (student, staff, faculty, administrative) may sponsor a function on campus at which alcoholic beverages might be served. In sponsoring such a function, the organization and its officers accept the following:

1. Provision of non-alcoholic beverages and snacks;
2. Acceptance of all damages incurred during the activity;
3. Any clean-up necessary to restore the facility to its original condition;
4. Maintenance of decorum appropriate to the University setting;
5. Approval of the Building/Facility Coordinator;
6. Proof of age as determined by valid identification (driver's license, etc);
7. The use of a licensed server employed by an organization which has a minimum of \$1,000,000.00 of liquor liability insurance (for example, Lumberjack Enterprises, Inc.)

This policy is designed for use only on special occasions by the sponsoring group. Alcohol permits are issued for only one day. The above functions are to be open only to the membership of the sponsoring entity and others who can reasonably be considered guests. This policy is not intended to apply to events that are open to the public, such as cultural events, athletic events, concerts, or dances.

IV. Housing and Dining Services

Lumberjack Enterprises under a license issued by the State Board of Alcoholic Beverage Control (ABC) is authorized to serve/sell alcoholic beverages in Windows Cafe during evening hours. This authorization is subject to the provisions of the license.

When Lumberjack Enterprises and the Redwood Coast Conference Center cater an event at which alcohol is served, a permit must be obtained from the ABC. As a condition for this permit, prior approval will be obtained from the Vice President for Student Affairs and the Director of Public Safety.

Students living in the residence halls who are 21 years of age or older may possess and consume alcoholic beverages in the privacy of their room, but only in accordance with regulations adopted by the Department of Housing. Alcoholic beverages may not be consumed in public areas of the residence halls. Open containers of alcohol may not be transported throughout the residence halls.

The complete residence hall policy relating to alcohol can be found in the "Residence Halls and You" handbook which is a contractual supplement to the Housing License.

V. Athletics

Athletic Contests: Alcoholic beverages may not be served at athletic contests.

Athletics Code of Honor: Athletes sign a code of honor acknowledging their understanding of University policies, including those related to alcohol. No alcohol possession/consumption is permitted at any time for athletes at athletic events on or off campus. Alcohol infractions outside of team events are those acts that are infractions of University, city, county and state laws. In addition, athletes comply with rules on the consumption of alcohol designated by their respective coaches. These rules range from requiring complete abstinence to permitting alcohol use on special occasions to permitting use when there is adherence to county, city, and state laws.

VI. Intramural Sports

Sports Events: Participants (students, staff and faculty) in intramural sports are subject to the same policies as other students at the University. No alcohol possession/consumption is permitted at team events on or off campus.

VII. Sponsorship of Athletic, Intramural and Other Sports Events

Sponsorship of athletic, intramural and other sports events by alcohol companies is not allowed when those companies' advertisement of the alcohol products is required in return (e.g. beer logos on t-shirts, caps, banners, etc.). This policy does not preclude the underwriting of events by these companies.

VIII. Advertising in University Publications

The marketing, advertising and promotion of alcoholic beverages in University publications will avoid promoting the excessive consumption of alcohol.

IX. Off-Campus Groups and Organizations

Off-campus groups and organizations contracting with the University for use of facilities are subject to the same regulations that apply to officially recognized campus organizations. (See Section II and III)

X. Enforcement/Penalties

Enforcement of matters of law is the responsibility of the University Police Department. Violations involving students, student organizations, staff, and faculty will be referred to the appropriate Vice President. The institution may impose penalties for violations of standards of conduct up to and including expulsion, termination of employment, and criminal prosecution. Penalties will be handled by the appropriate administrator. Additional penalties may be imposed by those areas which have jurisdiction over specific events.

Any questions related to this policy should be addressed to the University President or his designee, as outlined in the Legal Requirements section. Any revision of this policy shall be proposed to the President.

CAMPUS DRUG & ALCOHOL PROGRAMS

A key element of alcohol and drug abuse prevention is students working with other students to create healthy norms of behavior on campus. Through the Health Education and Promotion Program in the Student Health Center, students can become involved in bringing vital health outreach and leadership in a

variety of health topics (including substance use) to the campus community. Contact the University Health Educator at 707-826-3146 for more information. Many self-help groups meet both on campus and in the community. Alcoholics Anonymous and Narcotics Anonymous meet on the HSU campus each week. Check the bulletin board outside the Health Educator's office and Counseling Center on the second floor of the Health Center for exact name, places, and times. There are many community resources (public, private nonprofit, and private for profit) available.

Randy Haveson “Party With A Plan” and “0-1-2-3” Presentation: This dynamic and engaging program provides in-person practical information and advice, prompting changes in behavior and even some troubled students coming forward to seek assistance with dependency and addiction problems.

Housing Assistance to Resident Students: Housing/Residential Life Staff are available to identify, informally counsel, support, and make referrals for students suffering from drug/alcohol abuse issues. These interventions may include referral to on or off-campus professionals, group support, and/or directions to participate in on-line intervention programs.

On-Line Intervention Tools: Students experiencing difficulty with alcohol and/or drug abuse issues may be directed or referred to professional on-line study and educational tools with which to better understand the risks and ramifications of their choices, resulting in healthier behavior and student success. More information on these programs is available from Residential Life, 707-826-3451, Alcohol & Drug Specialist at 707-826-3236 or the Health Educator, 707-826-3146.

Employee Assistance Program (EAP): Whether the source of the problem is psychological, chemical, marital, family or workplace related, this service puts an employee or their dependents in touch with a skilled counselor who has training and experience in helping people. At no cost, a counselor will assist in defining and recognizing a problem. The counselor will offer two, one-hour sessions of brief counseling and refer you to the appropriate agency or therapist if further help is necessary. This may range from a no-cost support group to private counseling. When assistance is requested, no information is reported to supervisors, deans, chairs, or the Human Resources Department. To ensure confidentiality, this service is provided by Paula Nedelcoff of Humboldt Family Service Center. Contact her directly at 707-443-7358.

Additional assistance resources include:

On-campus

Counseling & Psychological Services	707-826-3236
HSU Harm Reduction Collective	707-441-9398
Student Health Center	707-826-3146

Off Campus

AA (Alcoholics Anonymous)	707-442-0711
Toll Free	800-400-8552
Alcohol/Drug Care Services (DETOX)	707-445-3869
Alcoholics & Narcotics 24 Hr Help Line	888-206-7272
American Cancer Society	707-442-1436
Attaining the Vital Answers to Addiction Recovery (AVATAR)	707-725-1166
Battered Women’s alcohol & Other Drug Services:	
Humboldt Women for Shelter	707-443-6042, 24 Hour 888-668-6543
Codependents Anonymous	707-445-3833
Crossroads Residential Program	707-445-0869
Drug Abuse Treatment Ctr 24-hr Help Line	800-711-6375
Duel Recovery Anonymous	707-441-4248
Eureka Community Health Clinic	707-441-1624
Health Dept./Tobacco Education	707-268-2132

Health Dept./HIV-AIDS Testing	707-268-2109
Healthy Moms	707-441-5220
Hoopla Tribal Alcohol Program	530-625-4236 Ext 14
Humboldt Alcohol/AI-Anon/AI-Teen/Adult Children of Alcoholics (ACA)	707-443-1419 OR 707-826-0879
Humboldt Co Alcohol/Other Drug Programs	707-476-4054, Garberville 707-923-2729
Humboldt Alcohol Recovery Treatment (HART) Fortuna Community Services	707-725-9381
Humboldt County Crisis Services	707-445-7715
Humboldt Family Services Center	707-443-7358
Humboldt Recovery Center	707-443-4237
Mothers Against Drunk Driving (MADD)	707-443-5072
Narcotics Anonymous (NA)	707-444-8645
Open-Door Clinic Smoking Cessation	707-826-8610
United Indian Health Services	707-825-5060
Redwood Rural Health Center-Garberville	707-923-2783
Singing Trees Recovery Center	707-247-3495 OR 707-247-3334

WEAPONS POLICY

Any person who brings or possesses a firearm on the grounds of the university, without the prior written permission of the Chief of University Police, or as otherwise provided by law, is in violation of state law (California Penal Code, Section 626.9 and section 12025), and university regulations, and is punishable by imprisonment, university disciplinary action, or both.

POLICIES REGARDING SEX OFFENSES

University Policy: Humboldt State University is committed to maintaining an environment free from sexual harassment and sexual assault. Sexual harassment and sexual assault will not be tolerated by the University. They subvert the mission of the University and threaten the careers, educational experience, and well-being of students, faculty, and staff. Sexual harassment interferes with a student's educational performance or an employee's work and creates an atmosphere of intimidation, low morale and hostility that the University cannot permit. Sexual harassment and sexual assault also can cause long term damage to the life and health of victims. Any behavior determined to constitute sexual harassment and/or sexual assault will be subject to disciplinary actions by the University and/or criminal and civil sanction by the appropriate courts.

For purposes of this policy, Humboldt State University defines sexual assault in accordance with the definitions found in California Penal Code sections 261 and 243.4, other appropriate sections and the Executive Memorandum HSU Policy against sexual harassment and sexual assault.

Sexual assault is any involuntary sexual act in which a person is threatened, coerced or forced to comply against her/his will.

Rape is an act of attempted or accomplished sexual intercourse that is perpetrated against the will of the victim or when she/he is unable to give consent (i.e., unconscious, disabled, asleep or under the influence of alcohol or other drugs) and may involve physical violence, coercion, or the threat of harm to the victim;

Acquaintance Rape is a common form of rape by a non-stranger which could include a friend, acquaintance, family member, neighbor, co-worker or someone the victim has been dating;

Sexual Battery is any unwanted touching of intimate body parts.

Consent consists of words or conduct indicating a freely given, present agreement to perform a particular sex act with the initiator. Consent can only be given or implied by someone who acts freely, voluntarily and with knowledge of the nature of the act involved.

Consent cannot be given if someone is:

- incapacitated by drugs, including alcohol
- coerced into submission
- not conscious
- physically incapacitated
- mentally incapacitated

Consent cannot be inferred from:

- permission for one particular act or for a series of acts
- a prior sexual, romantic or marital relationship
- an existing sexual, romantic or marital relationship

EDUCATIONAL PROGRAMS

Student Affairs Programs: The University sponsors several structured programs to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. These programs include freshman orientation “**Campus Safety & Health**” and “**RAD: Rape Aggression Defense System Training**”.

University Police Department Information: Personnel of the University police department present rape awareness and risk reduction training in formal and informal community policing settings, during campus tours, on-line at the HSUPD website, and in literature available at the University Police Department and other locations on campus.

Sexual Assault Prevention Committee (SAPC): This committee includes campus representatives and off-campus experts in the area of sex offense education including the North Coast Rape Crisis Team. The committee coordinates educational programs for the campus community that help reduce the risk of rape, acquaintance rape, and other forms of sexual violence; advises the Vice President for Student Affairs about campus policies and procedures that better support the prevention of rape, acquaintance rape, and other forms of sexual violence among the campus community, including treatment and information for its victims.

Women’s Center Programs: The University’s Women’s Center, located in House 55, sponsors a variety of special programs throughout the year that serve to empower women, educate the community about sexual assault, and strengthen the University in standing against sexual assault violence. These include: Take Back the Night, Every Body is Beautiful, National Coming Out Day, Code Pink/Feminists for Peace, Self-Defense Classes, International Week for the Elimination of Violence Against Women and Classroom presentations.

PROCEDURES TO FOLLOW IF A SEX OFFENSE OCCURS

If you are the victim/survivor of a sexual assault on or off campus:

- GET to a safe place
- CONTACT the University Police Department (or your local police if off campus)
- DO NOT shower, bathe, douche, change, destroy or dispose of clothing
- DO not straighten up/clean the area, or throw anything away
- SEEK prompt medical attention

Support for the Survivor Comes First: If any sexual assault is reported to HSUPD, the investigating officer will advise the victim/survivor of services available on campus and in the community. These services include

emergency medical assistance, expert examination, evidence collection, and victim support through the Sexual Assault Response Team (SART), referrals to counseling, and if desired, an immediate response of a trained expert from the North Coast Rape Crisis Team to provide support, advocacy, and information.

Prompt Reporting is Crucial But Does Not Mean Prosecution Automatically Happens: Timely reporting to the police is an important factor in a successful investigation and successful prosecution of sexual assault cases. Important evidence gathering and early statements make for a stronger case whether the matter will be handled administratively through campus discipline, through criminal courts, in a civil process, or just filed for documentation purposes.

Survivor Has Ownership of Process: A victim/survivor is not required to pursue criminal prosecution as a result of reporting a crime to a police agency. The reporting of sexual assault to the police may, however, prevent others from becoming victims. The police agency will investigate the complaint and initiate any criminal action. HSUPD officers strive to give victim/survivors ownership and understanding of the process.

Sexual Assault Response Team of Humboldt County (SART):

- **Criminal Prosecution More Likely Successful with SART Involvement:** Local law enforcement agencies stress the importance of promptly seeking medical attention following a sexual assault. Although serious physical trauma is still the responsibility of emergency room physicians, a comprehensive sexual assault examination should not be facilitated in that setting. Expert medical examination and careful evidence collection, along with confidentiality and a supportive, private atmosphere for the victim/survivor, are the key ways that SART helps strengthen a case for possible prosecution.
- **SART Mission and Overview:** The mission of SART is to protect the victim/survivor from further harm and lessen the risk of emotional trauma. The Sexual Assault Response Team (SART) of Humboldt County is a group of local professionals committed to providing a coordinated quality response for immediate medical care, advocacy, and criminal justice services for the victims/survivors of sexual assault crimes. SART provides 24 hour response to children, adult, female, and male survivors of sexual assault. The immediate responders are law enforcement, a SART Nurse Coordinator, a medical examiner, and advocates from the North Coast Rape Crisis Team. The SART examiners have new telemedicine / second opinion capabilities with U.C. Davis Medical Center. UCD also provides Quality Assurance (QA) feedback for forensic medical exams. The SART office and exam room is located in Eureka.
- **SART Exam is at No Charge to the Victim/Survivor:** The University Police Department will bear the costs of a SART examination related to a criminal report of sexual assault on campus properties. There will be no cost to the victim/survivor. The HSUPD will also assist, as necessary, with transporting the victim/survivor to and from the SART office in Eureka.

REPORTING OPTIONS TO CAMPUS AUTHORITIES AND/OR LAW ENFORCEMENT:

University Personnel Are Available to Assist Students in Making Reports: Humboldt State University Policy is that the following personnel WILL assist a student victim/survivor in notifying/making a report to the proper authorities listed in this section and or to seek help in section (D) below:

- Humboldt State University Police Department, Student and Business Services Room 101, 1 Harpst Street, Arcata CA 95521 707-826-5555, or hsupd@humboldt.edu
- Community Advocates, Residence Life Coordinators, (residence halls)
- Office of the Vice President for Student Affairs, Nelson Hall East 216, 707-826-3361 or email at judicial@humboldt.edu
- Human Resources - Compliance Services, Siemens Hall 211, 707-826-4501, dcs@humboldt.edu
- HSU Counseling Center, Health Center, 2nd Floor, 707-826-3236

Reporting to University Police Provides the Most Options: Sexual assault victim/survivors are encouraged to make prompt reports to the University Police Department or to the local law enforcement agency where the

assault occurred because it gives the victim/survivor the most options for pursuing the matter further, either criminally, civilly, or (campus community) administratively. Police reporting often results in the most detailed investigations, statement-gathering, and evidence collection.

Flexibility in Reporting Options with University Police for On-campus Sexual Assaults: The following are “levels” of reporting and the legal options that may be available to the victim/survivor through HSUPD:

- Anonymous Report: No options available, but may alert HSUPD to suspect
- “Confidential” Report for Documentation: May help this or other victim/survivor(s) in the future
- “Confidential” Report for Campus Discipline: May help victim/survivor now, suspect will be advised, but may be subject to sanctions or removal. Possible Civil Actions also available to victim/survivor
- “Confidential” Report for Criminal Prosecution: All options above, plus prosecution as “Jane” or “John Doe”)
- “Open” Report for Criminal Prosecution: All options above, victim/survivor identity may be disclosed

Internal University Administrative Complaint Procedure for Sexual Assault (and Sexual Harassment): Student Victim/Survivors may contact any of the below-listed personnel to make an administrative complaint that the University’s sexual assault/sexual harassment policy may have been violated:

- Community Advocates, Residence Life Coordinators, (residence halls)
- Office of the Vice President for Student Affairs, Nelson Hall East 216, 707-826-3361 or email at judicial@humboldt.edu
- Human Resources - Compliance Services, Siemens Hall 211, 707-826-4501, or email dcs@humboldt.edu
- HSU Counseling Center, Health Center, 2nd Floor, 707-826-3236

Faculty or staff member Victim/Survivors may contact any of the below-listed personnel to make an administrative complaint that the University’s sexual assault/sexual harassment policy may have been violated:

- Human Resources Office, Siemens Hall 211, 707-826-3626
- Employee Assistance Program, Human Resources (referral) 707-826-7358
- Compliance Services, Siemens Hall 211, 707-826-4501, or email dcs@humboldt.edu

Responsible Authority for Administrative Investigations: Generally, these non-criminal policy investigations will be conducted by a designee from the Office of the Vice President for Student Affairs if the respondent is a student and by a representative of the Office of Human Resources-Compliance Services if the respondent is a faculty or staff member.

The complainant may also file a formal grievance through established California State University disciplinary, grievance or other complaint procedures, including those found in various collective bargaining agreements.

University Policy available On-Line: More information on the University Policy on Sexual Assault and Sexual Harassment can be found on-line at http://www.humboldt.edu/president/exec_memo/em05-02.html.

External options and procedures for filing a complaint:

- Civil charges against the perpetrator through the civil legal system Criminal charges, in cases of sexual assault
- In addition, complaints may be filed through Federal and State agencies (generally, within 180 days following the event) including:
- Equal Employment Opportunity Commission (employment discrimination) San Francisco Office 415-625-5600 or 415-625-5610 (TTY). The toll free numbers are 1-800-669-4000 or 1-800-669-6820 (TTY).
- Office of Civil Rights (sexual harassment involving students in an academic setting) San Francisco 415-437-8310

- California State Department of Fair Employment and Housing 1-800-884-1684
<http://www.dfeh.ca.gov/DFEH/contact/Default.aspx>

An applicant for admission or an applicant for employment may file a formal complaint through the above stated federal and state agencies.

INFORMATION, SUPPORT, AND/OR COUNSELING SERVICES AVAILABLE TO SEXUAL ASSAULT VICTIMS/SURVIVORS

On-Campus Resources

HSU Counseling and Psychological Services	707-826-3236
HSU Office of Diversity and Compliance Services	707-826-4501
University Police	9-1-1 or 707-826-5555
	Cell phone (emergencies only) 707- 826-5023
Women's Center	707-826-4216

Off-Campus Resources

North Coast Rape Crisis Team	707-445-2881
(Also can accompany to hospital, SART exam, and other services)	
Arcata Police Department	707-822-2424
University Employee Assistance Program, Human Resources (referral)	707-443-7358
Humboldt Domestic Violence Services	707-443-6042
	OR 866-668-6543
Gay and Lesbian Domestic Violence Support:	
HELP North Coast Rape Crisis	707-445-2881
Youth Services Bureau (YSB 523 T Street, Eureka)	
Homeless Youth 16-21	707-443-7099
Redwood Community Action Agency (website: http://www.rcaa.org)	707-269-2002
Emergency Shelter 926 G Street, Eureka	707-269-2075
Sexual Assault Response Team (SART)	707-445-8121
Victim-Witness Assistance Program	707-445-7417
Equal Employment Opportunity Commission	
(Employment discrimination)	800-669-6820
Office of Civil Rights	
(Sexual harassment involving students in an academic setting)	415-556-4275

UNIVERSITY RESPONSIVENESS TO MAKE ADJUSTMENTS IN VICTIM/SURVIVOR’S ACADEMIC AND/OR LIVING SITUATIONS

All students are hereby notified that Humboldt State University *will* make appropriate changes in a victim/survivor’s academic and on-campus living situations after an alleged sex offense. Assuming that appropriate changes are reasonably available, those change options will be discussed and explained with the victim/survivor to provide them with ownership and control of the decision-making process whenever possible.

UNIVERSITY POLICIES AND PROCEDURES FOR DISCIPLINARY ACTION IN CASES OF AN ALLEGED SEX OFFENSE

Initial Consultation Meeting: A victimized/survivor student may choose to pursue an allegation through the University's disciplinary process. During an initial consultation with the survivor, the Dean of Students-Judicial Affairs, will clarify the disciplinary process and explain the options available to the survivor, as well as review the incident. Crisis counselors or other support persons are welcome and encouraged to accompany the survivor.

University's Right to Proceed with Disciplinary Action Independent of Criminal Investigation: The University may proceed with a disciplinary action when it appears that the University's prohibition against any form of sexual abuse may have been violated. A student charged with sexual assault may be disciplined under the University's code of student conduct as well as prosecuted under California's criminal statutes, however, Student Affairs will not do anything to interfere with or jeopardize criminal prosecution when considering student disciplinary action. The University retains the right to proceed with a disciplinary action at any time and need not await the disposition of any such criminal prosecution. Such disciplinary action will be handled in accordance with the provisions of the Student Disciplinary Procedures for the CSU.

Proceedings Will be Balanced; Both Parties have Right to Representation; Both Parties Informed: The University is committed to providing judicial and disciplinary processes that are sensitive, supportive, expedient and respectful of the individual rights of all involved. Both the survivor and the accused are entitled to have others present during the campus disciplinary proceeding, and both will be informed of the outcome of the proceedings.

Additional Information: Compliance with the terms of this policy does not constitute a violation of the *Family Educational Rights and Privacy Act* (FERPA). Disclosure concerning the outcome of proceedings must be unconditional; a victim cannot be required to sign a non-disclosure agreement or to otherwise agree to a prohibition from discussing the case.

POSSIBLE UNIVERSITY DISCIPLINARY SANCTIONS FOLLOWING AN ADMINISTRATIVE FINDING OF RESPONSIBILITY FOR SEXUAL ASSAULT

Possible Disciplinary Sanctions: Any of the sanctions listed below may be applied by the University against students found responsible for sexual assault or complicity in sexual assault. The type and number of sanctions applied will depend on the severity of the offense. Possible sanctions include, but are not limited to:

- Expulsion from the University
- Suspension from the University for a specified time
- Disciplinary Probation for a specified time
- Psychological counseling and/or assessment
- Performance of community service
- Revocation of residence hall contract
- Prohibition against contacting the victim/survivor

Immediate Temporary Suspension Option: A student may be suspended immediately for an interim period pending a hearing whenever the University President determines that such action is required to protect lives or property and ensure the maintenance of order.

Possible Sanctions against Student Organizations: Student organizations found to condone, promote, or be involved in activities that lead to sexual assault may have their University recognition withdrawn. Other possible sanctions include, but are not limited to:

- Informing the organization's national or regional office about the activity;
- Disbanding of the local chapter by the national organization;
- Prohibiting participation in campus activities, events, and programs;

- Requiring some or all members to conduct relevant community service and/or participate in sexual assault awareness programs; and
- Loss of all University privileges (e.g., use of equipment, meeting rooms, advertising space, on-campus fund raising, etc).

Authority to Impose Discipline on Student Organizations: A recommendation concerning sanctions will be made to the Vice President for Student Affairs by the Dean of Students. The Vice President will then inform the student organization, in writing, of the sanction(s) imposed. The Vice President may suspend any student organization’s charter, pending a full review.

Possible Sanctions Against Employees: Sanctions up to and including dismissal from employment may be imposed on employees, following the utilization of established California State University procedures in applicable collective bargaining agreements.

SEX OFFENDERS

Federal Law Regarding Registration and Release of Information: Upon release from prison, individuals convicted of sex crimes may be required to register with law enforcement agencies under laws referred to as “Megan’s Laws”. Additionally, the Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. Such institutions have the authority to release, in some circumstances, certain information about registered sex offenders. At Humboldt State University, the controlled release of such information may occur, when pre-authorized by the CSU General Counsel, through the authority of the Chief of University Police, when such release is deemed appropriate for the safety of the University community. The CSCPA amends the Family Educational Rights and Privacy Act (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Penal Code 290.01 was expanded and requires sexual offenders to register with the University Police. Convicted sexual offenders are required to register under Section 290 if they are residing on the university campus; enrolled as a student of the university; employed by the university, either full-time or part-time (includes paid employees or volunteers); or working or carrying on a vocation at the university (e.g. contractors) for more than 14 days or for an aggregate period exceeding 30 days in a calendar year (including paid workers as well as volunteers).

Persons listed above must register with the University Police within five working days of commencing enrollment or employment with the University. Registrants are also required to notify the university police within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the University.

Public information regarding sex offenders in California may be obtained by viewing the California Department of Justice On-Line **Megan's Law Website** at <http://www.meganslaw.ca.gov>. Be advised however, that neither the California Department of Justice, nor Megan’s Web make information public about sex offender registration specific to colleges or universities.

There are four (4) ways the public may gain access to information about convicted & registered California sex offenders:

- Internet: Megan’s Law Website
<http://www.meganslaw.ca.gov>
- Local: Humboldt County Sheriff’s Office
826 4th Street
Eureka, CA 95501
707-445-7251

Phone: California Department of Justice (\$10 charge per call, 2 subjects maximum per call)
1-900-448-3000

Mail: California Department of Justice
California Sex Offender Information Program, Rm H-216
PO Box 903387
Sacramento, CA 94203-3870
916-227-4199

HATE-MOTIVATED CRIMES & INCIDENTS

It is the policy of the University that when the rights of persons are infringed upon by violence, threats, or harassment, the University through its Police Department will use every necessary resource to identify the perpetrators, arrest and bring them before the court. All acts of hate-motivated violence or threats will be viewed as serious, and these investigations will be given priority attention. The key criterion in determining whether a situation is categorized as a Hate-Motivated Crime/Incident is the motivation to harass, intimidate, threaten, retaliate or create conflict because of a person's ethnicity, race, national origin, religion, gender, sexual orientation, disability, or political/religious beliefs.

MISSING STUDENTS

Changes to the Higher Education Act mandate that Humboldt State University maintain a Missing Resident Student Policy. A student may be considered to be a "*missing person*" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence.

Housing provides each student living in an on-campus student housing facility with the option to register a "Confidential Contact" person to be notified in the case that the student is determined to be missing. "Confidential Contact" information is intended to be kept confidential and only accessed in a reported missing person situation. Housing shall be the custodian of "Confidential Contact" information. This information may only be released upon authorization by the Vice President for Student Affairs, the Dean of Students, the Director of Housing, the Associate Director of Housing, or the acting Director of Housing in the absence of the above named persons. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to "Confidential Contact" information. All resident students shall be advised by Housing at check-in that in the event they are reported missing, UPD shall be notified, regardless of whether or not they have registered a "Confidential Contact" person.

Individuals, having reason to believe that a resident has been missing, may report directly to the University Police Department. Missing resident student reports should be made immediately and directly to UPD, 24 hours a day, seven days a week. Housing employees are required to make prompt reports to their supervisor and UPD. However, anyone may make these reports to the Housing Department Office, 2nd floor, Jolly Giant Commons, (707) 826-3451 or the Office of the Vice President of Student Affairs/Dean of Students, Nelson Hall East, 216, (707)826-3361. Both of these departments will then cross-report the missing person notification to UPD immediately. A sworn police officer should initiate an investigation in accordance with the UPD's missing person policy, procedures, and regulations.

The following procedures will be taken when a student is determined to have been missing for 24 hours:

1. Any HSU employee who has or receives information that a resident student may be a missing person must notify their supervisor and UPD immediately.
2. UPD will promptly initiate an investigation consistent with UPD policies, procedures, and applicable regulations.
3. Upon request by UPD, Housing will assist in gathering essential information about the situation and the missing resident.

4. Housing shall determine if the missing student has registered a “Confidential Contact” person with the Housing Department.
5. If the missing resident student has registered a “Confidential Contact person, then that contact person shall be contacted by an authorized official of the university.
6. If the missing resident student is under 18 years of age and not emancipated, their parent or guardian will be notified that they are missing by an authorized official of the university.
7. Authorized campus officials for making notification to a Confidential Contact” or to parent/guardians of non-emancipated resident students under 18 years of age include:
 - a. A sworn officer of the University Police Department
 - b. Vice President for Student Affairs
 - c. Dean of Students
 - d. Director of Housing
 - e. Associate Director of Housing
 - f. Assistant Director of Housing
8. When reasonably possible, the investigating UPD officer or UPD supervisor should be consulted in advance regarding which authorized official should call and what information should be shared.
9. An investigating officer from UPD or another law enforcement agency may contact the missing adult resident student’s friends, parent, or other family members, or persons listed on the Emergency Contact Information Form, in an effort to further the investigation.
10. If not already aware of the situation, the Vice President for Student Affairs, the Dean of Students, the Director of Housing, the Associate Director of Housing, acting Director of Housing and Marketing and Communications Department should be notified of the missing student’s name and circumstances.
11. UPD should notify the HSU Vice President for Administrative Affairs, the HSU Risk Manager, the SCU Risk Manager, and the CSU Chief Law Enforcement Officer.
12. The Dean of Students or designee may contact the student’s professors and advisor.

GRADUATION RATE

Under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, institutions of higher education are required to disclose information to prospective and current students about the university's graduation rates for first-time freshmen. These rates are affected by individual student's progress through college, which will vary depending upon their need to balance school, employment, and family responsibilities.

The California State University draws its first-time freshmen from the top one-third of California's high school graduates. Since 1960, the CSU has awarded more than 1.2 million baccalaureate degrees in hundreds of program areas. More than any other senior institution in California, the CSU has maintained access for students who need to juggle academic life with work and family obligations.

Information specific to Humboldt State University can be located from the office of Institutional Research and Planning or their home page at <http://www.humboldt.edu/irp/>.

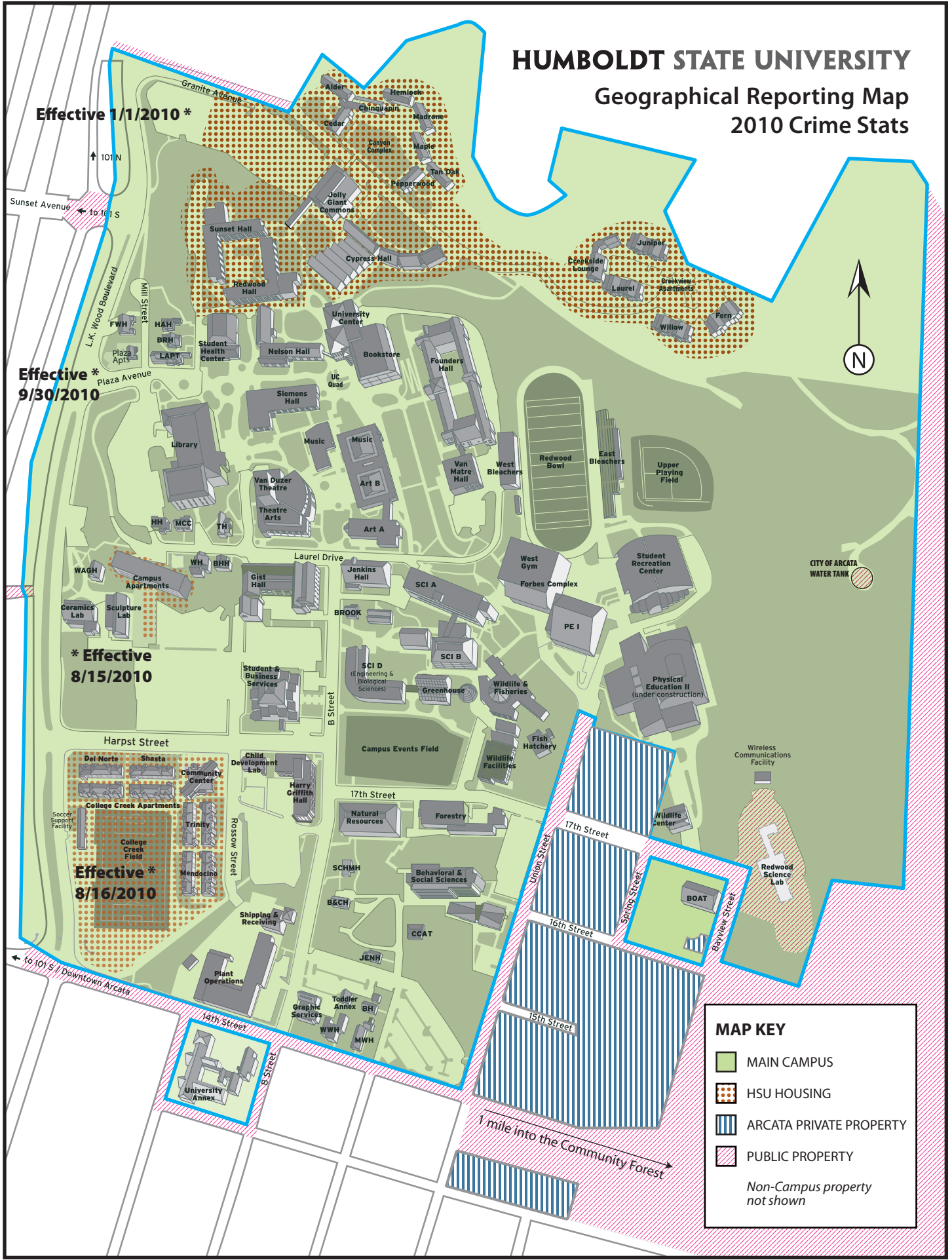
AVAILABILITY OF THE FIRE SAFETY REPORT FOR CAMPUS HOUSING:

The HSU Police Department (HSUPD) maintains the campus crime log as well as the fire log which are available 24 hours a day, 7 days a week from the UPD counter. In accordance with the requirements of the Higher Education Opportunity Act of 2008, the Annual Fire Safety Report is created and published by Housing, relying on information provided by collaborative partners, including but not limited to, the HSU Police Department, HSU Housing and Residence Life staff, and the Arcata Fire Department. The Annual Fire Safety Report contains information related to the fire safety in campus housing at Humboldt State University. This report can be found in hard copy at the Housing Office counter or via the following direct link: <http://www.humboldt.edu/housing/documents/FireSafetyReport.pdf>, or from the University Police Department’s home page at <http://humboldt.edu/police/>, in the Police Index under “Fire Safety Report”.

HUMBOLDT STATE UNIVERSITY

Geographical Reporting Map

2010 Crime Stats



Effective 1/1/2010 *

Effective *
9/30/2010

* Effective
8/15/2010

Effective *
8/16/2010

MAP KEY

- MAIN CAMPUS
- HSU HOUSING
- ARCATA PRIVATE PROPERTY
- PUBLIC PROPERTY

Non-Campus property not shown

**HUMBOLDT STATE UNIVERSITY
CRIME AWARENESS & CAMPUS SECURITY (CLERY) REPORT
2008 THROUGH 2010**

Criminal offenses reported to the Humboldt State University Police Department in accordance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act.

OFFENSE	YEAR	ON CAMPUS PROPERTY	**RESIDENTIAL FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
NEGLIGENT MANSLAUGHTER	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
SEX OFFENSES, FORCIBLE- Includes forcible rape, forcible sodomy, sexual assault with an object, attempted rape & forcible fondling.	2008	5	3	0	0
	2009	1	0	0	1
	2010	4	4	0	0
SEX OFFENSES, NON-FORCIBLE- Includes Incest and statutory rape.	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ROBBERY	2008	0	0	0	0
	2009	2	0	0	0
	2010	1	0	0	0
AGGRAVATED ASSAULT	2008	1	1	0	0
	2009	0	0	0	0
	2010	3	2	0	0
BURGLARY	2008	11	6	0	0
	2009	7	4	0	0
	2010	13	8	0	0
MOTOR VEHICLE THEFT	2008	2	0	0	1
	2009	0	0	0	0
	2010	2	0	0	0
ARSON	2008	2	1	0	0
	2009	1	0	0	0
	2010	2	0	0	0
LIQUOR LAW ARRESTS	2008	31	6	2	0
	2009	25	14	0	2
	2010	6	3	0	0
DISCIPLINARY REFERRALS FOR LIQUOR LAW VIOLATIONS	2008	2	2	0	0
	2009	14	14	0	0
	2010	18	15	0	0
DRUG LAW ARRESTS	2008	113	52	1	6
	2009	107	62	0	5
	2010	67	45	1	4
DISCIPLINARY REFERRALS FOR DRUG LAW VIOLATIONS	2008	56	43	0	0
	2009	115	94	0	1
	2010	64	62	0	0

ILLEGAL WEAPONS POSSESSION ARRESTS	2008	3	3	0	0
	2009	5	2	0	0
	2010	1	1	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2008	3	3	0	0
	2009	2	2	0	0
	2010	2	2	0	0

**Crimes reported in the Residential Facilities column are included in the On-Campus category. This inclusion became effective with the new 2010 Department of Education Guidelines, therefore the totals between 2008 and 2010 may vary.

“Sex offenses” include both stranger attacks and non-stranger rape/assault reports. The large majority of sex offenses reported to HSUPD involve acquaintances rather than strangers. Alcohol, other drugs, and their effects are commonly used to perpetrate acquaintance rapes at HSU and at other colleges nationwide. Research has shown that the majority non-stranger rapes/assaults on college campuses are not reported.

Actual crime definitions were explained in earlier pages of this report.

HATE CRIMES

2008: One residence hall misdemeanor vandalism characterized by ethnicity/national origin bias.

One residence hall misdemeanor written intimidation characterized by ethnicity/national original and sexual orientation bias.

2009: No hate crimes reported.

2010: One main campus incident of vandalism characterized by race bias.

One resident hall unauthorized use of computer (theft) incident characterized by ethnicity/national origin bias.