

#### University of California Hastings College of the Law

## Student Guide to Campus Public Safety Services



### 2009 –2010 Academic Year

Hastings College of The Law Department of Public Safety and Security (415)565-4611

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#### DEPARTMENT OF PUBLIC SAFETY

The reference to "Department" throughout this booklet is to the Department of Public Safety. The Department is on duty 24 hours a day seven days a week. Its office is located inside the main lobby of the 200 McAllister building. You may contact Hastings Public Safety Department by telephone at **565-4611** (or at **4611** if you are using a phone from another Hastings office). Public comments and questions are always welcome.

#### **EMERGENCY ASSISTANCE TELEPHONES**

There are many **red** telephones located throughout the campus. These phones connect directly to the Department. There is no need to dial a number. All you do is pick up the receiver and speak to the officer.

If you need to contact another college office, use the tan colored phones located at several locations on campus.

#### CRIME PREVENTION

Hastings is in the heart of San Francisco, at the edge of the Tenderloin and close to Mission Street. These are two areas known to have a higher incidence of crime. However, on campus, serious crime (assaults, robbery, etc.) are rare. Petty crimes such as theft do occur.

#### PERSONAL SAFETY

Here are some safety suggestions for walking in the neighborhood:

- □ **Walk with someone.** If you cannot find a partner, request an escort from the Department. SFPD provides walking escort services, and the Department provides van escorts from 5:00 p.m. (6:00 p.m. during daylight savings time) to 11:15 p.m. Details are provided in this booklet.
- □ **Find the light.** Stay in well-lit areas as much as possible.
- □ **Hug the curb.** Avoid doorways, bushes and alleys.
- □ **Make noise.** Carry a whistle. Use it if attacked.
- □ Free your hands. Carry books in a backpack.
- □ **Pay attention.** If you think you're being followed, walk into the nearest store or any public building.

- □ **Report an incident.** Contact the Department if any person or incident makes you uncomfortable.
- □ **Dress.** Wear unrestrictive clothes and comfortable shoes.

#### PROTECT YOUR PROPERTY

Unfortunately, theft does occur on campus. People get "ripped off" because they are careless. Frequently, students leave their purses, backpacks, and wallets unattended. The solution is simple: Keep your valuable personal property with you at all times. Most of these thefts occur within ten minutes after the owner has left the property unattended. Often, the theft occurs with the owner standing just a short distance away.

#### **AUTO BURGLARY**

Auto burglary is also a common city crime. Burglars are undeterred by locked doors and trunks. They'll break your window or pry open your trunk if they suspect there are valuables inside. The best way is to not leave anything valuable in your car. If you must leave something of value in the car, keep it in the glove compartment or lock it in the trunk before you arrive at Hastings. Finally, never leave anything that can be seen from the street. Burglars will smash windows just to steal an umbrella or a sweater from the back seat. If you are the victim of auto burglary in the area of Hastings please report it to Hastings Public Safety Department, and then to San Francisco Police Department for a report.

#### **BOOK / LAPTOP THEFT**

Law books and Laptop Computers are expensive and carry a high resale value. This makes them an attractive target for thieves. Despite their weight and bulk, do not leave them unattended. Register your laptop with Public Safety by completing a Laptop Registration form (page 21). This will help identify the registered owner if it is stolen and recovered. Textbooks can be returned if recovered and turned in to lost and found.

#### REPORTING CRIME

If you are a victim of, or a witness to a crime, immediately report the crime to the Public Safety Department if the crime occurred on campus. If the crime occurred off campus report it to the San Francisco Police Department and then to Hastings Public Safety Department. By doing so, you may very well prevent the next incident. An Officer will complete a report or help you to file a San Francisco Police Report when appropriate.

#### REPORTING SUSPICIOUS PERSONS AND ACTIVITIES

**Immediately report** suspicious activities or persons to the Department. You can make a report in-person or via the red telephones. Officers take these reports seriously, and will immediately investigate them. Keep in mind that some of the thieves coming onto the campus will blend in with the campus population. Crime studies show that success breeds success. Once successful, a thief will usually return to make additional attempts to steal. Generally, thieves linger around a potentially lucrative spot until they are caught, scared away, or cannot find other targets.

#### **ESCORT SERVICE**

The Department provides daily van escorts, and SFPD "walking" escorts to the Hastings Community. The van escort service runs from 5:00 p.m. until 11:30 p.m. 7 days a week, the SFPD "walking" escort is offered from 5:30 p.m. until 11:30p.m. this service is offered 5 days a week M-Fri. When the library is open (during daylight savings time, escort van hours begin at 6:00 p.m., the SFPD escort begins at 6:30 p.m.) When the buildings are scheduled to close, the last van escort occurs 15 minutes after that time. There are no escort services on days the buildings are closed. The van leaves the 200 building every twenty minutes as needed (5:00 p.m., 5:20 p.m., etc.).

#### **Procedures for using the Escort Van**

- 1. Come to the Public Safety desk in the 200 or 198 McAllister Street lobby and request an escort or phone 565-4611 (4611 when using college phones).
- 2. The van driver will take the passenger(s) to any point on the map provided on page 17 of this pamphlet. Please note that the escort van will not drive beyond these boundaries. Within these boundaries are the following commonly requested destinations:
  - ✓ McAllister Tower
  - ✓ BART/MUNI underground
  - ✓ MUNI Bus transfer points
  - ✓ Parking lots

- 3. The van only takes passengers to bus stops, but cannot wait for the bus to arrive.
- **4.** Complete details of the escort service are available at the 200 and 198 McAllister Street Public Safety desks.

#### SFPD PATROL SERVICES

To add to the safety of our community, the College has contracted with the San Francisco Police Department to provide a police officer to patrol the streets around the College buildings in the evenings. The police officers also provide "walking" escorts from each campus building to another, the Civic Center Bart/Muni underground station, Muni bus stops in the surrounding area, and to and from nearby parking lots. To request this service, you can contact any Hastings Public Safety Officer in person, or dial 565-4611, or contact the security officer on duty at the 100 McAllister Tower. This occurs 5 days a week to coincide with the library being open.

#### **EMERGENCIES**

#### GENERAL PROCEDURES IN THE EVENT OF AN ON-CAMPUS EMERGENCY

Various emergencies may require the evacuation of a campus building. If the building is to be evacuated, go to the **designated assembly area** shown on **page 20** of this booklet and await further instructions from Hastings Public Safety Officers.

- Fire: Always assume that there is a fire when the building fire alarms sound. Walk to the fire exit nearest you and leave the building. Students with disabilities should wait for assistance near a fire exit. Once outside, go to the designated assembly area and await further instructions. **Do not use an elevator.**
- ➤ Earthquake: If you are inside a building during an earthquake, do not run outside. Rather, move away from windows, shelves, cabinets, outside doors, and anything hanging from the ceiling, like plants or light fixtures. Stand next to an inside wall, within a doorframe, or get under a sturdy piece of furniture. After the tremors have stopped, it may be better to stay inside for a while. If evacuation is necessary, leave the building via the most direct route. Do not use an elevator. Go straight to the designated assembly area and await further instructions.
- ➤ **Power Outage:** If there is a power outage, stay where you are. Designated officials will instruct you if evacuation is necessary.

➢ Bomb Threat: If evacuation is necessitated by a bomb threat, a designated official will notify you. When you evacuate, use the exit nearest you and go directly to the designated assembly area for further instructions. Do not use a cellular telephone or wireless laptop until you are clear of the building or until informed everything is ok.

Make sure you take all of your belongings. Bombs are often disguised as common items. You will be assisting the search by taking these items with you. Searchers may view any such item left behind as suspicious; they may open it, search it, or dispose of it.

#### **FIRST AID**

All Public Safety Officers are trained and certified in First Aid and C.P.R. If you or someone else needs treatment of any kind, notify the Public Safety Department or any individual Officer. The Department maintains several first aid kits on campus.

#### STUDENT LOCKERS

Each Hastings student is assigned a specific locker by Student Services. It is important that you use that locker. The Public Safety Department is the proper department to call when you are locked out of your locker.

A Public Safety Officer will verify that the locker you are asking to be opened is the locker assigned to you by Student Services. If the locker is assigned to you, which will be verified with your student ID card, the Officer will assist you to open it.

If you have purchased a master combination lock from the Hastings Bookstore it will be opened quickly using a master key or combination with no damage to the lock (*Put your lock combination inside your locker. After it is opened by an Officer you will be able to reuse the lock.*) All other locks will be opened with bolt cutters and the locks will have to be replaced by the student.

#### **BUILDING AND LIBRARY HOURS**

|                   | <u> 198/200 Buildings</u> | <u>Law Library</u>  |
|-------------------|---------------------------|---------------------|
| Monday thru Frida | y 6:45 am - 11:00 p.m.    | 8:00 a.m 11:00 p.m. |
| Saturdays         | 9:00 am - 10:00 p.m.      | 9:00 a.m 10:00 p.m. |
| Sundays           | 9:00 am - 11:00 p.m.      | 9:00 a.m 11:00 p.m. |

The building and library hours may change during the summer and during holiday periods. When this occurs, the special building and library hours are posted on bulletin boards around campus, at the library circulation desk, and at the Public Safety Desk in the lobby of 198/200 McAllister Street.

**Please observe all building hours.** When the buildings close for the night, Officers of Public Safety are required to walk through the entirety of both campus buildings, locking doors, turning off lights, and making sure that no one is locked inside.

#### LOST AND FOUND

The Public Safety Department maintains a *Lost and Found* service. Should any of your possessions turn up missing while at the Hastings Campus, stop by the Public Safety Desk in the lobby of 198 McAllister Street to check the lost and found recovered property log. If you find any personal property unattended on campus, at the parking garage, or at the residential Tower, please turn it in to *Lost and Found* as soon as possible. You can greatly improve your chances of having property returned to you if your books, notebooks, backpacks and other items have your name on them. When we receive property in *Lost and Found*, as soon as we can identify the owner, we will immediately notify the owner and return the property.

#### STUDENT IDENTIFICATION CARDS

Always carry your student identification card. In addition to using it to check out books at the library, the card serves as an access card for use in areas such as the Computer Lab in the Law Library, the bike cage in front of 200, and at card readers throughout the campus. It allows you to enter campus buildings by displaying it to Public Safety Officers who are required to check photo ID's when persons are entering the building. You will also need it in the evening and on weekends when access is restricted.

Cards must be presented in any of the campus buildings upon request by College officials.

#### REPLACEMENT AND REVALIDATION

Because your card is your key to campus buildings, <u>immediately</u> report a lost or stolen card to the Public Safety Department. When you make your report, your old card will be deactivated in the computer system and a new card will be issued to you. There is a charge of \$10.00 for this service. **Each semester, you must revalidate your card with the Fiscal Services Office in the 198 McAllister Building.** 

#### **BICYCLE PARKING INFORMATION**

If you ride your bicycle to campus, you must comply with the following regulations:

- First get a permit from the Department. Permits are required to park at the bicycle racks on the Hastings campus. Park only at the College bicycle racks, the College bicycle racks are located in the following locations: the front of 198 McAllister Street, the 200 bicycle rack enclosure, and at the Hastings Garage on the south side of the building.
- ➤ Do not park or store bicycles inside campus buildings, or in patio areas, driveways, garages, or doorways. Bicycles are not permitted into campus buildings and if found inside buildings or in other unauthorized areas they will be impounded.
- ➤ A Public Safety Officer will remove any bicycle at the owners expense, that is kept at a campus bicycle rack for more than 48 continuous hours.
- Locking bicycles, motor scooters, or motorcycles to any safety rail or handrail is prohibited.
- Properly secure your bicycle to the rack. If officers find an improperly secured bicycle, they may remove it to prevent theft.
- You may claim an impounded bicycle at the Public Safety Department in the main lobby of 200 or 198 McAllister Street.

#### MOTORCYCLES AND MOTOR SCOOTERS

Motor Scooters or Motorcycles are prohibited from campus. Park Motor Scooters or Motorcycles only in designated motorcycle parking spaces in the streets surrounding Hastings.

#### **BICYCLE PARKING PERMITS**

A permit to park your bicycle in the College bicycle racks is free. You can obtain one any day between 7:30 a.m. and 5:00 p.m. from the Department in the lobby of 198 McAllister. The permit is part of the College bicycle registration program. Bicycle theft is common and the registration program has proved to be an effective theft prevention measure. The College's name is on the permit. Thus, if your bicycle is stolen and later recovered, law enforcement officials can contact the Department for identification of the owner. Even if you prefer to lock your bicycle to parking meters or street signs, register your bicycle anyway. Officers will keep an eye on all bicycles near the campus, not just those parked at the racks.

#### CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990 JEANNE CLERY ACT OF 1998

The UC Hastings campus includes the classroom and administration buildings at 198 and 200 McAllister, the campus residential hall at 100 McAllister, and the parking garage used by students, employees, faculty and the general public at 376 Larkin Street. The following are the campus crime statistics for each of the past three years. The 2006, public area reported here reflects (Clery Incidents) which were incidents reported within 300 feet of 200 McAllister. The 2007, 2008 statistics reflect an expansion to the public area to include 500 feet from 200 McAllister. The Campus statistics include all incidents reported, whether they were cleared by arrest or not. The public statistics include incidents reported by the San Francisco Police Department.

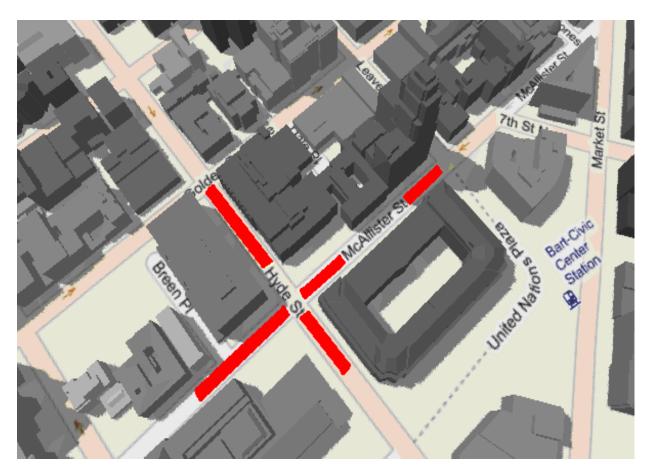
### CRIME STATISTICS FOR UC HASTINGS AND AREAS CONTIGUOUS TO UC HASTINGS

| CRIME                                 |        | 2006   |         |        | 2007   |         |        | 2008   |         |
|---------------------------------------|--------|--------|---------|--------|--------|---------|--------|--------|---------|
|                                       | Campus | Public | Housing | Campus | Public | Housing | Campus | Public | Housing |
| Murder(Non-Negligent<br>Manslaughter) | 0      | 0      | 0       | 0      | 2      | 0       | 0      | 0      | 0       |
| Negligent Manslaughter                | 0      | 0      | 0       | 0      | 0      | 0       | 0      | 0      | 0       |
| Forcible<br>Sex Offense               | 0      | 0      | 0       | 1      | 0      | 0       | 0      | 1      | 0       |
| Non-Forcible<br>Sex Offense           | 0      | 0      | 0       | 0      | 0      | 0       | 0      | 0      | 0       |
| Robbery                               | 4      | 2      | 0       | 6      | 6      | 0       | 2      | 5      | 0       |
| Aggravated Assault                    | 3      | 2      | 0       | 4      | 3      | 0       | 7      | 1      | 0       |
| Burglary                              | 8      | 3      | 0       | 16     | 1      | 0       | 21     | 1      | 1       |
| Vandalism                             | 4      | 0      | 0       | 5      | 6      | 0       | 9      | 3      | 0       |
| Arson                                 | 0      | 0      | 0       | 0      | 0      | 0       | 0      | 0      | 0       |
| LARCENY                               |        |        |         |        |        |         |        |        | 0       |
| Bicycle                               | 0      | 1      | 0       | 10     | 2      | 0       | 2      | 2      |         |
| Motor Vehicle                         | 1      | 2      | 0       | 1      | 1      | 0       | 4      | 4      | 0       |
| From Motor Vehicle                    | 3      | 17     | 0       | 12     | 37     | 0       | 14     | 21     | 0       |
| Other, Larceny                        | 4      | 8      | 0       | 4      | 7      | 0       | 8      | 8      | 0       |
| Hate Crimes                           | 0      | 0      | 0       | 0      | 0      | 0       | 0      | 0      | 0       |
|                                       |        |        |         |        |        |         |        |        |         |
| Alcohol Offenses                      | 0      | 0      | 0       | 0      | 0      | 0       | 0      | 1      | 0       |
| Drug/Narcotics                        | 1      | 37     | 0       | 2      | 17     | 0       | 0      | 17     | 0       |
| Weapons Possession                    | 0      | 2      | 0       | 1      | 2      | 0       | 0      | 1      | 0       |

The crime statistics for a larger contiguous area is also reported monthly by the San Francisco Police Department as Plot area J-555, available online at <a href="www.sfgov.org">www.sfgov.org</a>. In order to access the statistics, click on City Agencies, then Police Department, then Crime Statistics, then to See Statistics By Plot, Click Here, then, under the year of interest, click on the month listed for year-to-date totals. On the map, click Tenderloin then on 555, scroll down to Dist-Plot J-555.

About Statistical Counting: Every effort is made to avoid duplication of incidents reported by multiple agencies. However, an incident may be unintentionally counted more than once.

#### 2008 Crime Statistical Reporting Area / Data Map



#### **Crime Alert Reporting Area**

Before 2005, UC Hastings defined the public area contiguous to campus to include 300 ft from the main campus. The Clery Act has since refined its definition of contiguous public areas, and now requires that campuses report only crimes that occur on public sidewalks adjacent to university property, and on the street and the sidewalk across the street from campus buildings. As of 2007, the statistics we report as **Public** are in accordance with this Clery Act definition. The Public Safety Department at University of California, Hastings, ensures that the campus community is aware of this crime activity. The area outlined in red on the campus map includes: 100-254 McAllister Street, 54-100 Hyde Street.

#### **Reporting Areas**

These offenses must be reported according to their occurrence in the following locations, or geographic categories:

#### ■ *Campus property:*

(i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's edu cational purposes, including residence halls; and (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or

other retail vendor).

■ Housing: Residence halls or other University-owned residences. These statistics are a subset of Campus property statistics.

■ *Public property:* All public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

#### ■ *Non campus property:*

(i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous

#### \*ALERT U - SMS EMERGENCY NOTIFICATION SYSTEM

The campus now subscribes to AlertU. AlertU is an emergency short messaging service or SMS (text) messaging technology developed for college and university communities and enterprises. Campus account managers send text messages to subscribers mobile devices communicating critical campus updates to students, staff and faculty in real-time. Friends and family members are also able to subscribe to receive updates. UC Hastings limits the communications to catastrophic or emergency situations.

#### INFORMATION ABOUT CRIME PREVENTION AND SAFETY PROCEDURES

In addition to the safety tips in this booklet (pages 4-5), the **Hastings Public Safety Department** frequently publishes crime alerts via email. Officers often post crime tips and reminders on the school bulletin boards. Handouts on personal safety and crime prevention are also available from the Department. Finally, on-campus crime reports / crime logs are available at the Public Safety Console, 200 Building.

#### POLICIES CONCERNING CAMPUS LAW ENFORCEMENT

The officers do not carry firearms and are restricted to campus property, or public areas immediately surrounding the campus. However, the Department works closely with the San Francisco Police Department and other law enforcement agencies to prevent crime and apprehend and convict criminals in the contiguous area.

#### **ACCESS TO CAMPUS FACILITIES**

Campus access hours are shown on page 8 of this booklet. Mary Kay Kane Hall (200 McAllister) is staffed by a Public Safety Officer at all times. The McAllister Tower residence hall (100 McAllister) is also staffed with a security guard at all times. Access to the Tower is by card or through security authorization.

#### SUBSTANCE ABUSE IN THE COLLEGE COMMUNITY

This Notice is issued pursuant to Subpart B, Section 86.100 of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

#### COLLEGE POLICY ON SUBSTANCE ABUSE IN THE WORKPLACE

The College Policy on Substance Abuse in the Workplace and Section 52 of the Policies and Regulations Applying to College Activities, Organizations, and Students prescribe standards of conduct expected of faculty, staff and students to maintain a drug-free campus, and contains provisions to ensure that the College is in compliance with applicable law.

#### **LEGAL SANCTIONS**

Federal and state statutes govern the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. These statutes impose penalties for both felony and misdemeanor convictions related to violations of applicable laws. Additional information regarding these statutes is available from the Office of Personnel Services. The drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C.812), and are further defined by regulations 21 CFR 1308.11 through 1308.15. Copies of the Act and regulations are available from the Office of Personnel Services and the reserve desk in the Library.

#### HIGHLIGHTS FROM FEDERAL AND STATE LAWS

- ➤ The manufacture, sale, or distribution of all scheduled drugs is a felony, which can result in serving time in prison. Civil fines of up to \$10,000 per violation and a jail sentence can punish simple possession of controlled substances.
- Health care providers are barred from receiving payment from federal insurance programs upon conviction of a criminal offense involving distribution or dispensation of a controlled substance.
- Distribution or possession with the intent to distribute a controlled substance on College property requires a sentence of up to twice the prescribed sentence for the original offense, and twice the prescribed parole time.

- ➤ The cultivation, possession for sale, or sale of marijuana is a felony. The possession of just one ounce is a crime.
- ➤ It is a misdemeanor to sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under 21 or any obviously intoxicated person, and no one under 21 may purchase alcoholic beverages.
- ➤ It is unlawful for any person under 21 to possess alcoholic beverages on any street or highway or in any place open to public view.

#### HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

Substance abuse may result in a wide spectrum of extremely serious health and behavioral problems. Substance abuse results in short and long-term effects upon the body and mind. There are specific health risks related to alcohol and drug use and general health risks related to impairment and addiction. Alcohol and drugs are toxic to the body's systems. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection associated with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death--which, in the case of some drugs such as cocaine, can occur after first-time use. Long-lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

#### SAFETY AND PERFORMANCE

Individuals with substance abuse and dependency problems create excessive safety risks for themselves, their colleagues, and others. A person who is mentally or physically impaired because of drug or alcohol use may behave in careless and unsafe ways. In addition, substance abuse may noticeably affect an individual's academic or job performance. Such individuals tend to have unusually high accident rates, and are usually absent or tardy more frequently than others.

#### WHERE TO GET HELP

A variety of student education programs and Employee Assistance Program services designed to help prevent substance abuse by College students and employees, as well as assistance and referral services for those who have substance abuse problems or concerns are available. Psychological services for students are available at our Student Health Services. Information disclosed by an employee or student through an Employee Assistance Program or psychological counseling service will be considered confidential, in accordance with federal and state laws and College policies.

The Employee Assistance Program consultation, and referral services assist employees and students in dealing with a wide range of personal and medical problems that negatively affect their lives. Among these services are training and orientation for employees, supervisors, and students on substance abuse issues, individual case evaluation, initial counseling, assistance in developing individual treatment providers, treatment follow-up, and assistance in dealing with healthcare providers.

Employees and students are encouraged to seek assistance for substance abuse and dependency problems voluntarily. To learn what services are available, contact Personnel, Student Health Services or the Director of Student Services. A list of Counseling Resources is included at the end of this guide.

#### **DISCIPLINARY SANCTIONS**

Employees found in violation of the College Policy on Substance Abuse in the Workplace may be subject to corrective or disciplinary action, up to and including dismissal, as provided under applicable College policies. Students found in violation may be disciplined as set forth in the <u>College Policies and Regulations</u> <u>Applying to Campus Activities, Organizations and Students</u>, Section 50. In lieu of corrective or disciplinary sanctions, and at the discretion of the College, employees and students found to be in violation of College policies may be required to participate in Employee Assistance or Support Programs or other counseling programs.

#### SEXUAL ASSAULT AND DOMESTIC VIOLENCE

Hastings recognizes that sexual assault is a serious issue. Any Hastings student or employee who commits sexual assault on campus will be subject to disciplinary action, up to and including expulsion, suspension or termination in accordance with Sections 52, 53 and 54 of the <u>Policies and Regulations Applying to College Activities</u>, <u>Organizations and Students</u>, or Sections 212 (Corrective

Action) and 213 (Dismissal) of the Staff Personnel Policies and Procedures, and to any actions external authorities may undertake.

Hastings provides educational programs, materials and services to increase awareness and preventions of sexual assault, including rape, acquaintance rape and forcible and non-forcible sexual offenses.

All incidents of sexual assault should be reported to the Department and the Director of Student Services or Associate Academic Dean. Reported sexual assaults will be investigated and appropriate action will be taken. If a report is made with the Department, an officer will be assigned to do a preliminary investigation. If the victim wants to pursue criminal charges, the officer will assist in reporting the incident to SFPD, who will assume responsibility for any criminal investigation. Victims should preserve any evidence that may be useful during criminal prosecution.

Victims of sexual assault are encouraged to follow up with confidential counseling at the Student Health Center, or at other public and private services within the Bay Area. Referral services are included at the end of this guide. Upon request by the victim of a sexual offense, and if reasonably available, Hastings will adjust a victim's on-campus living arrangement, class schedule or both.

#### SUBSTANCE ABUSE COUNSELING AND RECOVERY RESOURCES

#### **Ca State Bar Association**

Lawyers Personal Assistance Program 1-800-341-0572 (for law students, too)

#### The Other Bar

6331 Fairmont Avenue, Suite 378 El Cerrito, CA 94530 1-800-222-0767

#### Alcoholics Anonymous (a 12-step program)

1821 Sacramento Street San Francisco, CA 94102 415-674-1821

#### Adult Children of Alcoholics/ACA

(a separate 12-step program)
310-534-1815 <u>www.adultchildren.org</u>

<u>AL-Anon</u> (a 12-step recovery program for Spouses/significant others/children Within San Francisco 415-834-9940 Outside San Francisco 1-800-344-2666

#### National Council on Alcoholism and Other

#### **Drug Addictions**

944 Market Street, Third Floor San Francisco, CA 94102 415-296-9900

#### SAN FRANCISCO AIDS FOUNDATION

955 Market Street San Francisco, CA 94103 415-803-2437 AIDS Hot Line 415-487-3000 Main Reception 415-487-8000 Crisis Services P.O. Box 42618

San Francisco, CA 94142-6182

#### AMERICAN CANCER SOCIETY

235 Montgomery Street, Suite 200 San Francisco, CA 94104 415-394-7100 and 1-800-227-2345

#### **HASTINGS HEALTH SERVICES**

(Counseling and Psychiatric Services) Room 204, 200 McAllister Street 415-565-4612

#### SEXUAL ASSAULT/DOMESTIC VIOLENCE RESOURCES

#### **EMERGENCY AND SAFE HOUSING**

Asian Women's Shelter Crisis 751-0880

Business 751-7110

 Emergency Shelter
 831-3535

 Rafael House
 474-4000

 A Safe Place (Oakland)
 510-536-7233

Marin Abused Women's

Services 924-6616

#### **EMERGENCY ASSISTANCE**

Police and Ambulance 911 SFPD Sex Crimes Detail 415-553-1361 SFPD Domestic Violence Response Unit 415-553-9225

SF General Hospital WALK IN (1001 Potrero Avenue at 22<sup>nd</sup> street)

#### **24-HOUR HOTLINES**

Suicide Prevention 781-0500
Rape Treatment Center 437-3000
SF Sexual Assault Services 647-7273

#### **COUNSELING SERVICES**

 Woman Inc.
 864-4722

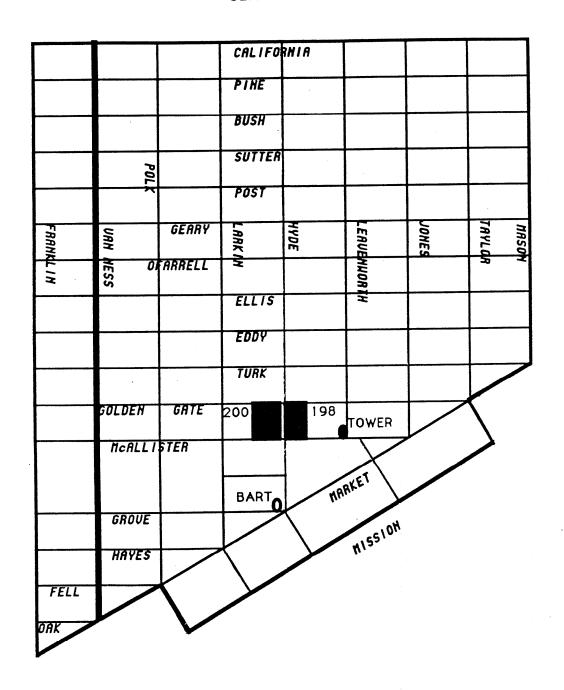
 SF Women Against Rape
 647-7273

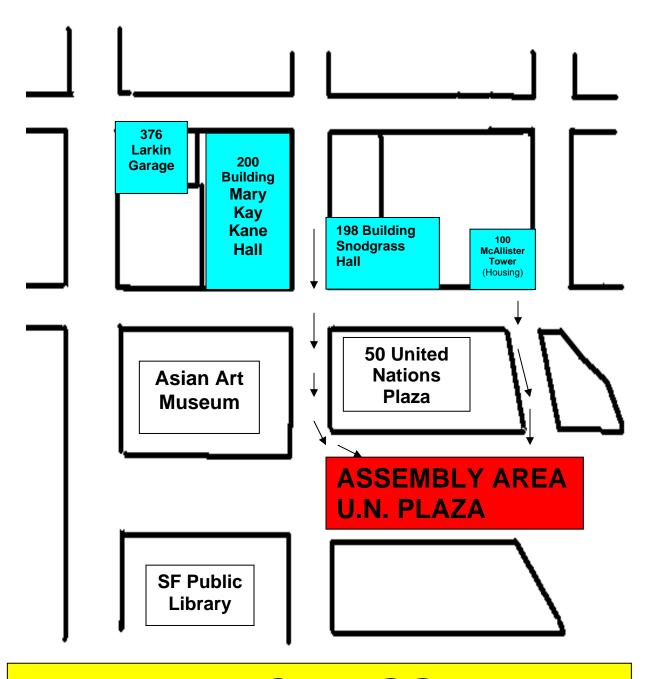
 Iris Center
 864-2364

#### **OFFENDERS**

MAWS Men Program (Marin) 924-1070

## CAMPUS ESCORT SERVICE AREA



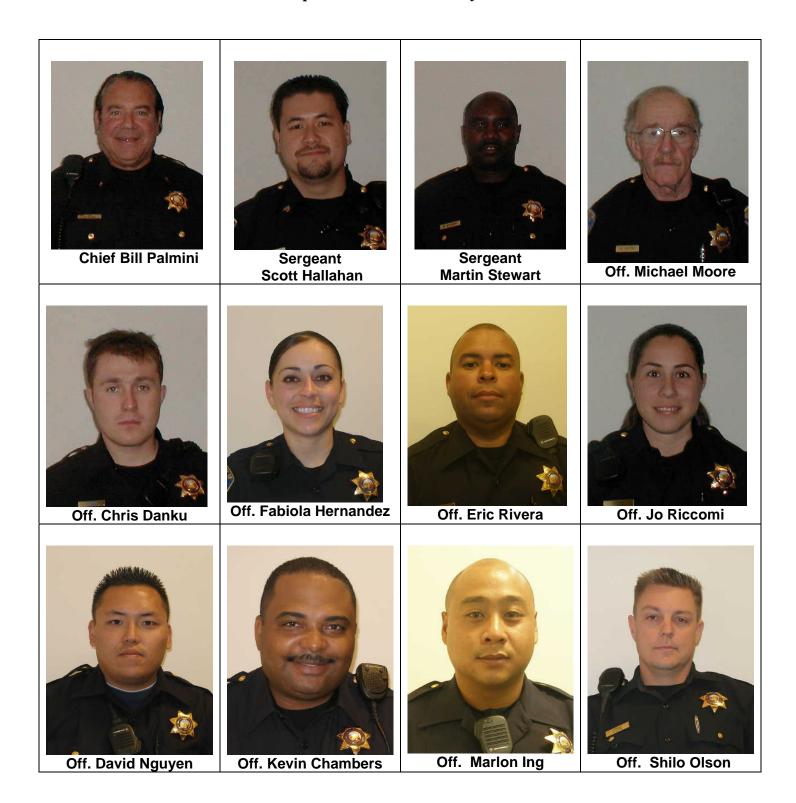


## EMERGENCY ASSEMBLY AREA

# UC Hastings Public Safety Laptop Computer Registration Form

| STUDENT NAME               |            |      |
|----------------------------|------------|------|
| LAST                       | FIRST      | M.I. |
|                            |            |      |
| STUDENT ID #<br>GRADUATION | YEAR       | OF   |
| OKADOATION                 |            |      |
|                            |            |      |
| CONTACT INFORMATION:       | PHONE #_() |      |
|                            |            |      |
| _                          |            |      |
| LAPTOP MANUFACTURER_       |            |      |
|                            |            |      |
| MODEL                      |            |      |
|                            |            |      |
| SERIAL NUMBER              |            |      |

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