

**Pacific Union College**

***Clery Act***  
**Security Information**  
**&**  
**Policy Statements**  
***2008 Calendar Year***

**Department of Public Safety  
One Angwin Avenue  
Angwin, CA 94508**

**(707) 965-6551**

*For further information, questions or comments, contact:*

Department of Public Safety  
One Angwin Avenue  
Angwin, CA 94508

(707) 965-6551 Business  
(707) 965-7111 Emergencies  
(707) 965-7119 Fax

*We are located at:*

180 College Avenue

*Just up from the Chevron and across the street from Chan Shun Hall*

For an online copy of this report, other important safety information, vehicle registration, and parking information, go to:

**[www.puc.edu/campus-services/public-safety](http://www.puc.edu/campus-services/public-safety)**

*This information is provided to all current and prospective students, faculty, and staff in compliance with the federal:*

***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998***

# Security Information 2008

## *Overview*

Pacific Union College is concerned about the safety and welfare of all campus members and guests, and is committed to providing a safe and secure environment. Because no campus is isolated from crime, Pacific Union College has developed a series of policies and procedures that are designed to ensure that every possible precautionary measure is taken to protect the campus community. To prevent such incidents, a competent residence life staff, the Public Safety Department, the Plant Services Department, the faculty, staff, and students are responsible for a number of measures to ensure that they and their possessions are adequately protected.

The Department of Public Safety is the security department for the college. It reports to the Vice-President for Student Services and is open 24 hours a day for emergencies, providing around-the-clock protection and services to the campus populace. The Department aids in enforcement of federal, state, and local statutes, as well as Pacific Union College regulations. The primary objective of the Department is to provide a safe and healthy environment that enhances the campus learning experience, thus complementing the college's educational mission.

The Department of Public Safety is responsible for emergency response at Pacific Union College. It is also responsible for providing support services tailored to meet the needs of the campus community. Some of the services include:

- Providing parking registration for students, faculty, staff, and visitors
- Assisting campus motorists with motor vehicle problems
- Monitoring parking regulations on campus
- Providing crime prevention programs

To report a crime, all individuals are encouraged to call the Department of Public Safety at 965-6551 (x6551), or 965-7111 (x7111) for emergencies. Dispatchers are available 24 hours a day to receive emergency calls. Public Safety and/or Napa County Sheriff's officers (as applicable) will respond to calls for service, and/or a report of the incident will be made. On-campus telephones are located in the lobbies and corridors of most campus buildings.

In addition to reporting a crime to the Department of Public Safety, crimes should also be reported to local law enforcement officials for report and follow-up purposes. Public Safety works directly with the local law enforcement authorities as the liaison for the campus. When criminal offenses are reported to Public Safety, the Napa Sheriff's Department is notified for their involvement and investigative authority. Public Safety maintains a close working relationship with all appropriate law enforcement agencies and elements of the criminal justice system. Crime statistics are exchanged with the Napa County Sheriff's Department.

## ***Crime Prevention***

Many violations committed on campus can be prevented. As part of the college's educational mission, The Department of Public Safety attempts to teach members of the campus community how to reduce their chances of being the victim of crimes of property or person. The college's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. The following is a listing of the college's crime prevention programs and projects:

- **Escort Service**: Public Safety provides an escort service from dusk to dawn to any individual who requests it. This service is designed to ensure the safety of all individuals by eliminating the need to walk across the campus at night as a solo individual.
- **Crime Prevention Presentations**: Crime prevention presentations are made to students and members of the college populace. Topics include fire prevention, personal safety, dorm safety, the prevention of sexual assault, and drug & alcohol abuse. Seminars can be requested and topics can be tailored to meet the needs of any group on campus.
- **Printed Materials**: Printed crime prevention brochures related to motor vehicle, bicycle, residence hall, employee, and personal safety are readily available.
- **Electronic Alarm System**: An electronic monitoring system, located in the Department of Public Safety, monitors a comprehensive network of fire, intrusion detection, and panic alarm systems across campus.
- **Facilities Surveys**: Comprehensive surveys of exterior lighting, exterior doors, and the grounds are conducted.
- **Bicycle Registration**: Public Safety encourages owners of bicycles to register them on-line with the National Bike Registry ([www.nationalbikeregistry.com](http://www.nationalbikeregistry.com)).

## ***Crime Reporting***

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related problems. These efforts include the following:

- **Annual Report**: A comprehensive annual report of crime-related information is compiled, published, and distributed. This annual report is available to any member, or prospective member, of the campus community.
- **Daily Crime Log**: A log of all crimes reported to the Department of Public Safety is summarized on a daily basis and available for viewing at the Public Safety office.
- **Special Alerts**: If circumstances warrant, special crime alerts and notifications can be prepared and distributed throughout the campus.

## ***Annual Disclosure of Crime Statistics***

20 U.S.C. 1092 (f/h) & EC 67380

The Department of Public Safety prepares an Annual Disclosure of Crime Statistics 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 the web at [www.puc.edu/publicsafety](http://www.puc.edu/publicsafety). Access to this site is also possible via the PUC home page at [www.puc.edu](http://www.puc.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding the main campus, Student Services, the Judicial Committee, and the Housing Department. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the PUC Public Safety Department, designated campus officials (including, but not limited to, directors, deans, department heads, judicial committee, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Health Services) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or as a result of assault or abusive conduct. Additionally, the Career and Counseling Center staff informs their clients of the procedures to report crime to the Department of Public Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notifications with their paycheck. Copies of the report may also be obtained at the Department of Public Safety office located at 180 College Avenue (across College Avenue from Chan Shun Hall) or by calling (707) 965-6551. All prospective employees may obtain a copy from Human Resources in the Financial Administration building or by calling (707) 965-6231, and the web site address will be attached to PUC employment applications.

The college does not recognize any fraternity, sorority, or student organizations that have off campus houses or offices.

### ***To report a crime:***

Contact Pacific Union College Department of Public Safety at (707) 965-6551 (non-emergencies), x7111 (emergency), or dial **9-1-1** to contact the Napa County Sheriff's Office. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to the Public Safety Department. In addition you may report a crime to the following areas:

|  |  |
|--|--|
| Vice President for Student Services        | (707) 965-7362                                       |
| Director, Counseling Center                | (707) 965-7080                                       |
| Director, Health Services                  | (707) 965-6339                                       |
| Director, Human Resources                  | (707) 965-6231                                       |
| Chairperson, Judicial Committee            | (707) 965-7362                                       |
| Director, Campus Housing                   | (707) 965-6420                                       |
| Dean, from any Residence Hall              | <i>See College phone directory for phone numbers</i> |
| Resident Assistant from any Residence Hall | <i>See College phone directory for phone numbers</i> |

To report an off-campus crime dial **9-1-1** to report the crime to the Napa County Sheriff's Department (For cell phones dial **253-0911** for an immediate connection to NSO, as 911 calls on cell phones are initially routed to CHP in the San Francisco Bay Area).

The Pacific Union College Department of Public Safety staff and Napa County Sheriff's deputies meet on a regular basis to discuss local crimes and other issues, and to exchange ideas which may impact the campus community.

### ***Remote Campuses***

Pacific Union College offers classes at several "off site" teaching locations throughout California. The Department of Public Safety does not provide security at these sites. All emergencies should be reported to their respective local law enforcement authorities by dialing **9-1-1**.

### ***Off Campus Crime***

20 U.S.C. 1092 (g)

The police/sheriff departments from the adjoining cities to Pacific Union College's remote teaching sites have been requested to provide Public Safety with crime data for the areas surrounding these facilities. Public Safety will notify persons using these facilities when security problems arise.

| <b>Angwin<br/>Campus</b>          | On<br>Campus |             |             | Public<br>Property* |             |             | Non-<br>Campus<br>Property** |             |             |
|-----------------------------------|--------------|-------------|-------------|---------------------|-------------|-------------|------------------------------|-------------|-------------|
|                                   | <b>2006</b>  | <b>2007</b> | <b>2008</b> | <b>2006</b>         | <b>2007</b> | <b>2008</b> | <b>2006</b>                  | <b>2007</b> | <b>2008</b> |
| <b>CRIMES</b>                     |              |             |             |                     |             |             |                              |             |             |
| Murder                            | 0            | 0           | 0           | 0                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| Manslaughter                      | 0            | 0           | 0           | 0                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| Forcible Sex<br>Offenses          | 0            | 0           | 0           | 1                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| Non-forcible<br>Sex Offenses      | 0            | 0           | 0           | 0                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| Robbery                           | 0            | 0           | 0           | 0                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| Aggravated<br>Assault             | 2            | 1           | 1           | 0                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| Burglary                          | 16           | 6           | 2           | 4                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| Motor Vehicle<br>Theft            | 0            | 0           | 0           | 0                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| Arson                             | 0            | 0           | 0           | 0                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| <b>TOTAL<br/>CRIMES</b>           | <b>18</b>    | <b>7</b>    | <b>3</b>    | <b>5</b>            | <b>N/A</b>  | <b>N/A</b>  | <b>0</b>                     | <b>N/A</b>  | <b>N/A</b>  |
| <b>ARRESTS</b>                    |              |             |             |                     |             |             |                              |             |             |
|                                   |              |             |             |                     |             |             |                              |             |             |
| Liquor Law<br>Violations          | 0            | 0           | 0           | 0                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| Drug Abuse<br>Violations          | 0            | 0           | 0           | 0                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| Weapons<br>Violations             | 0            | 0           | 0           | 0                   | N/A         | N/A         | 0                            | N/A         | N/A         |
| <b>TOTAL<br/>ARRESTS</b>          | <b>0</b>     | <b>0</b>    | <b>0</b>    | <b>0</b>            | <b>N/A</b>  | <b>N/A</b>  | <b>0</b>                     | <b>N/A</b>  | <b>N/A</b>  |
| <b>DISCIPLINARY<br/>REFERRALS</b> |              |             |             |                     |             |             |                              |             |             |
|                                   |              |             |             |                     |             |             |                              |             |             |
| Liquor Law<br>Violations          | 10           | 2           | 0           | 0                   | 0           | 0           | 0                            | 0           | 0           |
| Drug Abuse<br>Violations          | 11           | 1           | 0           | 0                   | 0           | 0           | 0                            | 0           | 0           |
| Weapons<br>Violations             | 0            | 0           | 0           | 0                   | 0           | 0           | 0                            | 0           | 0           |
| <b>TOTAL<br/>REFERRALS</b>        | <b>21</b>    | <b>3</b>    | <b>0</b>    | <b>0</b>            | <b>0</b>    | <b>0</b>    | <b>0</b>                     | <b>0</b>    | <b>0</b>    |

**HATE CRIMES:** None were reported for the time period of January 1, 2008 through December 31, 2008.

\* - “Public Property” - means all public property that is within the same reasonably contiguous geographic area of the college, such as sidewalks, streets, other thoroughfares, etc.

\*\* - “Non-Campus Property” - means any building or property owned or controlled by a student organization recognized by the college, or any building or property that is used by the college in direct support of educational efforts.

# - Statistics Not Available to Clery Reports Manager. *(i.e. Local law enforcement agencies were unable to provide crime statistics that were Date and Time specific for when Pacific Union College was actually utilizing the six off-site teaching locations.)*

N/A - Statistics Not Reported to Clery Reports Manager. *(i.e. Local law enforcement did not respond to Public Safety’s request for statistics.)*

### ***Non-Campus Property Locations***

The Department of Public Safety does not provide security at these sites. All emergencies should be reported to local Law Enforcement by dialing **9-1-1**.

The college does not recognize any fraternity, sorority, or student organizations that have off campus houses or offices.

For a statement of policy regarding possession, use, and sale of alcohol and illegal drugs, please reference the “Policy Statements” section of this brochure.



## Pacific Union College

# POLICY STATEMENTS

### ***Department of Public Safety Authority and Jurisdiction***

20 U.S.C. 1092 (c)

Pacific Union College Department of Public Safety officers are certified by the California Bureau of Security and Investigative Services (BSIS) as Security Guards in the State of California and possess Citizen's Powers of Arrest. Public Safety officers have jurisdiction on all property owned by Pacific Union College. Public Safety officers have the authority to ask persons for College Identification and to determine whether individuals have lawful business at Pacific Union College. Pacific Union College Public Safety officers, through a Memorandum of Understanding (MOU) with the Napa County Sheriff, have the authority to issue parking tickets, which, if not paid, are billed to financial accounts of students, faculty, and staff. Criminal incidents are referred to the County Sheriff who has jurisdiction on the campus. The Public Safety Department at Pacific Union College maintains a highly professional working relationship with the Napa County Sheriff's Department, the California Highway Patrol, and other local area law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Public Safety Department and the appropriate law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### ***Timely Warnings***

20 U.S.C. 1092 (d/e)

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Public Safety, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning may be issued to students, faculty and staff through any one, or a combination of, the college's e-mail system, "Announce" voicemail system, printed brochures, or through the student association newspaper, the *Campus Chronicle*.

### ***Access Policy – General Campus***

20 U.S.C. 1092 (b)

The Plant Services Department maintains the college's buildings with a concern for safety and security. Plant Services inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards such as broken windows and locks. They also maintain the college's fire alarm system, including the replacement batteries in residential smoke detectors twice yearly.

The Campus is well lighted, and further improvements are being made with regards to lighting, including high intensity sodium vapor lights on buildings, in parking lot areas, in areas with heavy landscaping and trees, and along pathways frequently traveled by students.

The Department of Public Safety assists Plant Services personnel by reporting potential safety and security hazards. Students as well as faculty and staff are also encouraged to call Plant Services (x7150) to report any safety or security hazard.

Except for residence halls, most college facilities are open to the public during the day and evening hours when classes are in session. During the times that the college is officially closed, college buildings are generally locked and only faculty, staff, and students with keys have access, or admittance may be obtained by going to the Department Chair. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Physical Education Department, Library, Campus Center, Irwin Hall Computer labs, Davidian Hall and Chan Shun Hall. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

### ***Access Policy – Residence Halls***

20 U.S.C. 1092 (b)

Services and programs intended to enhance the quality of life and to assure the security and safety of the resident student body are a major priority for the residence life administrators. Each men's dorm employs a desk receptionist from 10 am to midnight. Women's dorms include a 24-hour desk receptionist. All facilities are served by live-in deans and resident assistants. At least one professional staff member is on duty at all times, 24 hours a day, 7 days a week.

Security and safety policies and procedures, especially regarding locking individual rooms, building entrances, and related precautions, are discussed with residents in crime prevention meetings conducted by the residence life staff and Public Safety.

### ***General Procedures for Reporting a Crime or Emergency***

20 U.S.C. 1092 (a)

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Pacific Union College Department of Public Safety (DPS) in a timely manner.

To report a crime on the Pacific Union College campus, call DPS at extension 7111 or, from outside the College phone system, (707) 965-7111. To report a non-emergency security or public safety related matter, call DPS at extension 6551 or, from outside the College phone system, (707) 965-6551.

Dispatchers are available 24 hours a day to answer your call. In response to a call, DPS will take the required action, dispatching an officer or asking the victim to report to DPS to file an incident report.

DPS incident reports are, as applicable, forwarded to the Dean of Students office for review and potential action by the Student Judiciary Committee. DPS will contact the Napa Sheriff's Office to investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Student Judiciary Committee.

If assistance is required from the Napa County Sheriff's Department, the Angwin Fire Department, or the Angwin Community Ambulance, DPS will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including DPS, will offer the victim a wide variety of services.

This publication contains information about on-campus and off campus resources. That information is made available to provide PUC/Angwin community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for PUC.

Crimes should be reported to the College Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Napa County Rape Crisis Center would not be included in the PUC crime statistics.

### ***Confidential Reporting Procedures***

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of PUC – DPS can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

### ***Counselors***

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. *As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.*

The rulemaking committee defines counselors as:

#### *Pastoral Counselor*

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

#### *Professional Counselor*

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of her or her license or certification.

### ***Security Awareness Programs***

During orientation in September, students are informed of services offered by the Department of Public Safety. Presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continuing basis.

Periodically during the academic year the Pacific Union College Department of Public Safety, in coop-

eration with other college organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety and residence hall security.

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

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in the student newspaper.

When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, through computer memos sent over the college's electronic mail system and a voice mail broadcasting system.

### ***Crime Prevention Programs***

20 U.S.C. 1092 (d/e)

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Pacific Union College Department of Public Safety personnel facilitate programs for student, parent, faculty, and new employee orientations, and student organizations, in addition to programs for dormitory Resident Assistants and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

**Tip:** To enhance personal safety, and especially after an evening class, walk with friends or someone from the class that you know well, or call DPS for an escort.

### ***Student's Responsibility for a Safe Campus***

The cooperation and involvement of students themselves in a campus safety program is absolutely essential. Students need to assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well lighted, any student, male or female, may feel more comfortable using the college escort service when returning to the residence halls late at night. Room doors should be locked at night and when the room is unoccupied. Valuable items such as stereos, cameras, and televisions should be marked with engraving instruments. Bicycles should be registered with Public Safety and should be secured with a sturdy lock. Students with cars must park them in their assigned areas and keep their vehicles locked at all times. Valuables should be locked in the trunk or out of sight. Students should report any suspicious looking individuals whom they feel do not belong on campus, along with any unusual incidents to Public Safety

### ***Off Campus Criminal Activity***

20 U.S.C. 1092 (g)

Napa County Sheriff's Department deputies routinely work and communicate with Department of Public Safety officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Pacific Union College operates no off-campus housing or off-campus student organization facilities. However, many students live in the neighborhoods surrounding

Pacific Union College. While the Napa County Sheriff's Office has primary jurisdiction in all areas, both on and off campus, Pacific Union College Department of Public Safety officers have direct communications with the sheriff's deputies, Angwin Fire Department, and Angwin Ambulance to facilitate rapid response in any emergency situation.

### ***Alcoholic Beverages***

The possession, sale or the furnishing of alcohol on the Pacific Union College campus is governed by the PUC Alcohol Policy and California state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the primary responsibility of the Pacific Union College Department of Public Safety, and the Residence Hall staff. The Pacific Union College campus has been designated "Drug Free" and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the PUC Department of Public Safety. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the PUC Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College.

### ***Illegal Drugs***

20 U.S.C. 1092 (i)

The Pacific Union College campus has been designated "Drug free". The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the PUC Department of Public Safety. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

Pacific Union College is a drug-free campus which advocates a healthy lifestyle. The College actively seeks to provide a drug-free environment that is in harmony with state and federal laws as well as the philosophy of the Seventh-day Adventist Church. The use of alcohol, tobacco, illegal drugs, steroids for body enhancement, or the misuse of prescription drugs is not acceptable. This applies to all students, volunteers, guests and employees of the College.

The College reserves the right to require an appropriate drug test and to search a student's vehicle, residence hall room, locker, or other personal property if a reasonable suspicion exists.

### ***Safe Zone***

For those who are suffering or struggling with a substance abuse issue, the Career and Counseling Center and the Health Services department provide students with education and counseling regarding substance abuse and addictions. These are safe places to receive information or assistance in a private and confidential setting.

## *Pacific Union College Alcohol/Substance Abuse Grid*

| <i>Disciplinary Concern</i>  | <i>Action</i>  |
|--|--|
| <i>Warning regarding alcohol/drug use given by residence hall dean or student services personnel</i> | <i>Receive letter of concern. May be placed on probation. May be asked to submit to random testing and/or meet with counselor.</i>   |
| <i>Participation in Activity, party, or social event where alcohol and/or drugs are being used.</i>  | <i>Considered a violation of school policy. May be subject to disciplinary action as decided by the Judicial Committee. (Employment in an establishment where patrons are served alcohol is not considered an abuse of this policy.)</i>   |
| <i>1<sup>st</sup> Offense<br/>Alcohol/drug use</i>   | <i>Three to five day suspension. Complete substance abuse protocol including drug/alcohol dependency evaluation. Student must demonstrate willingness to submit to a therapy program and random testing if recommended. Student is placed on probation.</i>                              |
| <i>2<sup>nd</sup> Offense<br/>Alcohol/drug use</i>   | <i>Mandatory withdrawal, dismissal or expulsion. Re-admission may be considered only when a drug or alcohol dependency evaluation has been agreed to, and the student demonstrates a willingness to submit to a therapy program if recommended.</i>                                      |
| <i>Bringing alcohol/illegal substances on campus</i>   | <i>May be suspended for one full quarter. Possible mandatory withdrawal or dismissal. Re-admission may be considered only when a drug or alcohol dependency evaluation has been agreed to, and the student demonstrates a willingness to submit to a therapy program if recommended.</i> |
| <i>Use of tobacco</i>  | <i>May be suspended for three to five days. Follow treatment program as recommended by Health Services/Counseling Center personnel. Placed on probation. Submit to random testing.</i>   |

## *Alcohol and Substance Abuse Information*

### *PREVENTION PROGRAMS*

Pacific Union College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

PUC's Health Services Office provides an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These include:

**Alcohol and Drug Education:** Health Services,  
Public Safety,

**Counseling Services:** Counseling Center, Health Services,  
College Chaplain

**Referral Services:** Health Services, Counseling Center,

**College Disciplinary Actions:** Student Judicial Committee, Vice President of Student Services, Residence Hall Deans

*LOCAL, STATE & FEDERAL LEGAL SANCTIONS*

Legal Sanctions – Laws governing Alcohol

The State of California sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available by going to: <http://www.leginfo.ca.gov/calaw.html>.

# Policies Regarding Sex Offenses and Offenders

## *Sexual Assault Prevention and Response*

Pacific Union College educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall. The Health Services Office offers sexual assault education and information programs to College students and employees upon request. Literature on date rape education, risk reduction, and College response is available through the Office of Health Services.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Public Safety Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Public Safety officer or a Student Services/Residence Hall representative. Filing a police report with a Public Safety officer or the Napa Sheriff's Office will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

Ensure that a victim of sexual assault receives the necessary medical treatment and tests

Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Department of Public Safety, the Napa Sheriff's Office will be notified as well. A representative from the Office of Student Services, and the appropriate Residence Hall Dean will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College Disciplinary Committee, or only the latter. A College representative from the Public Safety Department or the Office of Student Services will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the College through the Counseling Center, Health Services, the Campus Chaplain's office, and Human Resources.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situation after an alleged sexual assault, if such changes are reasonably available.



## ***Sex Offender Registration***

**(For Institutions Providing an Electronic Link to Registered Sex Offender Information Maintained by an Outside Law Enforcement Agency)**

In accordance to the “*Campus Sex Crimes Prevention Act*” of 2000, which amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, The *Jeanne Cleary Act* and the *Family Educational Rights and Privacy Act of 1974*, the Pacific Union College Department of Public Safety is providing a link to the California State Department of Justice, Attorney Generals Megan’s Law Sex Offender’s Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of California, convicted sex offenders must register with the local Law Enforcement agency having jurisdiction over their place of residence (in Angwin, Deer Park, Pope Valley that would be the Napa County Sheriff’s Office).

Registry information obtained from the Megan’s Law website shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited.

The California State Attorney General’s Office is responsible for maintaining this registry. Follow the link below to access the Attorney General’s “Megan’s Law” website.

<http://www.meganslaw.ca.gov/>

This information may also be obtained by viewing the Megan’s Law CDROM at the Napa Sheriff’s Department and/or Napa Police Department.

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