



2019 ANNUAL SECURITY & FIRE SAFETY REPORT

University of California, Riverside

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Introduction

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998*, commonly referred to as the “Clery Act,” is a federal law that requires each university receiving federal financial aid to annually compile and report specific crime and fire statistics for the university campus and to provide other safety and crime information to members of the campus community. The Clery Act also requires universities to:

- Have emergency response programs, including evacuation procedures for students.
- Notify the community of emergencies and issue warnings of threats.
- Maintain a daily crime log and a fire log.
- Have policies and procedures relating to sexual assault, dating and domestic violence, and stalking.

This is the *Annual Security & Fire Safety Report* for the University of California, Riverside (UCR). This report provides important information to current and prospective students, employees, and others about crime in relevant geographical areas and about UC Riverside’s programs and policies relating to crime prevention, safety, and emergency response.

About University of California, Riverside

Located on nearly 1,200 scenic acres in Inland Southern California and distinguished by more than 60 years of high-impact research, UCR is a living laboratory for the exploration of issues critical to growing communities. One of the most diverse, inclusive institutions within the prestigious 10-campus University of California system, UCR serves as an incubator of new knowledge, an engine of social mobility, and an economic powerhouse.

UCR’s three colleges offer a wide range of academic and research subjects: The Marlan and Rosemary Bourns College of Engineering, with nine departments; The College of Humanities, Arts, and Social Sciences, with 20 departments; and the College of Natural and Agricultural Sciences, with 13 departments. We are home to four professional schools: School of Business, Graduate School of Education, School of Medicine, and School of Public Policy, as well as 23 interdisciplinary research centers.

UCR Extension provides professional certificate programs year-round. A professional certificate program is a sequence of courses that provides you with practical instruction to stay current with new developments in your career field, qualify you for a new job, or provides the opportunity for advancement. All of UCR Extension's academic programs are developed in conjunction with, and may be taught by, UCR faculty, thus ensuring that students receive the same uncompromising standard of excellence upheld by the University.

Currently home to approximately 24,000 students and 1,100 institutional faculty, the campus is expanding. To support the addition of hundreds of new faculty and students, the first of two Multidisciplinary Research Buildings opened in 2019. New campus student housing, dining, retail, and recreational facilities will be added in the next few years.

UCR’s main campus is in the northeastern part of the city of Riverside, California. UCR also has a campus in Palm Desert.

About UCR Palm Desert

The University of California has been active in the Coachella Valley for over 100 years, initially supporting the agriculture and turf management industries, and more recently impacting modern growth issues through research in areas such as community health, air quality, climate change, biodiversity, and conservation biology. Established in 2005, the UCR Palm Desert Center offers a Master of Fine Arts Degree in Creative Writing and Writing for the Performing Arts, as well as a Future Physician Leaders program, a wide selection of UCR Extension courses and certificate programs, community lectures, films and art exhibitions, and is a base for several UCR research programs. UCR Palm Desert is also home to the University of California Cooperative Extension Coachella Valley Master Gardener and California Naturalist programs.

Nondiscrimination Statement

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth and medical conditions related to pregnancy or childbirth), disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Any member of the UCR community who believes that they have experienced discrimination are encouraged to contact the appropriate office:

- For student complaints of discrimination or harassment (other than sexual harassment of sexual violence) by other students/student groups, the Student Conduct & Academic Integrity Programs (SCAIP) office at (951) 827-4208 or <https://conduct.ucr.edu/>.
- For complaints and grievances of discrimination, harassment, retaliation, and violations of the [*Policy on Sexual Violence and Sexual Harassment*](#), the Office of Title IX, Equal Employment & Affirmative Action at (951) 827-7070 or <https://compliance.ucr.edu/office-title-ix-equal-employment-affirmative-action>.
 - More information about how UCR prevents and responds to sexual violence is provided in this report; see “UC Riverside’s Response to Domestic and Dating Violence, Sexual Assault, and Stalking.”
- Complaints may also be filed via the [UC system hotline](#) at 1(800) 404-4744.

Preparing and Publishing the Annual Security & Fire Safety Report

The University of California, Riverside prepares the *Annual Security & Fire Safety Report* in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The purpose of this report is to provide crime and other safety-related information to members of the campus community. This report contains three years' worth of crime statistics (2016-2018), as well as statements regarding certain campus policies and procedures, including policies regarding sexual and gender-based violence and alcohol and other drugs. This report also includes disclosures of fire safety policies and procedures, as well as fire statistics for on-campus housing facilities from the previous three years, in compliance with the Clery Act and the *Higher Education Opportunity Act (HEOA)*, which require colleges and universities that have on-campus housing to annually report and submit fire safety information and statistics.

- Collection of Crime and Fire Statistics. Crime reports are collected from all Clery-defined geography, including on-campus, on-campus student housing, non-campus, and public property locations. Fire data relating to on-campus student housing is also reported. This data is compiled by the Clery Act Compliance Coordinator, with assistance from the UC Riverside Police Department, Campus Fire Marshal, Student Conduct and Academic Integrity Programs (SCAIP), Title IX Office, Education Abroad, Human Resources, UCR Palm Desert Center, local law enforcement agencies, and those individuals identified as Campus Security Authorities (CSAs). This report also includes disciplinary referrals from SCAIP and Human Resources, which administer conduct for students and employees, respectively, for drug, alcohol and weapons and other Clery Act Crimes not otherwise reported as an arrest or crime.
- Policy and Program Information. The policies and statements provided in this report are updated annually and include the most current information at the time of publishing. **Unless otherwise noted, the policies and statements in this report are implemented at both the UCR main campus and UCR Palm Desert Center.**

The *Annual Security & Fire Safety Report* can be found at UC Riverside's website or by contacting the Clery Act Compliance Coordinator. By October 1st of every year, each member of the UC Riverside community receives a *Notice of Availability* email that describes the report and provides its web address. For comments or paper copies of this publication, please contact:

Magaly P. Perez
Clery Act/ADA Compliance Coordinator
magaly.perez@ucr.edu
(951) 827-5747

UC Riverside Police Department

The mission of the University of California, Riverside Police Department (UCPD) is to enhance the quality of life by providing a secure and safe environment through professional service to the University community. UCPD is located at 3500 Canyon Crest Drive and operates 24 hours-per-day, 365 days-a-year. The **non-emergency** phone number is (951) 827-5222 and **emergency** phone number is 911. UCPD employs Police Officers and Community Service Officers to deliver public safety services to the campus community.

UC Riverside Police Officers provide a full range of police related services, including: primary emergency responses; preventative patrols; investigation of observed, reported, or suspected crimes; enforcement of all applicable laws; follow-up and specialized criminal investigations; crime prevention; community liaison and relations; V.I.P./dignitary protection; special event security; and traffic activities (enforcement and accident investigations).

Authority and Jurisdiction

UCPD is accredited by the California Commission on Police Officer Standards and Training (CA POST) and vested with the authority and responsibility to enforce all applicable local, state and federal laws. All UC Riverside Police Officers are duly sworn peace officers with statewide authority as defined in California Penal Code Section 830.2(b), are authorized to carry firearms, and have the authority and duty to conduct criminal investigations and make arrests. At times UCPD supplements its staff with officers from other agencies who have arrest authority under mutual aid agreements.

Community Service Officers (CSOs) are student employees of the police department. CSOs are primarily assigned to assist UCPD with building watch and campus patrols. These officers are not authorized to carry firearms and do not have arrest authority.

The University may also occasionally hire contract event staff that are exclusively security or crowd management, are not authorized to carry firearms, and do not have arrest authority.

UCPD has primary jurisdiction over UC Riverside, as well as properties owned, leased, or controlled by the University in adjacent areas.

Working Relationship with State and Local Law Enforcement Agencies

UCPD enjoys a close working relationship with the Riverside Police Department, the Riverside County Sheriff's Department as well as the local branches of the California Highway Patrol. UCPD personnel regularly meet with agents assigned to the Riverside Field Office of the FBI to exchange information in an effort to prevent criminal activity on campus. UCPD and the Riverside Police Department have a Memorandum of Understanding (MOU) in place that defines operational jurisdictions for both agencies, as well as the administration of the University Neighborhood Enhancement Team.

The University Neighborhood Enhancement Team (UNET) is a cooperative effort between UCPD and the Riverside Police Department. Each agency has committed four officers and one sergeant to a seventeen square mile area, which surrounds the university. Officers are encouraged to identify community concerns and seek out novel approaches to solving those concerns. This includes focusing on everything from drugs and gangs, to burglaries and auto thefts. UNET team members work two shifts, day shift and swing shift. Officers from UCPD are paired up with officers from the Riverside Police Department. UNET team members work primarily in full uniform and drive marked police cars.

One of the most effective tools at UNET's disposal is the use of the bicycle in patrol activities. UNET regularly conducts bicycle crime abatement programs, which have resulted in numerous arrests for drug related crimes and has impacted the neighborhood with a significant decrease in overall crime activity.

[Security at UCR Palm Desert Center](#)

UCR Palm Desert Center has contracted a third-party security service to oversee the safety and security of the Center. Security personnel at Palm Desert are not sworn law enforcement officers, are not authorized to carry firearms, and do not have the authority to make arrests. The jurisdiction of security personnel at UCR Palm Desert Center extends to property owned by UCR and California State University, San Bernardino, Palm Desert Campus, immediately adjacent to the UCR Palm Desert Campus.

[Memorandum of Understanding with Palm Desert Sheriff's Department](#)

The UCR Palm Desert Center enjoys a close working relationship with the Palm Desert Sheriff's Department. Both parties have agreed to a Memorandum of Understanding (MOU) in which Palm Desert Sheriff's Department will take reports and conduct any criminal investigations pertaining to the UCR Palm Desert Center.

[Accurate and Prompt Crime Reporting](#)

UC Riverside encourages accurate and prompt reporting of crimes and other emergencies as soon as possible to UCPD. Safety is a shared responsibility. If you observe a crime or other emergency, report it immediately, especially if it appears the victim may be unable to. UCPD Dispatchers are available by phone at (951) 827-5222, 911 for emergencies, or in person 24 hours per day at 3500 Canyon Crest Drive. Although the University offers many support resources and options for reporting, UCR highly encourages campus community members to report all crimes or concerning behavior or activities directly to UCPD regardless of whether or not they want to pursue a formal investigation or other law enforcement action. This allows the University to assess security and threat concerns and notify the UC Riverside community if there is an on-going threat.

Further information on crime reporting is provided in the "Reporting Clery Crimes and Other Emergencies" section.

[Daily Crime Log](#)

UCPD maintains a daily crime log and a fire log that contains specified information about any and all crimes or fires (must have an actual flame to appear on this daily fire log) that occur within the patrol jurisdiction of, and are reported to, the UCPD. The daily crime log and fire log can be viewed at UCPD (3500 Canyon Crest Drive, Riverside, CA, 92521). Certain information may be withheld from the crime log under specified circumstances, primarily information that would jeopardize the success of an investigation or the safety of a person involved in the investigation.

UCPD makes the crime log and the fire log for the most recent 60-day period open to public inspection during normal business hours, while crime logs and fire logs containing material more than 60 days old are retained for seven years for public inspection upon two days' notice.

More information about the Fire Log may be found in the *UC Riverside Annual Fire Safety Report* below.

Monitoring and Recording Crimes Involving Recognized Student Organizations at Non-Campus Locations

UC Riverside does not have any recognized student organizations with non-campus buildings or properties; therefore, UCPD does not have a formal program to monitor and/or record criminal activity at these locations.

Campus Security, Crime Prevention, and Safety Awareness Programs

UCPD Crime Prevention Programs

It is well recognized that the prevention of crime provides the best measure of protection. Therefore, UCPD operates as a proactive crime prevention unit that works closely with the members of the community to make UCR a safer place to work, live and learn.

UCPD provides and/or collaborates in presentations on topics such as personal safety, vehicle and residential security, office and equipment security, and rape prevention. Brochures and literature on crime prevention and personal safety are available through the department's investigations/crime prevention office via email at crimeprevention@ucr.edu or by calling (951) 827-1597.

In order to increase the level of crime awareness and campus safety at UCR, incidents of criminal activity within the campus community are publicized in many ways: distribution of the [UCPD Annual Report and Crime Statistics](#); maintenance of an ongoing "[Press Log](#);" dissemination of Community Crime Alert Bulletins (posters) in campus housing facilities; the "Rap Sheet" column in the Highlander student newspaper; articles in the weekly UCReport; "Crime Watch" columns in the campus housing newsletters; via regular police activity reports to campus housing administrators; and through crime prevention programs.

In recent years UCR has experienced growth in the programs that target safety and security. For example, lighting has been improved at many locations around the campus (e.g., parking lots), and several new Emergency Call Boxes (ECBs) have been installed and placed into service. It is anticipated that as the population of UCR increases, so will the personnel, support services and programs designated for safety and security on the campus.

Responding to a Crisis Situation

This in-person course, led by UC Riverside Police Officers, guides faculty, staff, and students on how to respond in a crisis situation. The course will utilize the "RAIN" acronym (Respond, Assess, Isolate, and Notify). Topics that will be discussed in the training include:

- How to respond in a crisis situation using the "RAIN" acronym
- Early violence intervention
- UCR's Emergency Notification System
- A brief introduction on how UCPD trains to respond to violent incidents
- The purpose of this training is to provide Faculty, Staff, and Students a guide on how to respond in a crisis.

Point-to-Point Shuttle Service

UC Riverside Police Department is pleased to offer a point-to-point (P2P) shuttle service that takes UCR students from North Campus at Chung Hall to their off-campus homes within our service area. The point-to-point shuttle provides safe, secure transportation for students from our campus to their off-campus homes only. The transport is one way, with no return transport back to UCR. Students must provide the driver with a valid UCR ID card to ride the shuttle.

Students requiring a wheelchair accessible vehicle may contact Mobility Services by [email](#) or at 951-827-3872 a minimum of 24 hours in advance to schedule a pickup.

For assistance reaching **on campus locations**, please use the [Campus Safety Escort Service](#). The Campus Safety Escort Service is available to escort students to the P2P Shuttle Stop and wait with them until the shuttle arrives.

Campus Safety Escort Service

The Campus Safety Escort Service (CSES) is safe and easy to use. It is available to students, staff, faculty and anyone else who needs a safety escort. The service is free. There are four ways to get a safety escort:

1. Call the dispatcher at (951) 827-3772.
2. Pick up any red phone on campus that reads “Campus Safety Escort Service” and it will automatically connect you to the dispatcher desk. You will be connected to the [UCR Police Department](#) when the service is not in operation.
 - Red CSES phones are installed near the exits and lobbies of most campus buildings. Refer to the [CSES map](#) to find the nearest phone.
3. Stop by the dispatcher desks at the HUB information desk or Rivera Library to request a safety escort in person.
4. If you see a safety escort on campus (look for the yellow shirt and ID badge), just wave them down and they will walk you to your destination.

The CSES operates from dark to 11:30 p.m., Sunday through Thursday. After 11:30 p.m., call UCR police at (951) 827-5222.

Critical Student Incident Team

The Critical Student Incident Team is coordinated by the Student Affairs Case Manager. The team was created to work with the students, staff and faculty of the UCR community who are concerned about students who may be a threat to themselves or others. The team provides action and support to address the needs of students who are distressed while working to maintain a safe and secure campus for the entire UCR community.

Highlander Orientation Programs

During this two-day mandatory orientation, first-year and transfer students engage in a variety of programs, ranging from meetings with academic advisors to introductions to student services available on campus. Students receive safety information through training programs with UCPD, Campus Advocacy, Resources & Education (CARE), and the Title IX Office.

- **UCPD Safety Orientation:** first-year and transfer students participate in a safety orientation with UCPD during Highlander Orientation. Topics covered:
 - Safety contact information
 - Emergency call boxes
 - Escort Service
 - Personal Property Protection
 - Bicycle Safety
 - General Personal Safety tips

- **Life on Campus & Consent with CARE:** First-year students participate in the “Life on Campus and Consent with CARE” presentation. “Life on Campus” is a skit program which depicts real-life scenarios students may encounter while on campus. Students learn about campus resources available at UCR to help navigate these situations. “Consent with CARE” provides students with information about CARE advocates and Title IX office services and resources.
 - Transfer students participate in the “Consent with CARE” portion of the presentation only.

Orientation staff, both professional and student employees, participate in annual training during the spring and summer prior to orientation sessions. This includes:

- In-person training from various campus partners, including:
 - Title IX Office
 - CARE Advocate
 - Counseling & Psychological Services (CAPS)
 - Student Affairs Case Management
- Behind Closed Doors—active scenarios staff may encounter during orientation sessions.
- Active Intruder Training (formerly Active Shooter Training) with UCPD

More information about CARE and Title IX primary prevention and awareness programs is provided in the “UC Riverside’s Response to Domestic Violence, Dating Violence, Sexual Assault, and Stalking” section of this report.

Safety Training and Awareness Programs in Residence Halls

Residential Life staff, both professional and student employees, participate in annual training during the Fall quarter, as well as follow-up training throughout the year at various times. Topics covered during this training include:

- Residence hall policy and procedure overview
- Incident response and reporting requirements, including how to write reports and reporting to Student Conduct & Academic Integrity Programs (SCAIP)
- In-person training from various campus partners, including:
 - Title IX Office
 - CARE Advocate
 - Counseling & Psychological Services (CAPS)
 - Student Affairs Case Management
- Behind Closed Doors—active scenarios staff may encounter when on rounds in the residence halls
- Emergency response training, including smoking corridor, fire extinguishers, and building evacuations
- Active Intruder Training (formerly Active Shooter Training) with UCPD

Each Resident Advisor (RA) is trained to discuss safety and security issues in their opening community meetings. Topics include but are not limited to: reminders about locking doors, reviewing the location of fire exits, giving out contact and resource information on who/how to contact for assistance, and maintenance requests. RAs provide this safety and security related information to residents who move in mid-year as well.

More information about fire safety and evacuation trainings can be found in the “UC Riverside Annual Fire Safety Report.”

UCR Learning Center Employee Training Programs

The following courses are examples of safety and crime prevention programs available to all employees (faculty, staff, and student employees) through the UCR Learning Center:

- **UCR Staff Orientation:** This course provides new UCR staff with a range of information regarding UCR. It includes a presentation by UCPD regarding Safety. The course is mandated for certain incoming staff, and encouraged for others.
- **UC Cyber Security Awareness Training:** This Cyber Security Awareness training provides information and reminders on threats facing the University and what each of us can do to mitigate them. It is mandated for new employees. Refresher trainings are also provided.
- **Safety Orientation:** Overview of safety fundamentals, injury & illness prevention, and emergencies for all faculty, staff, and students. Topics covered:
 - Hazard Identification
 - Control Measures
 - Risk Management
 - Injury & Illness Prevention Plan (IIPP)
 - Safety Resources
 - Hazard Report
 - Accidents & Injuries
 - Emergency Procedures
 - Fire & Life Safety
 - Earthquake Safety
- **Prevention of Violence in the Workplace:** The purpose of the course is to reinforce UC Riverside’s commitment to preventing violence in the workplace and to provide information to staff, faculty, and student employees on the policies and reporting options in place to create a safe environment for the UCR campus. Topics covered:
 - Policies regarding the prevention of violence on campus
 - Different types of workplace violence
 - Key actions for preventing workplace violence
 - Emergency procedures to follow in the event of violent situations
- **Clery Act Training for Campus Security Authorities (CSAs):** This training course provides campus CSAs with more detail on how to report a crime, how UC security policies work and how to communicate essential information on campus in accordance with the federal Clery Act requirements. This training is assigned to CSAs by the Clery Act Compliance Coordinator on a biennial basis.
- **Sexual Violence and VAWA Training Courses:** These courses are described in more detail in the section “UC Riverside’s Response to Domestic Violence, Dating Violence, Sexual Assault, and Stalking.”
- **Responding to a Crisis Situation (RAIN):** Overview of how to respond to an active shooter. Topics covered:
 - What is an active shooter?
 - R.A.I.N. technique and what to expect during an incident

Other Security, Crime Prevention, and Safety Programs

Policies and procedures encouraging the reporting of crimes and other threats to safety to UCPD are another important crime prevention program. When crimes and threats are reported to the Police, action can be taken to prevent further crimes and/or to reduce safety threats relating to the UCR community. The next sections of this report, “Reporting Crimes and Other Emergencies” and “Timely Warning Reports”, describe these policies and procedures.

Reporting Crimes and Other Emergencies

UC Riverside has established a number of ways for campus community members and visitors to report crimes, public safety related incidents, and other emergencies to law enforcement and appropriate University officials. While certain University community members, called Campus Security Authorities (CSAs), are required to report Clery Crimes to UCPD, all community members are strongly encouraged to accurately and promptly report all crimes and other emergencies to UCPD so that the situation can be investigated and follow-up actions can be taken as needed, including issuing a Timely Warning or emergency notification and the annual statistical disclosure.

Campus Security Authorities (CSAs)

Campus Security Authorities (CSAs) are a critical link within our community—they help ensure the campus remains informed and that individuals coming forward have access to the information and resources they deserve. In most cases, CSAs are able to maintain victim confidentiality while maintaining their expectation to report.

The University of California [Clery Act Policy – Campus Safety and Security Reporting](#) provides that Campus Security Authorities are those individuals “who because of their functional role have an obligation to notify the [UCPD] of alleged Clery Crimes that are reported to or witnessed by the CSA.” CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

1. Employees who work in a campus police department
2. Staff responsible for security and monitoring access to University buildings
3. Employees designated within institutional campus security policies to receive crime reports, and
4. “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.”

CSAs are identified, assigned training, and notified annually of their responsibilities to report crimes by the Clery Act Compliance Coordinator, with help from the Clery Act Committee and UC Learning.

If a CSA receives a report of a Clery Crime occurring on UCR’s Clery Act geography, they are to inform UCPD, or the Clery Act Compliance Coordinator, as soon as reasonably possible for Timely Warning and emergency notification consideration and inclusion in the annual disclosure of crime statistics. CSAs are not responsible for investigating, or determining the validity of, a reported incident.

The [Clery Act Policy – Campus Safety and Security Reporting](#) provides information about CSA reporting obligations and reporting protocols. Training for CSAs is also available through the UC Learning Center in a 30-minute e-course that provides campus CSAs with more detail on how to report a crime, how UC security policies work, and how to communicate essential information on campus in accordance with the federal Clery Act requirements.

For a full list of CSAs on campus, please contact the [Clery Act Compliance Coordinator](#).

While students and employees may report crimes to any designated Campus Security Authority, the table below contains contact information for University organizations/officials to whom it is preferred for crimes to be reported.

Office	Campus Address	Phone Number	Website
UC Riverside Police Department	3500 Canyon Crest Drive	(951) 827-5222 Emergency: 911	police.ucr.edu
Human Resources-Employee and Labor Relations	University Village, Suite 208	(951) 827-3641	hr.ucr.edu
Title IX Office	349 Skye Hall (formerly Surge Building)	(951) 827-7070	titleix.ucr.edu
Student Conduct and Academic Integrity Programs (SCAIP)	111 Costo Hall	(951) 827-4208	conduct.ucr.edu
Dean of Students	381 Highlander Union Building (HUB)	(951) 827-6095	deanofstudents.ucr.edu
Residential Life & Housing Services	Resident Services Offices; 3595 Canyon Crest Drive	Various; (951) 827-6350	housing.ucr.edu
Palm Desert Center	HR & Administration 75080 Frank Sinatra Drive, Palm Desert, CA 92211	(760) 834-0592	palmdesert.ucr.edu

Emergency Call Boxes

UC Riverside has installed 70 call boxes for emergency use throughout campus. The purpose of the emergency call boxes is to provide a direct line to alert UCPD of any emergency or suspicious circumstances. The locations of these emergency call boxes is shown on the campus map, available in various locations on campus and online at <http://campusmap.ucr.edu/emergency/>.

Pastoral and Professional Counselors

Pastoral counselors and mental health counselors at the University are **not** Campus Security Authorities, and are therefore exempt from disclosing or reporting allegations of crimes and incidents. However, to be exempt from the Clery Act reporting requirements, the counselor must be acting in their professional role of pastoral or mental health counselors for the University. If and when they deem it appropriate, pastoral and professional counselors are encouraged to inform their clients of reporting options, including the ability to make a voluntary, confidential report.

Voluntary, Confidential Reporting

UC Riverside has established voluntary reporting options for victims and/or witnesses of a crime to report incidents for inclusion in the annual disclosure of crime statistics, and for Timely Warning consideration, while maintaining the confidentiality of the victim to the highest extent possible. Because police reports are public record under California law, confidentiality of reports made to UCPD cannot be guaranteed. Exceptions exist for sexual assault and crimes where victims or witnesses would be at risk should their names be released to the public. The University will inform individuals during the reporting process if confidentiality may not be assured.

Reports of sexual violence made to confidential on-campus resources, such as Office of the Ombuds, Counseling and Psychological Services (CAPS), Faculty & Staff Assistance Program (FSAP), or a Campus Advocacy Resources Education (CARE) advocate, are not required to be reported to the Title IX Coordinator or UCPD without consent of the survivor. For more information about confidential

resources, see “Campus Resources” in the “UC Riverside’s Response to Domestic Violence, Dating Violence, Sexual Assault, and Stalking” section of this report.

Anyone may call UCPD at (951) 827-5222 to report concerning information. If you would like to report a crime or related concern but do not wish to reveal your identity, UCPD offers an anonymous tip form which allows for both confidentiality and anonymity. This form is available at <http://police.ucr.acsitefactory.com/form/anonymous-tip#no-back>. This anonymous tip form should **NOT** be used for emergency purposes.

Reporting at UCR Palm Desert Center

Students and employees at the UC Riverside Palm Desert Center should immediately report all crimes and other emergencies to the HR & Administration Office at (760) 834-0592. If you have an emergency and cannot reach administrative staff, please contact the Palm Desert Sheriff’s Department by calling 911. The Clery Act Compliance Coordinator also maintains a list of UCR Palm Desert Center CSAs.

Timely Warning Reports

The University will issue a “Timely Warning Notice” in the event a situation arises either on or near campus in which, in the judgment of the Timely Warning Designee in consultation with other Senior University Officials, (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a serious or continuing threat to the community. Such crimes include, but are not limited to, Clery Crimes that are reported to any Campus Security Authority or a local police department.

The University may, in some circumstances, issue a Timely Warning Notice when there is a series or pattern of criminal behaviors against persons or property that may pose a threat to the UCR community. The University may also issue a Timely Warning Notice for an off-campus crime if the crime occurred in a non-University-owned property used and frequented by the University community members.

Issuing a Timely Warning Notice

A Timely Warning Notice will be issued as soon as pertinent information is available and as soon as reasonably practicable after an incident has been reported to any CSA and/or UCPD. Decisions about Notices will be made on a case-by-case basis using the Timely Warning Decision Guide.

Authorized Users of Timely Warning Notices

The Timely Warning Designee shall be responsible for determining whether a Timely Warning Notice should be issued. UCR has identified the following users as Timely Warning Designees:

- UC Riverside Police Department’s Chief of Police
- UC Riverside Police Department’s Assistant Chief of Police
- UC Riverside Police Department’s Lieutenants.

Timely Warning Decision Guide

The Timely Warning Designee may use and complete the “Timely Warning Decision Guide” when determining whether to issue a Timely Warning Notice. The decision to issue or not issue a Timely Warning Notice is made on a case-by-case basis considering relevant factors, including:

- The nature of the crime;
- The continuing danger to the campus community; and
- The possible risk of compromising law enforcement efforts.

Timely Warning Notice

Timely Warning Notices will provide the UCR community with relevant, available information that promotes safety and aids in the prevention of similar crimes. This may include:

- Summary of alleged incident;
- Time and location of occurrence;
- Whether this is a continuing danger to the campus community; and
- Other available pertinent information, such as physical description of the person(s) involved.

Dissemination of Timely Warning Notices

Timely Warning Notices will be sent via electronic Scotmail (e-mail) to UCR students, faculty, and staff subscribers listed on a campus group e-mail. UCPD will electronically post Crime Alerts on UCPD’s

website. UCR Departments, staff, and faculty can also post these alerts in highly visible areas and lounges.

Security and Access to Campus Facilities

UC Riverside is a public university and, as such, most campus buildings are unlocked and open to the public during business hours. However, certain facilities such as research laboratories and student residential housing facilities (discussed below) may have additional limitations.

Only authorized faculty, staff, and students are admitted into facilities once the building has been locked through use of assigned keys/access card.

All main-campus buildings are monitored by UCPD personnel.

UC Riverside employs many systems for building access and security. They systems vary from mechanical door locks to electronic access devices, silent alarms, motion detectors, and associated security systems. UCR Policy [Security \(Facility and Equipment\)](#) outlines security programs related to individual buildings or areas and recognizes that:

The responsibility for buildings, equipment, and materials belongs to those who occupy the buildings. Additional support is provided by Police Department personnel on patrol, plus the custodians, grounds and maintenance people who regularly service the buildings. As Police Department employees patrol the campus and discrepancies in security are found, they respond as necessary to correct the matter, and forward a *Security Deficiency Report* to those responsible for that particular area.

Building Access

The UCR *Security (Facility and Equipment)* Policy specifies the protocol for locking and unlocking of buildings.

1. Building Lock-Up

Normal Work Week: Facility Services will lock up the buildings (exterior doors) since the custodians are already in most buildings performing their custodial services. Timing of the lock-up will vary, depending upon the building.

On the rare occasion when a building is found to be unlocked after Facility Services has initially locked the building and the custodian has completed his/her custodial work and departed the building, the Campus Police will secure the building.

Weekends and Holidays: Facility Services has contracted with the Police to lock buildings on weekends and holidays.

2. Building Opening

Normal Work Week: During the normal work week, Facility Services is responsible for the unlocking of campus buildings, between 6:00 a.m. and 7:00 a.m. Some buildings have established times, such as Pierce Hall, the others vary within the hour. Facility Services will also unlock buildings as requested during the normal work day.

Weekends and Holidays: Facility Services has contracted with the Police to unlock buildings on weekends and holidays.

3. Room Lock-Up

If a Facility Services employee needs to enter a locked room to perform custodial services, he/she relocks the room upon completion of service. If a room is unlocked, they do not lock the room.

4. Room Opening

Facility Services personnel unlock rooms only to perform custodial services. Requests to unlock individual rooms for access should be directed to the responsible department assigned that space.

Security Considerations Used in Campus Residences

UC Riverside provides housing to approximately 7,500 students, from apartments designed for students with children to multi-student apartment complexes and residential buildings. The UCPD, Student Housing staff, and apartment managers for on-campus private housing work closely together to create a safer and more comfortable living and learning environment. The security of residential areas involves on-duty housing staff, apartment managers, Community Service Officers and around-the-clock UCPD patrols. All residence halls are accessible 24 hours a day by key/access card only.

While access to all Residence Hall living areas is restricted, visitors are not monitored and therefore students are encouraged to take a proactive approach to safety and security. Residents and their guests must ensure that locked buildings stay secure by not propping doors or letting unknown people into the building. Residents should keep their assigned room/apartment door locked, take precautions to protect their keys against theft or loss, and immediately report any theft/loss of property to Residential Life staff. UCPD should be notified of any suspicious activity or unknown persons attempting to gain access into University facilities. Student housing and apartment staff promptly post all Timely Warnings (also known as Crime Alert Bulletins) in order to provide residents with timely notice of major crimes or threats to the campus.

Security Considerations Used in the Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UC Riverside Police Officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to the Facilities Services Department for correction. Other members of the University community are helpful when they report equipment problems to UCPD or Facilities Services.

Facilities Maintenance and Recharge Services performs maintenance and repair (preventive maintenance, deferred maintenance, trouble calls, etc.) on the state-funded facilities, utilities, and infrastructure. The Service Call Desk (x24214 from on-campus phones) receives and handles routine and emergency problem/trouble calls (e.g. lights out, plugged faucets/drains, roof leaks, fire alarms, smell of gas, etc.) from the campus community. Their Customer Service Representative works out of the Service Call Desk. Service requests may also be submitted online at <https://facilities.ucr.edu/requests>.

Students in University housing and residential facilities may submit a service request to Resident Services staff, or online at <https://housingservicerequest.ucr.edu/>. Service requests are usually completed within 48 hours, depending on availability of materials. In the event of a health or safety

emergency, students are encouraged to contact the Residence Service Office or Resident Advisor on-duty. Maintenance staff is available 24 hours a day to conduct repairs.

Security and Access to Campus Facilities at UCR Palm Desert Center

UCR Palm Desert Center (PDC) is a satellite center, sixty-five miles away from the Riverside Campus. Palm Desert Center has two buildings (A and B building) that are unlocked and open to the public during business hours, Monday through Friday from 8 a.m. to 5 p.m. Access is through the main entry doors, with other points of access generally locked unless there is an event or activity taking place that requires additional doors be unlocked. Evening and weekend access varies depending upon the class and event schedule. Only authorized faculty, staff and tenants have access into facilities once the buildings have been locked, via assigned keys. Both buildings are monitored by UCR PDC personnel during regular business hours and third-party security service on weeknights and weekends.

UCR Palm Desert Center utilizes several systems for building access and security. The systems include manual door locks, silent/panic alarms, and security cameras. UCR Policy [*“Security \(Facility and Equipment\)”*](#) outlines security programs related to individual buildings or areas and recognizes that:

The responsibility for buildings, equipment, and materials belongs to those who occupy the buildings. Additional support is provided by third-party security service on patrol, plus the custodians, grounds and maintenance staff who regularly service the buildings. When UCR employees and third-party security service patrol the center and discover discrepancies in security, they respond as necessary to correct the matter, and forward a *Security Deficiency Report* to the UCR PDC Facilities Manager.

Building Access

The UCR Palm Desert Center *Security (Facility and Equipment)* Policy specifies the protocol for locking and unlocking buildings.

1. Building Lock-Up

Normal Work Week: Facility Services and third-party security service will lock up the buildings (exterior doors) since the custodians are already in both buildings performing their custodial services. Timing of the lock-up will vary, depending upon the building activities.

On the rare occasion when a building is found to be unlocked after Facility Services has initially locked the building and the custodian has completed their custodial work and departed the building, the third-party security service or UCR PDC staff will secure the building.

Weekends and Holidays: UCR PDC has contracted with the third-party security service to lock buildings on weekends and holidays.

2. Building Opening

Normal Work Week: During the normal workweek, the third-party security service is responsible for the unlocking of campus buildings, at 8:00 a.m. The B building opening times depend on the daily event activities. Facility Services will also unlock buildings as requested during the normal workday.

Weekends and Holidays: UCR PDC has contracted with the third-party security service to unlock the buildings on weekends and holidays as needed.

3. Room Lock-Up

4. If a Facility Services employee needs to enter a locked room to perform custodial services, he/she relocks the room upon completion of service. If a room is unlocked, they do not lock the room.

5. Room Opening

Facility Services personnel unlock rooms only to perform custodial services. Requests to unlock individual rooms for access should be directed to the responsible department assigned that space.

[Security Considerations used in Palm Desert Center Residences](#)

UCR Palm Desert Center does not have any on-campus housing facilities.

Emergency Response, Evacuation Procedures, and Emergency Notifications

Emergency Management at UC Riverside

UCR's Office of Emergency Management (OEM) assists the campus community in predicting, preparing, mitigating, responding and recovering from any adverse event that disrupts the campus mission. Through emergency preparedness and response, continuity planning, training, exercises and communications, OEM (a) serves the campus leadership and community by strengthening how the campus mitigates and prevents risk; (b) prepares for, responds to, and recovers from emergencies; and (c) protects the campus mission from disruption.

The Office of Emergency Management is responsible for the development and implementation of the campus Emergency Action Plan (EAP). The purpose of this plan is to establish the operation procedures necessary for campus personnel to respond to, and recover from, a significant emergency event in a timely and organized fashion that includes preparation, mitigation, response, and recovery actions. The EAP also serves as the baseline from which all organizational and unit level plans, strategies and recovery procedures are developed. More information about the Emergency Action Plan can be found at https://ehs.ucr.edu/emergency/emergency_action_plan.pdf.

In addition to the information found in the campus action plan, OEM provides the University community with preparedness training ranging from emergency response, safety education, disruption recovery and response services. OEM is also responsible for testing and implementing the campus emergency communications system. More information about these trainings, as well as other services and resources provided by OEM, is available at <https://emergency.ucr.edu>.

Drills, Exercises, and Training

Unannounced evacuation (fire) drills are conducted as required by the California Fire Code, by UC Riverside's Fire Prevention program for all on-campus student housing facilities. Additional evacuation drills are also conducted each year for federally funded campus facilities.

During these exercises, participants are trained on the locations of emergency exits, general evacuation paths for their building, and their Emergency Assembly Areas. For longer-term evacuations, additional designated evacuation areas may be identified based on time of day, location of the building being evacuated, the availability of various locations on campus, and other factors such as the location and nature of the threat. When a building is evacuated, UC Riverside police officers and building staff on the scene will communicate information regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants, students, faculty, and staff for an organized evacuation in the case of a fire or other emergency. In addition to educating the occupants of each building about the evacuation procedures during the drill, the process also provides UC Riverside an opportunity to test the operation of fire alarm systems.

Evacuation procedures are maintained online at <https://emergency.ucr.edu/emergency-procedures> and shared through training courses with the campus community. The purpose of these Emergency Management training courses is to provide the blueprint for integrating prevention, protection,

mitigation, response, and recovery related training and exercise activities into a comprehensive program.

Emergency Notifications

In the event of a substantiated emergency or on-going threat to public safety on or near University property, UCR will notify the University community immediately upon confirmation of the emergency or threat, unless such notification will, in the professional judgement of responsible authorities, compromise victim assistance or emergency response/mitigation efforts. Emergency notifications are made in accordance with the Clery Act, which requires universities and colleges to notify students and employees in a timely manner if a significant emergency or ongoing threat to public safety on or near University property occurs.

Issuing an Immediate UCR Emergency Notification

The UCR Emergency Notification system will be used when a credible emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus. On a case-by-case basis, the University may defer notification only if doing so compromises efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. An Emergency Notification may or may not be related to criminal activity. Examples of circumstances under which the University may issue an Emergency Notification include, but are not limited to:

- active shooter
- building collapse
- natural disaster on or threatening the campus
- large explosion or major fire
- hazardous spills.

The decision to send UCR Emergency Notifications may be made by the UC Riverside Police Department watch commander or Director of Emergency Management. Depending upon the circumstances, the decision may be made in consultation with campus or local officials for information related an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees.

The nature of the emergency, including its location and who may be affected, is considered in determining the method(s) of dissemination of the notification as described in the following section.

Dissemination of UCR Emergency System Notifications

The UCR Emergency Notification System includes the following tools:

- UCR Emergency Text Messaging
- Voice announcements via campus loudspeakers
- Alertus Bell Tower Speaker
- Visual announcements via campus computer monitors
- UCR Campus Status Website
- Emergency Communications Listserv (e-mail)
- Campus Status Website
- Building fire alarm systems
- Scotmail (e-mail)

- 888-UCR-WARN (recorded message line)
- Voicemail Blast (distributed voicemail)
- R'Web – Student Portal <http://www.rweb.ucr.edu>
- R'Space – Faculty/Staff Portal <http://www.rspace.ucr.edu>

The first step of an emergency notification, if possible, is to update the Campus Status Page with information about the situation at hand. All further communications then reference the Status webpage. For more information about the Campus Emergency Status, please visit <http://campusstatus.ucr.edu/>.

The Emergency Notification System will be activated as soon as reasonably possible and without delay.

Depending on the circumstance, various components of the Emergency Notification System will be utilized (e.g. text messaging and email only) that best address and ameliorate the situation at hand. In conjunction with broad campus messaging, the Emergency Notification System allows for information to be addressed to specific segments of the campus community (faculty, staff, students, buildings, departments) and information to specific campus populations may be disseminated using the system.

The most common emergency notification tool used is emergency text messaging. The procedure for sending the emergency text message is as follows: The message will be sent via the emergency text messaging phone application. If that function is not available, the message may be sent via the emergency text messaging website or via a phone operator. UCR students and employees may enroll in the Emergency Notification System text messaging program by visiting <https://emergency.ucr.edu/ENS>. A UCR Net ID is needed to access the Emergency Notification System to view and update contact information and notification preferences.

An emergency text message to the UCR community will be brief and will include 1) the nature of the emergency, 2) location of the emergency, and 3) directions or instructions on actions the community should take in response. After the initial notification, updated information may be disseminated to the community via additional text messages and/or other mediums.

Authorized Users of the UCR Emergency Notification System

The following personnel are authorized and trained to utilize the Emergency Notification System:

- Director, Emergency Management
- Chief of Police
- Assistant Chief of Police
- Lieutenant of Police
- UC Riverside Police Department Public Safety Dispatchers (or police staff as determined by the Chief of Police)

Business and Operational Continuity

Depending upon the nature of the incident and corresponding emergency notifications, some or all campus operations, services or business activities may be delayed or discontinued until safe conditions are re-established. Depending on the nature of the incident, UCR's leadership team (Chancellor, Provost, Vice Chancellors, Deans, etc.) or UCR's Executive Management Policy Group (EMPG) will be notified via text, phone call or e-mail by the Vice Chancellor of Planning, Budget, and Administration, the Director of

Emergency Management, or the UC Riverside Police Department to ensure appropriate continuity, logistic and safety information is disseminated to faculty, staff, and students. This may include but is not limited to:

- Alternative classes or instructional schedules and locations
- Information pertaining to daily operations and services (i.e. Housing & Dining, Transportation & Parking)
- Cancellation of pre-planned or on-going special events or meetings.

Regular System Testing

UC Riverside is committed to providing a safe and secure environment for all campus stakeholders. An important aspect of this commitment is ongoing testing and refinement of the various communications technologies, systems, and processes used during emergencies. UCR conducts tests of the emergency notification systems/procedures at least annually, including publicizing its procedures at least once per calendar year. The University will document a description of the exercise, as well as the date and time of the exercise and whether it was announced or unannounced. The actual use of the Emergency Notification System also constitutes additional system testing. Additionally, the components of the Emergency Notification System will be reviewed on a quarterly basis by a technology oversight group comprised of:

- AVC/CIO – Information Technology Solutions
- UC Riverside Police Department Chief of Police (or designee)
- University Communications
- Director of Emergency Management

The campus also conducts an Alertus Bell Tower Speaker Test on the first Friday of the month at 12:00 PM (noon). During this time multiple tones are heard periodically from the Bell Tower. A loud steady siren will sound varying in intensity and type, followed by a verbal broadcast.

University of California, Riverside Policies on Alcohol and Drugs

University of California Policy on Substance Abuse

The University of California recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services for University employees and students with substance dependency problems. Employees (including student employees) and students are encouraged to see assistance, as appropriate, from Employee Support Programs, health centers, and counseling or psychological services available at University locations or through referral. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential, in accordance with Federal and State laws.

The University strives to maintain campus communities and worksites free from illegal use, possession, or distribution of alcohol or of controlled substances, as defined in schedules I through V of the Controlled Substances Act, 21 United States Code §812, and by regulation at 21 Code of Federal Regulations §1308. Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or controlled substances by University employees and students in the workplace, on University premises, at official University functions, or on University business is prohibited. In addition, employees and students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life.

Employees found to be in violation of this Policy, including student employees if the circumstances warrant, may be subject to corrective action, up to and including dismissal, under applicable University policies and labor contracts, or may be required, at the discretion of the University, to participate satisfactorily in an Employee Support Program.

Students found to be in violation of this Policy may be subject to corrective action, up to and including dismissal, as set forth in the University of California Policies Applying to Campus Activities, Organizations, and Students (Part A) and in campus regulations, or may be required, at the discretion of the University, to participate satisfactorily in a treatment program.

Special Requirements for Employees Engaged on Federal or State Contracts and Grants

The Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the California Drug-Free Workplace Act of 1990 require that University employees directly engaged in the performance of work on a Federal or State contract or grant abide by the *University of California Policy on Substance Abuse* as a condition of employment.

Employees working on Federal contracts and grants shall notify the University within five calendar days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. This requirement also applies to all indirect charge employees who perform support or overhead functions related to the Federal contract or grant and for which the Federal government pays its share of expenses, unless the employee's impact or involvement is insignificant to the performance of the contract or grant. The University is required to notify the Federal contracting or granting agency within ten calendar days of receiving notice of such conviction and to take appropriate corrective action or to require the employee to participate satisfactorily in available counseling, treatment, and approved substance-abuse assistance or rehabilitation programs within thirty calendar days of having received notice of such conviction.

Additional information about the [UC Policy on Substance Abuse](#) can be found on the University of California, Office of the President (UCOP) website.

[University of California, Riverside Policy on Substance Abuse by Students](#)

UCR is committed to achieving and maintaining a campus community that fosters personal and institutional excellence and strives to provide conditions under which the work of the university can go forward freely, with the highest standards of quality and institutional integrity. In keeping with this commitment, each student should help to create a campus community that is free from the problems of substance abuse and dependency. The following information is intended to inform and assist you in this effort.

The [Policies Applying to Campus Activities, Organizations and Students \(PACAOS\)](#) are a compendium of University-wide policies relating to student life. Section 100.00 describes the University's policy on student conduct and discipline.

102.00 Grounds for Discipline: Chancellors may impose discipline for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students, as well as such other violations as may be specified in campus regulations:

- **102.17 Controlled Substances:** Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulations.
- **102.18 Alcohol:** Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

Further, the following campus policies apply:

Good Neighbor Guidelines, II. Code of Conduct, D. Alcohol and Other Drugs states that students and members of recognized student organizations will set good examples and will:

1. Observe state and local laws governing alcohol and drug use.
2. Develop positive attitudes to combat and encourage moderation. Recognized student organization officers should set good examples.
3. Not allow illegal drugs.
4. Where possible, sponsor alcohol and drug education programs including programs by national organizations or campus programs.
5. Encourage social events where only non-alcoholic beverages are served.
6. Provide, at events where alcohol is served, a variety of accessible nonalcoholic beverages and food.
7. Provide non-drinking monitors at all functions where alcohol is served.
8. Educate all student organization members regarding national risk management and insurance policies and hold members responsible where applicable.

In addition to any penalties resulting from violating local, state, and/or federal laws, any student who violates University policy is subject to disciplinary action, including sanctions as outlined in the UCR *Standards of Conduct*. Disciplinary actions range from warning/censure and disciplinary probation, to loss of privileges (such as living on campus) and exclusion from activities, suspension, or dismissal from the University. In most cases, Student Conduct & Academic Integrity Programs (SCAIP) will assign developmental and educational interventions. These include participation in educational workshops and/or online educational programs such as *Judicial Educator*, *e-CHUG*, and *e-TOKE*.

University of California, Riverside Policy on Substance Abuse in the Workplace

The University strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substance (as defined by law). Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by university employees in the workplace or on university business is prohibited. In addition, employees shall not use illegal substances or abuse legal substances in a manner that impairs performance of assigned tasks.

Employees found to be in violation of this policy may be subject to corrective action, up to and including dismissal, pursuant to applicable university policies and collective bargaining agreements, or may be required, at the discretion of the university, to participate satisfactorily in a treatment program in conjunction with the Faculty and Staff Assistance Program (FSAP).

Additional information about the [Substance Abuse in the Workplace](#) policy may be found on the [UCR Policies and Procedures](#) website.

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 both short- and long-term effects upon the body and mind. There are specific health risks related to alcohol and drug use, and there are 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 (AIDS) infection associated with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, strokes, 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

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 a student's performance, which may, over time, decline in quality.

Detailed information and literature about the health risks associated with substance abuse are available from the UCR Campus Health Center and Counseling Center.

Alcohol, Tobacco, and Other Drug Prevention Programs

UCR recognizes that substance abuse is treatable and offers a variety of confidential programs and resources to assist those with substance abuse problems. Information disclosed by a student or employee will be considered confidential, in accordance with federal and state laws and University policies. These programs include:

- **Faculty & Staff Assistance Program (FSAP):** FSAP is designed to offer confidential counseling, referral and other needed services to staff, faculty, and their family members with personal concerns. FSAP offers assistance with a wide range of issues, including alcohol and drug abuse, at no charge.
- **Counseling and Psychological Services (CAPS):** CAPS offers students walk-in service for consultations, same-day appointments for crisis situations, and access to counselors 24 hours a day by calling (951) UCR-TALK.
- **Student Health Services:** The mission of the Student Health Services is to promote academic excellence, enrich the student experience and support retention by providing high quality, accessible and comprehensive medical care to students, with a focus on multidisciplinary services, health education and prevention.
- **Golden ARCHES (Advocating Responsible Choices through Health Education and Support):** Golden ARCHES is a peer health education group at UC Riverside, focused on the topics of alcohol and other drugs, safe partying, sexual health, and nutrition & fitness. Golden ARCHES believes in providing UC Riverside's students with accurate and honest health information, skills, and resources, so students can make informed decisions that enhance their personal health and well-being.
- **Healing Highlanders:** The student organization Healing Highlanders collaborates with campus organizations to hold peer-led sobriety and recovery meetings, sober activities, and community.
- **Online Modules**
 - **Online Substance Use Assessments-eCHUG and eTOKE: Offered by The Well,** these assessments are fast, informative and, most importantly, completely confidential. Students and staff are always available to help answer questions, interpret test results, and suggest ways for you to start developing healthier habits.
 - **Alcohol EDU:** As part of the University's alcohol prevention program, all incoming students are required to complete this confidential, online alcohol education course. The course uses science-based research to educate students about alcohol and its effects.

The Well, UCR's student well-being and health promotion department, provides the University community with a variety Alcohol, Tobacco, and Other Drug resources, both on- and off-campus. More information about these programs can be found at <http://well.ucr.edu/selfhelp/findhelp.html>.

Additional information regarding prevention programs is published in UCR's [Drug-Free Schools and Campuses Regulations Biennial Review](#), available on UCR's website.

Alcohol and Drug Laws and Sanctions

There are numerous federal, state, and local statutes and ordinances relating to the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. These statutes impose legal sanctions for both felony and misdemeanor convictions related to violations of applicable

laws and ordinances. This is not intended to be a comprehensive list of all applicable laws. Moreover, laws may change over time. Individuals are expected to be aware of current federal, state, and local laws.

Federal Laws Governing Controlled Substances:

The manufacture, sale, or distribution of all scheduled (illicit) drugs constitutes a felony. (21 USC 841). Scheduled drugs are listed in Scheduled I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulations (21 CFR 1308.11 through 1308.15).

Scheduled drugs include the various narcotics, barbiturates, amphetamines, cocaine, cannabis, hallucinogens, and synthetic drugs, e.g. PCP MPTp, MDMA (21 USC 812). Simple possession of controlled substances can be punished by civil fines of up to \$10,000 per violation and a jail sentence (21 USC 844, 844a).

Distribution or possession with intent to distribute a controlled substance on university property requires a sentence enhancement of up to twice the prescribed sentence for the original offense, and at least twice the prescribed amount of parole time. This provision also calls for a mandatory sentence of not less than one year in prison for any offense except possession of less than 5 grams of marijuana (21USC 845a).

Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs including student grants and loans, except some long-term drug treatment programs (21 USC 853a).

Aliens convicted of violation of any law or regulation of a state, the United States, or a foreign country are subject to deportation and exclusion from entry to the United States (8 USC 1182, 1251).

Persons who are health care providers are barred from receiving payment from federal insurance programs upon conviction of a criminal offense involving distribution or dispensing a controlled substance (5 USC 8902a).

Property including vehicles, vessels, aircraft, money, securities, or other things of value which are used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the United States (21 USC 881).

California Laws Regarding Controlled Substances:

California law regarding controlled substances is in many respects similar to federal law. One set of sanctions, however, of which we should be aware is that most professionals subject to licensing under the Business and Professions Code are subject to discipline, up to and including loss of license, for conviction of offenses involving controlled substances.

California Laws Governing Alcohol:

No person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages (Cal. Business and Professions Code 25658).

It is unlawful for any person under the age of 21 to possess alcoholic beverages on any street or highway or in any place open to public view. (Cal B&P Code 25662)

It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any person under the age of 21 (Cal. B&P Code 25658) or to any obviously intoxicated person (Cal. B&P Code 25602).

It is a misdemeanor to sell alcoholic beverages any place in the state without a proper license from the Department of Alcoholic Beverage Control (Cal. B&P Code 23301).

It is unlawful for any person to drink while driving, or to have an open container of an alcoholic beverage in a moving vehicle.

With a blood alcohol level of .08 or higher, a driver is presumed under the influence of alcohol. Between .05% and .08% a person may be found guilty of driving under the influence.

The California Attorney General has offered the opinion that operating a bicycle on a highway while intoxicated is a violation of Vehicle Code 21200(b). This law provides that bicyclists enjoy the same rights, but are subject to the same regulations as motor vehicle operators.

UC Guidance on Use and Possession of Marijuana on UC Property:

The University of California prohibits the use, possession and sale of marijuana in any form on all university property, including university-owned and leased buildings, housing and parking lots. Marijuana is also not permitted at university events or while conducting university business.

On November 8, 2016, California voters passed Proposition 64 legalizing the use of recreational marijuana among people over the age of 21. It is important to understand that Prop. 64 does not change UC policy; marijuana remains prohibited on all university property and at all university events, except for approved academic research.

Academic research involving marijuana may be conducted at the university to the extent authorized under both federal and state law; such research must be conducted in compliance with all applicable regulations and policies, including but not limited to federal registration and licensing requirements administered by the U.S. Drug Enforcement Agency and applicable to research use of controlled substances.

Notwithstanding Proposition 64, using, distributing and possessing marijuana remains illegal under federal law. The federal Controlled Substances Act criminalizes possession and distribution of controlled substances, including marijuana, with a limited exception for certain federally approved research. The *Drug Free Schools and Communities Act* and the *Drug Free Workplace Act* require that UC, as a recipient of federal funding, establish policies that prohibit marijuana use, possession and distribution on campus and in the workplace.

Violating the university's policies may be grounds for discipline or corrective action, which may include required participation in a treatment program, with a maximum penalty of dismissal.

Local Codes and Ordinances:

Although there is some variation from one local jurisdiction to another, nearly all have some control over the public consumption of alcohol. The following are typical provisions:

It is unlawful for any person to possess an open container containing an alcoholic beverage in public on city property. It is unlawful to drink an alcoholic beverage in public places such as at the beach, in parks, on the streets or in malls.

UC Riverside's Response to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The University of California is committed to maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all people who participate in University programs, activities and services can work and learn together in an atmosphere free of harassment, exploitation, or intimidation.

Sexual violence, sexual harassment, retaliation, and other behavior prohibited by the [UC Policy on Sexual Violence and Sexual Harassment \(SVSH\)](#) interfere with those goals. The University will respond promptly and effectively to reports of such conduct. This includes action to stop, prevent, correct, and when necessary, discipline, behavior that violates this Policy.

This Policy addresses the University's responsibilities and procedures related to sexual violence, sexual harassment, retaliation, and other prohibited behavior as those terms are defined in this Policy (together, "Prohibited Conduct") in order to ensure an equitable and inclusive education and employment environment. The Policy defines Prohibited Conduct and explains the administrative procedures the University uses to resolve reports of Prohibited Conduct.

Consent and Prohibited Conduct Definitions

A. Consent

Consent is *affirmative, conscious, voluntary, and revocable*. Consent to sexual activity requires of each person an affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not, alone, constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity.

The existence of a dating relationship or past sexual relations between the Complainant and Respondent will never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct).

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable. In making this determination, the factfinder will consider all of the facts and circumstances the Respondent knew, or reasonably should have known, at the time. In particular, the Respondent's belief is not a valid defense where:

1. The Respondent's belief arose from the Respondent's own intoxication or recklessness;
2. The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or
3. The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
 - a. asleep or unconscious;
 - b. unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or

- c. unable to communicate due to a mental or physical condition.

Note: Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking, using drugs, or taking medication.

B. Prohibited Conduct

1. Sexual Violence:

a. **Sexual Assault - Penetration:** Without the consent of the Complainant, penetration, no matter how slight, of:

- the Complainant's mouth by a penis or other genitalia; or
- the Complainant's vagina or anus by any body part or object.

b. **Sexual Assault - Contact:** Without the consent of the Complainant, intentionally:

- touching Complainant's intimate body part (genitals, anus, groin, breast, or buttocks);
- making the Complainant touch another or themselves on any intimate body part; or
- touching the Complainant with one's intimate body part,

whether the intimate body part is clothed or unclothed.

Note: This definition encompasses a broad spectrum of conduct, not all of which is sexual violence. So, the Title IX Officer must sometimes determine whether an allegation should be charged as sexual violence or sexual harassment.

Conduct that meets the definition of both *Sexual Assault—Contact* and *Sexual Assault—Penetration* will be charged as *Sexual Assault—Penetration*.

Note: *Sexual Assault—Penetration* and *Sexual Assault—Contact* are aggravated when they include any of the following:

- Overcoming the will of Complainant by:
 - *force* (the use of physical force or inducing reasonable fear of immediate or future bodily injury);
 - *violence* (the use of physical force to cause harm or injury);
 - *menace* (a threat, statement, or act showing intent to injure);
 - *duress* (a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity, taking into account all circumstances including age and relationship (including a power imbalance), to do or submit to something that they would not otherwise do); or
 - deliberately causing the Complainant to be incapacitated (for example, through drugs or alcohol);
- Deliberately taking advantage of the Complainant's incapacitation (including incapacitation that results from voluntary use of drugs or alcohol); or

- Recording, photographing, transmitting, or distributing intimate or sexual images of Complainant without Complainant’s prior knowledge and consent.

c. Relationship Violence:

Note: “Dating Violence” and “Domestic Violence”, as defined in the Violence against Women Act (VAWA) and Clery Act, are covered in UC policy under “Relationship Violence.” Clery-specific crime definitions are provided in the “Annual Disclosure of Crime Statistics” section of this report.

i. Relationship Violence is:

- physical violence toward the Complainant or a person who has a close relationship with the Complainant (such as a current or former spouse or intimate partner, a child or other relative), or
- intentional or reckless physical or non-physical conduct toward the Complainant or someone who has a close relationship with the Complainant (such as a current or former spouse or intimate partner, a child or other relative) that would make a reasonable person in the Complainant’s position fear physical violence toward themselves or toward the person with whom they have the close relationship,

that is by a person who is or has been in a spousal, romantic, or intimate relationship with the Complainant, or who shares a child with the Complainant, and that is part of a pattern of abusive behavior by the person toward the Complainant.

- ii.** Physical violence is physical conduct that intentionally or recklessly threatens the health and safety of the recipient of the behavior, including assault.
- iii.** Patterns of abusive behavior may consist of or include non-physical tactics (such as threats, isolation, property destruction, abuse of pets, economic control, displaying weapons, degradation, or exploitation of a power imbalance).
- iv.** The nature of the relationship between the Complainant and Respondent is determined by the length and type of relationship, and the frequency of interaction between them. Relationship violence includes both “dating violence” and “domestic violence.”
- v.** Conduct by a party in defense of self or another is not Relationship Violence under this Policy. If either party asserts that they acted in defense of self or another, the Title IX Officer will use all available, relevant evidence to evaluate the assertion, including reasonableness of the defensive actions and which party is the predominant aggressor.

- d. Stalking:** Repeated conduct directed at a Complainant (for example, following, monitoring, observing, surveilling, threatening, communicating or interfering with property), of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress. Stalking of a non-sexual nature is addressed by other

University policies including but not limited to the [Policy on Student Conduct and Discipline Section 102.10](#).

2. Sexual Harassment:

- a. Sexual Harassment is unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, nonverbal, or physical conduct of a sexual nature when:
 - i. *Quid Pro Quo*: a person's submission to such conduct is implicitly or explicitly made the basis for employment decisions, academic evaluation, grades or advancement, or other decisions affecting participation in a University program, activity, or service; or
 - ii. *Hostile Environment*: such conduct is sufficiently severe, persistent or pervasive that it unreasonably denies, adversely limits, or interferes with a person's participation in or benefit from the education, employment or other programs, activities or services of the University, and creates an environment that a reasonable person would find to be intimidating or offensive.
- b. Consideration is given to the totality of the circumstances in which the conduct occurred.
- c. This Policy will be implemented in a manner that recognizes the importance of the rights to freedom of speech and expression and will not be interpreted to prohibit expressive conduct that is protected by the free speech and academic freedom principles.

3. Other Prohibited Behavior:

- a. Invasions of Sexual Privacy.
 - i. Without a person's consent, watching or enabling others to watch that person's nudity or sexual acts in a place where that person has a reasonable expectation of privacy;
 - ii. Without a person's consent, making or attempting to make photographs (including videos) or audio recordings, or posting, transmitting or distributing such recorded material, depicting that person's nudity or sexual acts in a place where that person has a reasonable expectation of privacy; or
 - iii. Using depictions of nudity or sexual activity to extort something of value from a person.
- b. Sexual intercourse with a person under the age of 18.
- c. Exposing one's genitals in a public place for the purpose of sexual gratification.
- d. Failing to comply with the terms of a no-contact order, a suspension of any length, or any order of exclusion issued under this Policy.
- e. Engaging in Retaliation. Retaliation is an adverse action against a person based on their report or other disclosure of alleged Prohibited Conduct to a University employee or their participation in the investigation, reporting, remedial, or disciplinary processes provided for in this Policy.
An adverse action is conduct that would discourage a reasonable person from reporting Prohibited Conduct or participating in a process provided for in this Policy,

such as threats, intimidation, harassment and coercion. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct.

Reporting Sexual Violence and Sexual Harassment

UCR recognizes that experiencing sexual harassment or an act of sexual violence (sexual assault, dating violence, domestic violence and stalking) can have a profound impact on one's education and personal life. UCR takes all reports of sexual harassment and sexual violence seriously and is committed to ensuring that persons who may have experienced such conduct understand the rights and options afforded to them under Federal and State laws and the *UC Sexual Violence and Sexual Harassment Policy* ("SVSH Policy"). The information below includes the various rights and options provided to Complainants who report an incident of sexual harassment and/or sexual violence to the University.

The UCR Title IX Office is the primary office designated by the University to respond to complaints of sexual harassment and sexual violence reported by faculty, staff, students and other parties doing business with the University or participating in University activities. Students, employees, or third parties who have experienced sexual harassment or sexual violence may make a report to the Title IX Office by contacting (951) 827-7070 or online at <https://titleix.ucr.edu/reporting>. Reports may also be made in-person to the Title IX Office located in Skye Hall, Room 349.

Any student or employee who has experienced sexual violence, regardless of the location of the incident, will receive written explanation of their rights and options upon notification to the Title IX Office.

Reporting at UCR Palm Desert Center

If a student, employee, or visitor has been the victim of an incident of sexual violence, or other prohibited conduct as defined under the *UC SVSH Policy*, they should immediately report the incident to the HR & Administration at **(760) 834-0592**. If there is an emergency and administrative staff cannot be reached, please contact the Palm Desert Sheriff's Department by calling **911**. Online complaints may be filed at <https://titleix.ucr.edu/reporting>

Reporting to UCPD

In addition to filing a formal complaint with the Title IX Office, individuals may also file a criminal complaint of sexual violence (sexual assault, dating and domestic violence, and stalking) with UCPD, or to the law enforcement agency in the jurisdiction where the incident occurred.

During the criminal investigation, Complainants may request a restraining order or similar lawful orders issued by the criminal or civil courts. It is important that evidence is preserved (even if you are unsure that you want to report the matter) to assist in proving that a criminal offense occurred or to obtain a protection order. If you have experienced a sexual assault, you should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented including through the preservation of photographic evidence. Evidence of stalking including any communication, such as written notes, voicemail, or other electronic communications should be saved and not altered in any way.

It is important to understand that the administrative (Title IX) and criminal (law enforcement) complaint processes are separate and distinct, with one relating to policy violations and the other to criminal laws.

These processes may run concurrently to each other. When this occurs, the Title IX Office will coordinate with law enforcement as needed.

Interim Measures

Whether or not a student or employee reports to Title IX or law enforcement, if they report an incident of sexual violence or sexual harassment, UC Riverside is committed to providing them a safe learning or working environment. Upon request, UC Riverside will make any reasonably available changes to a Complainant's academic, living, transportation and/or working environment. Survivors or others impacted by sexual violence or sexual harassment may contact the Title IX Office to discuss options for interim measures before, during, or after the resolution process. Campus Advocacy Resources & Education (CARE) Advocates may also work with Title IX or other UCR departments (such as Case Management, Human Resources, or Academic Personnel) to provide these resources.

Interim measures may include, but are not limited to the following:

- Academic assistance (extensions, withdrawals, incompletes)
- Housing relocation for Complainant
- Change in work environment
- Safety planning
- Visa and immigration assistance

If a Complainant reports to law enforcement, including UCPD, they may request assistance from CARE Advocates in obtaining an emergency protective order. Confidential CARE advocates may assist in exploring further protection order options, such as restraining orders, or similar orders issued by criminal or civil courts. UC Riverside is committed to ensuring that any such order is fully upheld on all property owned or controlled by UC Riverside.

The University will maintain as confidential any interim measures provided to the Complainant to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the interim measures.

Confidentiality

The University must balance the privacy interests of people involved in a report of Prohibited Conduct against the need to gather information, ensure a fair process, and stop, prevent and remedy Prohibited Conduct. In this context, the University tries to protect people's privacy to the extent permitted by law and University policies. The University protects the privacy of personally identifiable information per all applicable state and federal privacy laws, and University policies.

Complainants who make a law enforcement report but do not wish to file a complaint to Title IX must complete a "Notice of Victim's Right to Confidentiality" form with UCPD. This would provide the Complainant with the right to not have their name become a matter of public record.

Additionally, UCPD will not release personally identifiable information of Complainants in the issuance of "Timely Warnings," "Emergency Notifications," nor in the "Daily Crime Log," each of which are required by the Clery Act.

Retaliation

UCR prohibits retaliation in any form against any student, employee or visitor participating in a University program or activity who reports sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education. Allegations of retaliation should be promptly directed to the Title IX Office at (951) 827-7070, and may constitute a violation under the *SVSH Policy*.

Sexual Violence and Sexual Harassment Adjudication Proceedings

UCR has three types of adjudication proceedings for *SVSH Policy* violations: one for investigating and adjudicating complaints against students, one for investigating and adjudicating complaints against faculty and academic personnel, and one for investigating and adjudicating complaints against other employees.

In all cases within the disciplinary proceeding, regardless of the location of the crime, the Title IX Office will provide the Complainant with written notification of resources and explain the various rights and options when reporting an incident of sexual violence or sexual harassment.

Wherever possible, the Title IX Officer will provide information to the Complainant regarding access to medical care, emotional support, information regarding the confidential survivor advocate, and, when requested, any workplace, academic, and/or housing accommodations.

Upon receipt of report alleging sexual violence or sexual harassment, the Title IX Officer will assess the immediate safety needs of the Complainant, including, for example, assisting with acquiring protective orders or other interim measures. The Title IX Officer will also provide information to the Complainant for reporting to UCPD, or the local police department, when applicable and will assist Complainant with contacting law enforcement, if the Complainant requests.

The Title IX Office, in consultation with relevant campus partners (e.g., CARE Advocate, Residential Life and Housing, Student Conduct and Academic Integrity Programs (SCAIP), Human Resources-Employee and Labor Relations, Dean of Students, and UCPD) will assess the need to implement interim or long-term protective measures, such as interim suspensions, exclusions from areas of campus, housing changes, change in class schedule or workplace environment.

Formal Title IX Investigations

As soon as practicable after receiving a report, the Title IX Officer will make an initial assessment, including a limited factual inquiry when appropriate, to determine the appropriate resolution process.

If a Formal Investigation will be conducted, the Title IX Officer, after consulting with SCAIP and other UCR departments as appropriate, will send written notice of the charges to the Complainant and Respondent. For cases involving faculty respondents, the Title IX Officer will also notify the Chancellor that a formal investigation has commenced.

The Title IX Officer will assign an investigator to conduct a prompt, fair, and impartial investigation of the allegations within sixty to ninety (60-90) business days from the date of the notice of charges.

At all stages of this process, the Complainant and Respondent (also known as the parties) have the right to an advisor and/or a support person of their choosing. The advisor and/or the support person may be

any person (including an advocate, attorney, friend, or parent) who is not otherwise a party or a witness. The advisor's primary role is to provide guidance through the process. The support person's primary role is to provide emotional support.

All University officials involved in this resolution process will be trained annually to carry out their roles in an impartial manner in keeping with trauma-informed practices. This training is conducted in-person by the Title IX Officer and includes: investigation process overview; basic understanding of evidence, credibility, and sanctions; investigation reports; and, techniques for conducting adjudication proceedings.

Before the investigator concludes the investigation and finalizes a written report, both Complainant and Respondent will have an equal opportunity to review and respond to the evidence that the investigator has deemed relevant, including relevant evidence that weighs against finding a policy violation(s). The Title IX Officer will designate a reasonable time for this review and response by the parties that, absent good cause found by the Title IX Officer, will not exceed 5 business days.

Using the **Preponderance of Evidence** (*more likely than not*) standard of proof, the investigator will prepare a written report that makes factual findings, and preliminary determinations as to whether a policy violation has occurred.

Adjudication Proceedings for Students

Upon completion of the Title IX investigation, the Title IX Officer will provide to the Complainant and the Respondent (a) written notice of the factual findings and preliminary determinations, and (b) the investigation report. The investigation report may be redacted to protect privacy. The Title IX Officer will provide SCAIP with the written notice and an un-redacted copy of the investigation report.

In cases where the investigator preliminarily determines a policy violation occurred:

1. Both Complainant and Respondent may schedule a meeting with or submit a written statement to SCAIP to provide input on sanctions within three days of receiving the investigative report.
2. SCAIP will review the report of investigation, the evidence deemed relevant by the investigator as documented in the report, the preliminary determinations, respondent's prior conduct record, any comments on sanctions from the parties (received either in person or in writing), to determine a proposed sanction. SCAIP will propose a sanction in all cases where there is a preliminary determination that the policy was violated, regardless of whether the preliminary determination is contested by the parties.
3. SCAIP will notify the parties in writing of the proposed sanction and supporting rationale within fifteen (15) business days of the notice of investigative findings and preliminary determination.

If either party contests the investigator's preliminary determinations as to whether or not the policy was violated, there will be a fact-finding hearing to determine whether the *SVSH Policy* or other student conduct policies have been violated, after which SCAIP will determine any sanctions. If either party wishes to discuss the possibility of contesting and the implications of contesting or not contesting the preliminary determination, including the hearing that will result if either party contests, they may discuss their options with SCAIP (even if the investigator's preliminary determination was that no policy violation occurred). If either party wishes to meet with SCAIP, they will contact SCAIP within three (3) business days of receiving the notice of preliminary determination to schedule the meeting.

In cases where the investigator preliminarily determines that a policy violation(s) occurred:

1. Either party may contest the preliminary determination within twenty (20) business days of the notice of investigative findings and preliminary determination. If either party contests within this time-period, then the matter will proceed to a hearing to determine if a policy violation occurred.
2. In cases where SCAIP proposes suspension or dismissal:
 - a. Respondent is presumed to contest the preliminary determination unless Respondent provides SCAIP with a written acknowledgment stating that they do not contest, accepts the preliminary determination, and waives their right to a hearing.
 - b. If Respondent does not provide SCAIP the written acknowledgment within (20) business days of the notice of investigation, the matter will proceed to a hearing to determine if a policy violation occurred.
 - c. If Respondent does provide the written acknowledgment, and Complainant does not contest within twenty (20) business days, then the preliminary determination regarding policy violation(s) becomes final, SCAIP will impose the proposed sanction, and the parties will have the right to appeal the sanction.
 - d. Respondent does provide the written acknowledgment, and Complainant contests within twenty (20) business days, then the matter will proceed to a hearing to determine if a policy violation occurred.
3. In cases where SCAIP does not propose suspension or dismissal:
 - a. If either party informs SCAIP that they contest within twenty (20) business days, the matter will proceed to a hearing to determine if a policy violation occurred.
 - b. If neither party informs SCAIP that they contest during the twenty (20) business days, then the preliminary determination regarding policy violation(s) becomes final, and SCAIP will impose the proposed sanction, and the parties have the right to appeal the sanction.

A party wishing to affirmatively contest the preliminary determination must notify SCAIP of their decision within the twenty (20) business days, even if the other party has already contested or is presumed to contest.

When the investigator does not preliminarily determine that there was a policy violation(s):

1. Either party may contest the preliminary determination within twenty (20) business days of the notice of investigative findings and preliminary determination. If either party informs SCAIP that they contest during this time period, then the matter will proceed to a hearing to determine if a policy violation(s) occurred.
2. A party wishing to contest the preliminary determination must notify SCAIP of their decision within the twenty (20) business days, even if the other party has already contested.
3. If neither party informs SCAIP that they contest during the twenty (20) business days period, then the preliminary determination that no policy violation occurred becomes final.

If any party contests the preliminary determination, SCAIP will notify both parties within five (5) business days that there will be a fact-finding hearing. Alternatively, if no party contests or is presumed to contest the preliminary determination, SCAIP will notify the parties that there not be a fact-finding hearing.

Fact-Finding Hearing for Students:

If either party contests, or is presumed to contest, the investigator's preliminary determinations, there will be a fact-finding hearing before a single hearing officer. The hearing is to determine whether a violation of the *SVSH Policy* or other student conduct policy violations have occurred.

The hearing officer will hold separate meeting with the parties to explain the hearing process, address questions, begin to define the scope of the hearing, and address other issues to promote an orderly, productive and fair hearing. Within five (5) business days after concluding meetings with both parties (or determining that a non-contesting party has decided not to participate in the prehearing process), the hearing officer will determine what issues are disputed and relevant to the determination of whether a policy violation(s) occurred, and will notify the parties of the scope of the issues to be addressed at the hearing and the expected witnesses.

Within five (5) business days after receiving the hearing officer's definition of scope, the parties may submit additional information, including witness testimony, about the evidence that they would like to present. Not less than ten (10) business days before the hearing, the hearing coordinator will send a written notice to the parties informing them of the hearing date, time, location, and procedures.

At least two (2) business days prior to the hearing, the parties will receive the hearing officer's confirmation of scope and evidence; copies of all the evidence that will be considered at the hearing that the hearing officer has received, including the investigation file and any other documents that will be considered; the names of expected witnesses and a summary of their expected testimony. If the hearing officer has excluded evidence (including witness testimony) that a party has requested to present, they will explain why. The hearing officer will also notify the parties of any procedural determinations they have made regarding the hearing. This material will also be provided to the Title IX Officer.

The hearing will be conducted in a respectful manner that promotes fairness and accurate fact-finding. Courtroom rules of evidence and procedure will not apply. The hearing officer will generally consider all evidence they determine to be relevant and reliable. The hearing officer will decide whether a violation of the *SVSH Policy* (or related non-SVSH Policy violation) occurred based on a **Preponderance of Evidence** standard of proof. If the hearing officer decides that any policy violation has occurred, they will send their determination and findings to SCAIP within ten (10) business days of the hearing. Based on the hearing officer's findings and determinations and other information relevant to sanctioning, SCAIP will determine an appropriate sanction.

Within fifteen (15) business days of the hearing, the hearing coordinator will send written notice to the Complainant and Respondent (with a copy to the Title IX Officer and SCAIP) setting forth the hearing officer's determination on whether the *SVSH Policy* and/or other student conduct policies have been violated, and, if so, SCAIP's determination of any sanctions to be imposed.

Appeal Process:

Both Complainant and Respondent have an equal opportunity to appeal the policy violation determination(s) and any sanction(s). In cases where there was a hearing, an appeal must be submitted to the hearing coordinator within ten (10) business days following issuance of the notice of the hearing officer's determination and, if imposed, the disciplinary sanctions. A party may appeal only on the

grounds listed below. The appeal should also identify the reason(s) why the party is challenging the outcome under one or more of the available grounds.

In cases where there was a hearing, the following grounds for appeal apply:

- a. There was procedural error in the hearing process that materially affected the outcome;
- b. The determination regarding policy violation was unreasonable based on the evidence before the hearing officer; this ground is available only to a party who participated in the hearing; and
- c. The sanctions were disproportionate to the hearing officer's findings.

In cases where there was no hearing, the parties may appeal on only one ground: that the sanctions were disproportionate to the investigator's preliminary determination regarding policy violations.

In cases where there was no hearing, an appeal must be submitted in writing to SCAIP within ten (10) business days following SCAIP's notice to the parties that the preliminary determination was final and that SCAIP would impose the proposed sanction. The parties may appeal on only one ground: *that the sanctions were disproportionate to the investigator's preliminary determination regarding policy violations*. SCAIP will notify the other party of the appeal and, if the appeal is on the ground that the sanction is disproportionate, that they have an opportunity to meet with the appeal officer to discuss the proportionality of the sanction.

Within ten (10) business days of receiving the appeal, the appeal officer will decide whether the appealing party has proven the asserted ground(s) for and send their written decision to Complainant and Respondent (with copies sent to the Title IX Officer and SCAIP). The appeal officer may consist of the following:

- a. Uphold the findings and sanctions;
- b. Overturn the findings or sanctions;
- c. Modify the findings or sanctions; or
- d. In appeals alleging material procedural error, send the case back to the hearing officer for further fact-finding if needed.

Sanctions:

The following sanctions are available depending on the outcome of the investigation and/ or hearing process:

- No Sanction
- Dismissal from the University of California
- Suspension from the University of California
- Exclusion from areas of the campus and/or from official University functions
- Loss of privileges and/or exclusion from activities
- Restitution
- Probation
- Censure/Warning
- Other actions as set forth in University policy and campus regulations

Sanctions will be assigned as follows:

- a) Sexual Assault – Penetration or Sexual Assault – Contact that is aggravated as defined in the *SVSH Policy* will result in a minimum sanction of suspension for two calendar years.
- b) Sexual Assault – Penetration, Domestic or Dating Violence, or Stalking will result in a minimum sanction of suspension for two calendar years unless there are exceptional circumstances.
- c) Sexual Assault – Contact will result in a minimum sanction of suspension for one calendar year, unless there are exceptional circumstances.
- d) Sexual Harassment and Other Prohibited Behavior, as defined by the *SVSH Policy*, will not result in any minimum sanction but will be sanctioned in accordance with factors identified below.

In all cases, when determining the appropriate and proportionate sanction, the following factors will be taken into account when applicable:

- a) Seriousness of violation: location and extent of touching; duration of conduct; single or repeated acts; multiple policy violations in connection with the incident; verbal or physical intimidation; use of authority to abuse trust or confidence; presence of weapons; use of force or violence; physical injury; menace; duress; deliberately causing or taking advantage of a person's incapacitation; and recording, photographing, transmitting, viewing, or distributing intimate or sexual images without consent.
- b) Intent or motivation behind violation: no intent to cause harm; passive role in violation; pressured or induced by others to participate in the violation; planned or predatory conduct; hate or bias based on the Complainant's membership or perceived membership in a protected group as defined in PACAOS Section 104.90 of the *Policy on Student Conduct and Discipline*.
- c) Whether the conduct is aggravated, as defined in the *SVSH Policy*.
- d) Response following violation: voluntarily acknowledged wrongdoing at early stage of the process; failure to follow no contact order; attempt to influence witnesses; obstructed or disrupted the process.
- e) Disciplinary history: unrelated prior violations; related prior violations.
- f) Impact on others: input from the Complainant; protection or safety of the Complainant or the community.

Adjudication Proceedings for Staff

Upon completion of the Title IX investigation, The Title IX Officer will simultaneously send the Complainant and Respondent written notice of the investigation outcome regarding whether a violation of the *SVSH Policy* was found. The notice of investigation outcome will be accompanied by a copy of the investigation report, which may be redacted as necessary to protect privacy rights. The Title IX Officer will also send the notice of investigation outcome and accompanying investigation report to Employee and Labor Relations (ELR) and the Respondent's supervisor.

The Complainant and the Respondent will have an opportunity to respond to the notice of investigation outcome and accompanying investigation report through a written statement that will be submitted to the Respondent's supervisor and ELR. This response does not serve as an appeal, but to provide the Complainant and the Respondent with an opportunity to express their perspectives and address what outcome they wish to see.

In the event that the Title IX investigation finds the Respondent responsible for violating the *SVSH Policy*, the Respondent's supervisor will propose a decision regarding how to resolve the matter. The proposal must be submitted to ELR for review and approval.

In the event ELR does not approve the proposed decision, they will send it back to the supervisor or for reconsideration and submission of a revised proposed decision.

Adjudication Proceedings for Faculty:

Upon completion of the investigation report, the Title IX Officer will send the Complainant and the Respondent a written notice of investigation outcome regarding whether a violation of the *SVSH Policy* was found. The notice of investigation outcome will generally be accompanied by a copy of the investigation report, which may be redacted as necessary to protect privacy rights. The Title IX Officer will also send the notice of investigation outcome and accompanying investigation report to the Chancellor's designee.

The Complainant and the Respondent will have an opportunity to respond to the notice of investigation outcome and accompanying investigation report through a written statement that will be submitted to the Chancellor's designee. This response does not serve as an appeal, but to provide the Complainant and the Respondent with an opportunity to express their perspectives and address what outcome they wish to see.

If the Title IX investigation report finds a Senate Faculty Respondent responsible for violating the *SVSH Policy*, the Chancellor's designee will engage the Peer Review Committee to advise on appropriate resolution.

If the Title IX investigation finds a non-Senate Faculty Respondent responsible for violating the *SVSH Policy*, the Chancellor's designee will consult with the Academic Personnel Office on the appropriate resolution.

In all cases where the Title IX investigation finds a Senate or non-Senate Faculty Respondent responsible for violating the *SVSH Policy*, the Chancellor's designee will consult with the campus Title IX Officer on how to resolve the matter, including the appropriate discipline or other corrective measures.

Following consultation with the Peer Review Committee, Academic Personnel, and Title IX Officer, in accordance with *APM-016*, the Chancellor's designee will decide what action to take to resolve the matter.

The Chancellor's designee's should implement his or her decision promptly, typically within forty (40) business days of receipt of the notice of investigation outcome and accompanying investigation report.

The Chancellor's designee may determine to resolve the matter without taking any formal disciplinary action or through early resolution. The Chancellor's designee will promptly communicate the decision and its rationale to both the complainant and the respondent.

Sanctions for Staff and Faculty:

UC Riverside staff or faculty members may be subject to disciplinary action following an investigation into allegations of sexual harassment or sexual violence under applicable personnel policies or collective

bargaining agreements. Possible sanctions the University may impose on faculty/staff will depend on the nature of the violation, and may include:

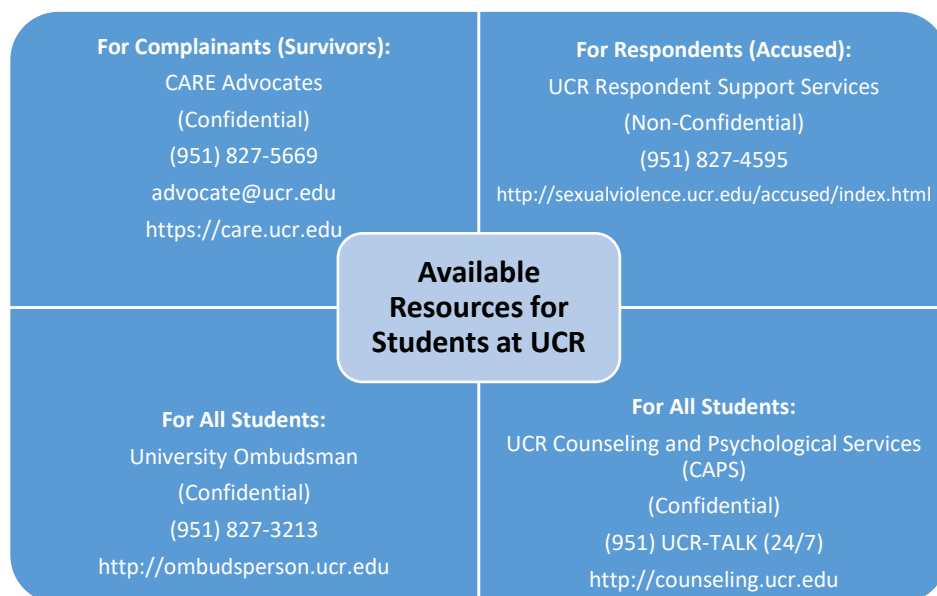
- Written reprimand in personnel file
- Reduction in salary
- Temporary or permanent demotion
- Unpaid suspension
- Denial or curtailment of emeritus status
- Dismissal from the employ of the University
- Mandated education
- Change in work location
- Restrictions from all or portions of campus
- Restrictions to scope of work

Campus Resources

Upon receipt of a report of sexual violence or sexual harassment, the Title IX office will provide written notification about all available, confidential and non-confidential, resources available on-campus and in the community. This packet includes resources related to survivor advocacy, counseling, psychological services, health services, legal assistance, visa and immigration assistance, and other community programs.

Resources for Students

UCR provides confidential campus resources to all students, including specifically to students who are survivors of sexual violence or sexual harassment. CARE Advocates provide confidential and privileged resources in sexual violence or sexual harassment cases. UCR also provides services and advice to those accused of violating the UC SVSH Policy. In addition, all students (including survivors, friends, witnesses, respondents, etc.) can seek confidential advice from the University Ombudsman and services from Counseling and Psychological Services. **A victim need not make a formal report to UCPD or local law enforcement to access these resources.**



Resources for Faculty and Staff

In addition to UCPD, CARE, and the Title IX Office, the Faculty and Staff Assistance Program (FSAP) is designed to offer confidential counseling, referral and other needed services to staff, faculty, and their family members with personal concerns. The Respondent Services Coordinator for Faculty/Staff is available at (951) 781-0510. Faculty and staff may also contact the UCR Human Resources Department at (951) 827-5080 for additional resources.

Off-Campus Resources

Riverside Police Department

(951) 354-2007

The Riverside Area Rape Crisis Center

Confidential Resource

1845 Chicago Ave., Suite A

24-hour phone: (951) 686-RAPE (7273)

24-hour phone: (800) 339-7233

Alternatives to Domestic Violence

Confidential Resource

4150 Latham St., Suite A

(951) 683-0829

The University of California Undocumented Legal Services Center

(530) 752-7996

Email: ucimm@law.ucdavis.edu

<https://law.ucdavis.edu/ucimm/>

Educational Programs and Campaigns

To help prevent sexual violence, including dating and domestic violence, sexual assault, and stalking, all members of the UC community—students, staff, faculty and other academic appointees—are required to receive sexual violence prevention, awareness, and intervention training and education regularly.

UC System-wide Training

To help prevent sexual violence, all members of the UC community — students, staff, faculty and other academic appointees — are required to receive sexual violence prevention and intervention training and education regularly.

UC's system-wide curriculum, tailored to each audience, educates our community about sexual violence, how to prevent it, the role of intervention and what local resources are available.

Key concepts covered in UC's system-wide curriculum for every audience are:

- Definitions of different forms of sexual violence
- Social norms, including the attitudes and beliefs that can normalize violence
- Bystander intervention
- Responding to sexual violence using methods that acknowledge the impact of violence and trauma on survivors' lives
- Local resources, including confidential support for survivors of sexual violence and appropriate services for those accused of sexual violence
- Rights and options about reporting sexual violence

A 30-minute online course titled “Violence against Women Act (VAWA) UC System-wide Training” is available through the UC Learning Center. This narrated online course promotes the awareness and prevention of domestic violence, dating violence, sexual assault, stalking, and consent to University of California incoming students and new employees, which includes faculty, academics, and staff, in accordance with UC Policy. The course also provides options for safe bystander intervention, information on reporting an offense, and other resources.

Educational Programs for Students

All new incoming undergraduate and graduate students are required to participate in a primary awareness and education training program at their campus within the first six weeks of class. All continuing students are required to take ongoing education and training annually.

Students should visit <http://www.campusclarity.com/Signup> with their UCR email in the following form: firstname.lastname@ucr.edu. No special access code is needed to begin the module. Any login issues or assistance related to registration holds should be sent to thinkaboutit@ucr.edu.

Topics include: definitions, affirmative consent reporting options, healing support, risk reduction strategies, bystander intervention techniques, and accessing resources.

This mandatory training is supplemented with other education and awareness programming provided by CARE and the Title IX Office.

Educational Programs for Employees

Under the *SVSH Policy*, any UC employee who is not identified as a confidential resource is a “Responsible Employee” required to report sexual violence (including sexual assault, dating and domestic violence, and stalking), sexual harassment or other conduct prohibited by the policy to the Title IX officer or designee. Resident Advisors, teaching assistants, and all other student employees are Responsible Employees when, while they’re working, they learn that a student may have experienced sexual violence or sexual harassment.

Faculty and Supervisors

Faculty and Supervisors are legally required to complete two hours of sexual harassment prevention training every two years, and new faculty and supervisors are required to take training within 90 days of hire. In 2016, a system-wide faculty/supervisor training and education program was implemented that revised the content in the sexual harassment prevention training so that it meets UC’s system-wide curriculum. It also includes additional training for those who work directly with students such as faculty student advisors. Faculty and supervisors also receive training on their legal obligations to report sexual violence. In addition, faculty and supervisors will receive other violence prevention training on an annual basis reminding them of their obligation and processes for notifying Title IX offices about sexual violence and sexual harassment.

Staff and Academic Appointees Who Are Not Supervisors

Staff who are not supervisors are also required to complete sexual harassment and sexual violence prevention training every two years. UC’s system-wide staff training and education program requires new employees to receive training within the first six weeks of hire. The new training includes

information on their responsibility to report sexual violence and sexual harassment if the incident involves a student.

In-Person Trainings

Additionally, the Title IX Office provides targeted in-person trainings including:

- Educational programs for UCR employees involved in investigation and adjudication processes and campus leadership. These trainings generally focus on the University of California’s *SVSH Policy* and other topics relevant to the audience such as trauma-informed investigations or how to conduct hearings.
- Tailored trainings for faculty, supervisors, and staff (including academic personnel who are not supervisors) with tailored training on their responsibilities to report sexual violence, as well as how to support students affected by sexual violence. Topics covered:
 - Learn about Prohibited Conduct under the *UC SVSH Policy*
 - Learn about the Responsible Employee’s role in the Title IX process
 - Learn about Title IX reporting requirements
 - Learn how to provide a complainant resources and support.

UCR’s CARE office also provides educational and awareness programming for the campus community, discussed further in the next section of this report.

Campus Advocacy, Resources, & Education (CARE)

CARE is an intervention and prevention support program committed to ending sexual violence at UC Riverside. CARE seeks to unite, inspire and cultivate a community culture of care by providing direct advocacy, resources and prevention educational programming related to issues of sexual assault, relationship violence and stalking to students, staff, faculty and UCR affiliates.

CARE is engaged in education and awareness programs designed to satisfy the requirements of VAWA’s implementing regulations.

Primary Prevention

CARE develops and implements primary prevention efforts regarding sexual assault, dating/domestic violence and stalking. Primary prevention programs are defined as programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Working with several departments and communities on campus, prevention will focus on Athletics, Greek and Sorority Life, International Students, Cultural Centers, Graduate Students, Staff/Faculty and the general campus community.

Freshmen Orientation:	22
Transfer Student Orientation:	5
Other Orientations:	2
Graduate Student Training:	12
Ongoing General Prevention:	52
Total Number of Programs/Trainings:	93

Awareness Programs

CARE develops and implements several social norming and awareness educational initiatives throughout the year. This includes education regarding trauma-informed support, resources, active bystander intervention, healthy relationships and norms, consent and healthy boundary setting. They also seek to bring awareness regarding unhealthy relationship dynamics and affirmative consent.

Staff/Faculty:	7
Social Norming Campaigns:	5
Total Number of Programs:	12

Secondary/Tertiary Prevention

Healing from sexual & relationship violence can be a unique and empowering experience that can happen through different ways. The Empowerment & Healing Series at the UC Riverside CARE Office strives to create spaces where survivors who have experienced trauma can find support, connection, and community. CARE helps develop, co-sponsor and/or promote campus programs that can provide survivors opportunities to explore ways of healing, safety and support. These programs may provide a space to process, learn coping skills in how to manage some of these feelings as well as connect survivors to a community across campus. Programs are confidential and open to survivors of all genders.

Yoga as Healing:	21
Self Defense:	3
General Prevention:	15
Total Number of Programs:	39

Bystander Intervention

Bystander Intervention is a social science model that empowers and teaches individuals (or groups) to actively intervene when they see something potentially problematic. The CARE offices engages the Green Dot active bystander model that discusses bystander definitions, the bystander effect and ongoing skill building opportunities to safely intervene where bystanders have the opportunity to prevent sexual harassment, sexual assault, intimate partner violence and stalking.

Risk Reduction

CARE implements ongoing education focused on teaching strategies to increase safety and awareness to decrease the likeliness of victimization. This includes self-defense courses, privacy/healthy boundary setting for social media, education on campus safety etc.

Sex Offender Registration-Campus Sex Crimes Prevention Act

Megan's Law

California law requires sex offenders who are employed, volunteer, are a resident of, or enrolled as a student at an institution of higher education, to register with the campus police. If you would like information concerning registered sex offenders in California, check the Megan's law web site at <http://www.meganslaw.ca.gov>. You can search the database by a sex offender's specific name, or geographically by entering the ZIP Code, or city/county to obtain information on registrants residing in a specific area.

Other UC Riverside Policies

Hazing

All members of the UCR community are responsible for ensuring that UCR remains free from hazing. [Hazing is against the law](#). Matt's Law amended the California penal code to allow for felony prosecution of some hazing behaviors. All participation in hazing is a crime.

Hazing is additionally against University policy. University of California Policy on Hazing – Policies Applying to Campus Activities, Organizations and Students (PACAOS) 102.12 - Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.

The Student Life Office provides ongoing training and educational programs for members and officers in student organizations and specifically for members of fraternities and sororities.

You can help by doing the following:

- Before joining any group/organization at UCR, be certain that you and the organization's leadership have signed a statement in support of maintaining the dignity and respect of all community members, pledging not to accept or engage in hazing.
- If you have been hazed, have witnessed hazing or suspect that someone you know has been hazed, you can [report](#) your observations privately to UCR officials.

To report hazing:

- Make a phone call to a university staff member. If desired, you can remain anonymous when calling in a report.
- Discuss concerns about a specific group:
 - **Athletics** (for concerns about an athletic team): **(951) 827-5432**
 - **Student Life** (for concerns about a student organization): **(951) 827-7344**
 - **Fraternity and Sorority Involvement Center** (for concerns related to the Greek system): **951-827-2438**
- Discuss concerns about any group:
 - **UCR Police Department:** **(951) 827-5222**
 - **Dean of Students:** **(951) 827-6095**
 - **Student Conduct and Academic Integrity Programs:** **(951) 827-4208** or [submit a public report](#)

UCR's ability to investigate reports and enforce the university policy depends on the accuracy and specificity of the information provided. You are encouraged to **provide as much specific detail as possible** so that appropriate action can be taken to address the reported behavior. For more resources visit the [Dean of Students website](#).

Missing Student Notification

UC Riverside takes the safety and welfare of our students very seriously. To that end, UCPD will respond to any missing person's report which is reported to them without delay regardless of jurisdiction. A

missing person report will be given investigative priority over non-emergency property crimes. If you believe that any member of the campus community is missing or is in any danger, do not hesitate to report it to UC Riverside Police Department, immediately.

Housing Services Missing Student Notification Policy

All UCR personnel are expected to appropriately respond to, and immediately document, a residential missing persons' report or notification (including telephone reports). Reports of resident missing persons (including runaways) must be handled without delay, and be given priority. Generally, these reports are referred to the on-duty Assistant Resident Director and/or Resident Director On-duty in Residence Life, who will immediately notify UCPD. Reports of non-resident missing persons should also be immediately referred to UCPD.

Policy:

When a resident student is first reported as potentially missing, staff should consult with the on-duty Assistant Resident Director and/or professional staff to take prudent action to determine if this is a valid missing persons case. Actions may include:

1. Call the contact number of the missing person on file (other than the home phone number).
2. Perform welfare check on the resident (should be conducted by professional staff).
3. Speak with roommate(s), hall mate(s) or other known associates about the whereabouts of the potentially missing resident.

When performing these steps, staff should keep FERPA and other privacy considerations in mind. For example, if a parent calls to indicate that they have not heard from their son or daughter, the staff should not indicate that the resident does or does not live with us. However, they can take information and indicate that, if the student is in one of our Housing facilities and can be located; a message will be relayed to the resident to contact the concerned party. Staff may mention privacy laws to alleviate issues about inability to release information.

After performing the above, the professional staff on-duty needs to be informed of the actions that the staff has taken and the outcomes of those actions. UCPD should be notified immediately when the initial report comes in, even if the individual has been missing less than 24 hours. UCPD, following their missing person's protocol, will make the determination that the student is missing and initiate any needed investigation. When the professional staff determine that we have been unaware of a resident's whereabouts for 24 hours or more, along with following regular protocol (such as advising on-duty staff), UCPD must be updated.

When a resident is determined to have been missing the following steps will be taken by professional staff in consultation with UCPD:

1. If the resident has designated (a) missing persons contact person(s):
 - a. Within 24 hours notify at least one contact person that the student is missing.
2. If the resident is under 18 years of age and is not emancipated:
 - a. Within 24 hours notify the student's custodial parent or guardian and any other designated missing persons contact person that the resident is missing.

Designated Contact Information: To assist with missing persons incidents, each resident, through their Housing Contract is encouraged to identify a contact person or persons (separate from their Emergency Contact, though it may be the same person(s)) whom the institution shall notify within 24 hours of the determination that the student is missing. This information will be registered confidentially, be accessible only to authorized campus officials, kept separate from other Emergency Contact information, and it may not be disclosed, except to University officials in the event of an emergency.

For more information about this policy, please see UCR Housing Services' [Missing Persons Policy](#).

Weapons on Campus

All weapons are prohibited on the UC Riverside campus, whether in a book bag, in the car, or in an office, classroom, or apartment. In accordance with California's *Gun-Free School Zone Act* (Penal Code 626.9), except for sworn police officers or federal law enforcement officials, it is a felony to bring or possess ANY firearm on any California school, college, or university campus. It is also a felony to possess any air gun - including pellet and BB guns that utilize air, CO2, or spring pressure to propel a projectile (Penal Code 626.10). In addition to firearms, knives with a rigid blade length of over two and one half inches, dirks, daggers, metal knuckles, nunchaku (nun chucks), and ice picks are illegal.

If you see a gun or other weapon on University property, please alert UCPD immediately at (951) 827-5222 with a description of the location of the weapon and/or the individual carrying it. If you believe that the weapon is being or is about to be used, dial 911 from a land-line, and from a cell phone, dial (951) 827-5222.

Zero Tolerance for Violence

UCR's Policy "[Violence Prevention in the UCR Community – Zero Tolerance for Violent Behavior](#)" applies to all faculty, student and staff appointees as well as vendors and other members of the UCR community. The policy defines and prohibits Violent Behavior including threats, physical violence, sexual violence, and intimidation and disruptive behavior. The policy extends to all UCR buildings, facilities, rooms, spaces (indoor or outdoor), and all locations where UCR business is conducted.

The Policy requires reporting of Violent Behavior for investigation. The Policy is implemented through training, specifically the courses "Prevention of Violence in the Workplace" and "UC System-wide Training: Violence against Women (VAWA) Act".

These and other trainings are described in section "Campus Security, Crime Prevention, and Safety Awareness Programs" and "UC Riverside's Response to Domestic Violence, Dating Violence, Sexual Assault and Stalking."

Annual Disclosure of Crime Statistics

This section of the report discloses crime statistics for UCR's Clery Act geography for the past three years. The crimes for which data is collected and published in this report are referred to as "Clery Crimes."

Clery Crime Definitions

To better understand what the statistics represent, a definition of terms follows. Definitions were taken from the *Handbook for Campus Safety and Security Reporting* (Department of Education, 2016). Please note that these definitions are not identical to definitions used in California law or definitions used in UCR policies.

Criminal Offenses

- **Criminal Homicide**
 - **Murder and Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.
 - **Manslaughter by Negligence:** the killing of another person through gross negligence.
- **Sexual Assault (Sex Offenses)**-Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
 - *Rape*-the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
 - *Fondling*- the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - *Incest*- sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - *Statutory Rape*- sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** the unlawful entry of a structure to commit a felony or a theft. An incident must meet three conditions to be classified as a Burglary:
 - There must be evidence of unlawful entry (trespass). This means that the person did not have the right to be in the structure at the time the incident occurred.
 - The unlawful entry must occur within a *structure*, which is defined as having four walls, a roof, and a door.
 - The structure was unlawfully entered to commit a felony or a theft.
- **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.

- **Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes

A *hate crime* is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. *Bias* is a preformed negative opinion or attitude toward a group of persons based on their race, gender/gender identity, religion, disability, sexual orientation or ethnicity/national origin.

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate crimes include all the Clery Act crimes defined in the previous section, if there is evidence that a victim was chosen based on a category of bias. The following additional crimes are also hate crimes, again if there is evidence that a victim was chosen based on a perpetrator's bias:

- **Larceny-Theft:** the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the Uniform Crime Reporting)
 - *Constructive possession* is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- **Simple Assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury

involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Violence against Women Act (VAWA) Crimes

- **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to:
 - Sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence:** a felony or misdemeanor crime of violence committed by
 - A current or former spouse or intimate partner of the victim;
 - A person with whom the victim shares a child in common;
 - A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress.

For the purpose of this definition, *course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Clery Act Geography

The Clery Act requires colleges and universities to disclose the aforementioned crime statistics based on specific geographic parameters. Statistics must be disclosed for the following areas (Department of Education, 2016):

- **On-campus** 34 CFR 668.46(a):
 - 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 educational purposes, including residence halls; and
 - Any building or property that is within or reasonably contiguous to paragraph (1) 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).
- **On-campus Student Housing** 34 CFR 668.41(a):
 - Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
- **Public Property** 34 CFR 668.46(a):
 - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- **Non-campus** 34 CFR 668.46(a):
 - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 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 geographic area of the institution.

For specific information regarding UC Riverside Clery Geographic Areas, please contact the Clery Act Compliance Coordinator.

Crime Statistics-UCR Main Campus

<u>CRIMINAL OFFENSES</u>	YEAR	ON-CAMPUS (non-residential)	RESIDENCE HALL	NON-CAMPUS	PUBLIC PROPERTY
<i>Murder and Non-negligent Manslaughter</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Manslaughter by Negligence</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Rape</i>	2018	3	7	0	0
	2017	1	9	0	0
	2016	0	7	0	0
<i>Fondling</i>	2018	5	4	0	2
	2017	3	5	0	1
	2016	3	4	0	0
<i>Incest</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Statutory Rape</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Robbery</i>	2018	0	1	1	2
	2017	6	0	0	1
	2016	6	0	1	1
<i>Aggravated Assault</i>	2018	5	2	2	0
	2017	0	1	0	0
	2016	0	1	0	0
<i>Burglary</i>	2018	9	9	2	0
	2017	12	23	2	0
	2016	10	19	1	0
<i>Motor Vehicle Theft</i>	2018	21	0	1	0
	2017	8	0	2	0
	2016	19	0	1	0
<i>Arson</i>	2018	0	0	0	0
	2017	0	2	0	0
	2016	0	1	0	0
<i>Unfounded Crimes</i>	2018	2			
	2017	1			
	2016	3			

<u>VAWA OFFENSES</u>	YEAR	ON-CAMPUS (non-residential)	RESIDENCE HALL	NON-CAMPUS	PUBLIC PROPERTY
<i>Domestic Violence</i>	2018	0	1	1	0
	2017	0	2	0	0
	2016	2	5	0	0
<i>Dating Violence</i>	2018	5	11	0	0
	2017	0	7	0	0
	2016	0	3	0	0
<i>Stalking</i>	2018	5	0	0	0
	2017	2	4	0	0
	2016	2	4	0	0

	YEAR	ON-CAMPUS (non-residential)	RESIDENCE HALL	NON-CAMPUS	PUBLIC PROPERTY
	<u>Arrests</u>				
<i>Liquor Law Violations</i>	2018	0	0	1	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Drug Law Violations</i>	2018	9	12	0	7
	2017	18	19	1	18
	2016	23	6	0	16
<i>Weapons Law Violations</i>	2018	4	2	1	0
	2017	2	0	0	1
	2016	0	0	0	0
	<u>Disciplinary Referrals</u>				
<i>Liquor Law Violations</i>	2018	0	45	0	0
	2017	1	59	0	0
	2016	0	10	0	0
<i>Drug Law Violations</i>	2018	1	65	0	0
	2017*	1	23	0	0
	2016	0	1	0	0
<i>Weapons Law Violations</i>	2018	0	3	0	0
	2017	0	3	0	0
	2016	0	3	0	0

**Previous statistics were amended and updated to include 2017 incidents reported in 2018*

Hate Crime Reporting

- In 2018, 1 on-campus vandalism incident characterized by gender-based bias.
- In 2017, 1 on-campus intimidation incident characterized by race-based bias.
- In 2017, 1 public property simple assault incident characterized by race-based bias.
- In 2016, 1 on-campus larceny-theft incident characterized by religion-based bias

Crime Statistics-UCR Palm Desert Center

<u>CRIMINAL OFFENSES</u>	YEAR*	ON-CAMPUS (non-residential)	PUBLIC PROPERTY
<i>Murder & Non-negligent</i>	2018	0	0
<i>Manslaughter</i>	2017	0	0
<i>Manslaughter</i>	2018	0	0
<i>by Negligence</i>	2017	0	0
<i>Rape</i>	2018	0	0
	2017	0	0
<i>Fondling</i>	2018	0	0
	2017	0	0
<i>Incest</i>	2018	0	0
	2017	0	0
<i>Statutory Rape</i>	2018	0	0
	2017	0	0
<i>Robbery</i>	2018	0	0
	2017	0	1
<i>Aggravated Assault</i>	2018	0	0
	2017	0	0
<i>Burglary</i>	2018	0	0
	2017	0	0
<i>Motor Vehicle Theft</i>	2018	0	0
	2017	0	0
<i>Arson</i>	2018	0	0
	2017	0	0
<i>Unfounded Crimes</i>	2018	0	
	2017	0	

<u>VAWA OFFENSES</u>	YEAR*	ON-CAMPUS (non-residential)	PUBLIC PROPERTY
<i>Domestic Violence</i>	2018	0	0
	2017	0	0
<i>Dating Violence</i>	2018	0	0
	2017	0	0
<i>Stalking</i>	2018	0	0
	2017	0	0

	YEAR*	ON-CAMPUS (non-residential)	PUBLIC PROPERTY
<u>Arrests</u>			
<i>Liquor Law Violations</i>	2018	0	0
	2017	0	0
<i>Drug Law Violations</i>	2018	0	0
	2017	0	0
<i>Weapons Law Violations</i>	2018	0	0
	2017	0	0
<u>Disciplinary Referrals</u>			
<i>Liquor Law Violations</i>	2018	0	0
	2017	0	0
<i>Drug Law Violations</i>	2018	0	0
	2017	0	0
<i>Weapons Law Violations</i>	2018	0	0
	2017	0	0

Hate Crime Reporting

- 0 incidents were reported during the 2018 calendar year.
- 0 incidents were reported during the 2017 calendar year.

**Prior to 2017 crime statistics for the UCR Palm Desert Center were included with the UCR main campus. Starting with the 2018 Annual Security and Fire Safety Report, UCR Palm Desert Center is listed as a separate campus.*

UC Riverside Annual Fire Safety Report

The *Higher Education Opportunity Act*, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an Annual Fire Safety Report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this Act for the University of California, Riverside.

The UCR Fire Prevention program is intended to ensure responsible and consistent protection for persons and property in, on, and exposed to UCR administered properties in conformance with California statutes, regulations and University policy. The program addresses emergency incident response, fire, panic, explosion, and disaster preparedness.

Fire Prevention utilizes adherence to established safety procedures and controls to limit the potential for emergencies. Fire protection incorporates features and procedures to limit the effects of fires and explosions. Fire safety is a primary responsibility of all faculty, staff, and students. When a fire does occur, each individual should be capable of effectively responding to a fire emergency.

Established fire safety standards and procedures shall be adopted by the University and include construction, fire investigation, exiting, occupant loads, fire drills, flammable and combustible materials, and special events. For more details, refer to the [Fire Prevention and Life Safety Policy](#).

Note: *The UC Riverside Palm Desert Center does not have its own student housing facilities and is therefore not required to disclose fire statistics under Clery.*

Fire Safety Definitions

Definitions were taken from the *Handbook for Campus Safety and Security Reporting* (Department of Education, 2016). Please note that these definitions are not identical to definitions used in California law or definitions used in UCR policies.

- **Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.
- **Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire.
 - The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
- **Fire-related death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.
- **Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This system may include sprinkler systems or other

fire extinguishing systems, fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

- **On-Campus Student Housing:** A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.
 - **UC Fire Marshal’s Definition:** The HEOA applies to all residential facilities owned or controlled by an institution within the same reasonably contiguous geographic area including privately operated residential housing, provided the building is owned by the University or on the main campus. If the residential housing facility is privately operated, not owned by the University and not located on the main campus then the facility is not included in this report. If the residential housing facility is privately operated, not owned by the University but located on the land owned by the Regents of the University of California, then the facility is included.
- **Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water and overhaul; however, it does not include direct loss, such as business interruption.

Reporting a Fire

All active fires are to be reported to UCPD using 911 for emergencies, (951) 827-5222 for non-emergencies. UCPD dispatchers are available 24/7 to accept any calls regarding fires on campus. Additional notifications may be made during business hours to the Campus Fire Marshal at (951) 827-6309 or in-person by visiting the Fire Prevention Office in the Environmental Health and Safety building at 395 W. Linden Street. Residents are reminded to report any past smoke or fire condition to appropriate Residential Life and Housing staff for documentation and investigation.

While students and employees may report fires to any designated Campus Security Authority, the table below contains contact information for University organizations/officials to whom it is preferred for fires to be reported.

Office	Campus Address	Phone Number	Website
UC Riverside Police Department	3500 Canyon Crest Drive	(951) 827-5222 Emergency: 911	police.ucr.edu
Fire Prevention Mon.-Fri.; 8:00 AM-5:00 PM	395 W. Linden Street	(951) 827-5528	ehs.ucr.edu/fire/
Residential Life & Housing Services	Resident Services Offices; 3595 Canyon Crest Drive	Various; (951) 827-6350	housing.ucr.edu
Palm Desert Center	HR & Administration 75080 Frank Sinatra Drive, Palm Desert, CA 92211	(760) 834-0592	palmdesert.ucr.edu

Notification to the California State Fire Marshal

The California Health and Safety Code Section 13107 requires that all fires or explosions in or on state-owned, state-occupied facilities and properties be investigated by the State Fire Marshal (SFM). Upon confirmation of a fire or explosion, UCR Fire Prevention will be responsible for notifying the SFM immediately.

Fire Log

UCPD maintains a daily crime log and a fire log that contains specified information about any and all crimes or fires (must have an actual flame to appear on this daily fire log) that occur within the patrol jurisdiction of, and are reported to, the UCPD. There is also a daily log provided by the Riverside Police Department of crimes that occurred within the UNET boundary. The daily crime log and fire log can be viewed at UCPD (3500 Canyon Crest Drive, Riverside, CA, 92521). Certain information may be withheld from the crime log under specified circumstances, primarily information that would jeopardize the success of an investigation or the safety of a person involved in the investigation. UCPD makes the crime log and the fire log for the most recent 60-day period open to public inspection during normal business hours, while crime logs and fire logs containing material more than 60 days old are retained for seven years for public inspection upon two days' notice.

The Campus Fire Marshal maintains a fire log with information from the UCPD Records Office, as well as all fire alarms and incident and response data based on the previously mentioned definitions. The Daily Fire Logs contain the following information:

- Date and Time the fire was reported
- Nature of the Fire
- General Location of the Fire

The Campus Fire Marshal fire log may be accessed Monday through Friday during business hours at the Environmental Health and Safety building (395 W. Linden St.), or by emailing Xavier Martinez, Deputy Fire Marshal, at xavier.martinez@ucr.edu.

Fire Drills and Evacuation Exercises

Unannounced evacuation (fire) drills are conducted, as required by the California Fire Code, by the Campus Fire Marshal, Fire Prevention, and Residential Life staff for all on-campus student housing facilities. Additional evacuation drills are also conducted each year for federally funded campus facilities.

During these exercises, participants are trained on the locations of emergency exits, general evacuation paths for their building, and their Emergency Assembly Areas. For longer-term evacuations, additional designated evacuation areas may be identified based on time of day, location of the building being evacuated, the availability of various locations on campus, and other factors such as the location and nature of the threat. When a building is evacuated, UC Riverside police officers and building staff on the scene will communicate information regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants, students, faculty, and staff for an organized evacuation in the case of a fire or other emergency. In addition to educating the occupants of each building about the evacuation procedures during the drill, the process also provides UC Riverside

an opportunity to test the operation of fire alarm systems. Evacuation procedures are maintained online at <https://emergency.ucr.edu/emergency-procedures#evacuation>, and shared through training courses with the campus community. These procedures were created with the goal of answering the question of what to do. Additionally, training courses describe the evacuation procedures, Emergency Assembly Areas, and actions to take after a significant emergency or dangerous situation.

Residential Student Conduct Policies, 1.09 Evacuation

All residents and guests are required to leave the building in a reasonable and timely manner whenever the fire alarm activates or when directed to do so by UCR staff or emergency personnel. Residents are expected to report to the designated assembly area and await further instruction and/or information. Residents are not permitted to re-enter an evacuated building until authorized by UCR staff or emergency personnel.

Fire or Smoke Emergency Procedures

Immediate Actions:

- Alert others nearby of the condition
- Activate the building fire alarm
- Call 2-5222, or 911 to report any fire or smoke condition, if it is safe and possible to do so
- Quickly leave the building when the fire alarm sounds or evacuation is initiated by emergency personnel
- If working with high heat, open flame or a hazardous experiment or procedure, complete safety shutdown procedures if it is safe to do so, and then evacuate the building
- Quickly take personal items or other important materials with you if it is safe to do so. You may not be returning for some time
- Close doors as you leave
- Stay to the right of hallways and stairs; do not use elevators
- Assist people with disabilities if needed
- Avoid any smoke-filled area if possible; if you are in a smoke-filled area, stay low to the floor and crawl under the smoke to an exit
- If your clothing catches fire: Stop, Drop, and Roll to extinguish flames
- Follow evacuation routes directly to building's [Emergency Assembly Area](#) (EAA)
- Notify [emergency staff](#) at the Emergency Assembly Area that you have evacuated safely

If mobility impaired:

- Locate and proceed to an area of safe refuge such as an enclosed stairwell
- Request others evacuating to notify emergency responders of your location
- Wait for emergency responders to arrive

Additional Information / Follow-up Activities

- Remain in the Emergency Assembly Area until directed otherwise
- Never try to re-enter a building until cleared to do so by UCR officials or emergency responders

Evacuation Procedures

Immediate Actions:

- Quickly leave the building when the fire alarm sounds or evacuation is initiated by emergency personnel
- If working with high heat, open flame or a hazardous experiment or procedure, complete safety shutdown procedures if it is safe to do so, and then evacuate the building quickly
- Take personal items or other important materials with you if it is safe to do so. You may not be returning for some time
- Close doors as you leave
- Stay to the right of hallways and stairs; do not use elevators
- Assist the mobility impaired if they request help
- Avoid any smoke-filled area if possible; if you are in a smoke-filled area, stay low to the floor and crawl under the smoke to an exit
- Follow evacuation routes directly to building's [Emergency Assembly Area \(EAA\)](#)
- Notify [emergency staff](#) at the Emergency Assembly Area that you have evacuated safely

If mobility impaired:

- Locate and proceed to an area of safe refuge, such as an enclosed stairwell
- Request others evacuating to notify emergency responders of your location
- Wait for emergency responders to arrive

Additional Information/Follow-up Activities:

- Remain in the Emergency Assembly Area until directed otherwise
- Never try to re-enter a building until cleared to do so by UCR officials or emergency responders

Policies on Portable Electrical Appliances, Flammable Materials, and Smoking

Residential Student Conduct Policies, 2.15 Fire Hazards/Flammables

- **2.15.1 Appliances:** Open element appliances such as, but not limited to, hot plates, indoor grills, immersion heating coils, toasters, toaster ovens, soldering irons, and heat guns are prohibited in Campus Apartment bedrooms and all Residence Hall spaces with the exception of kitchens and specific kitchenless suite apartments in Bannockburn Village (i.e. Loft Suites, Scot Suites). Space heaters are prohibited within all residential units unless they are UL-approved and have an automatic shutoff when tipped over. Torchiere halogen lights are not permitted in UCR Housing facilities. Connecting multiple extension cords together or overloading existing circuits is prohibited.
- **2.15.2 Flammable Materials:** Possession, storage, or use of flammable substances including gasoline, propane, butane, kerosene, food warming fuels, candles (except with clipped or removed wicks), combustible chemicals, or any item designed to utilize an open flame or where designed use requires burning is prohibited within UCR Housing facilities or on their adjacent properties. Residents in Campus Apartments may appropriately, dependent on the facility, store

materials related to using barbecue facilities. For questions, concerns, or clarification, please see a UCR Residential Life staff member.

- **2.15.3 Holiday /Hazardous Decorations:** “Live cut” trees (such as Christmas Trees) or other combustible decorations are prohibited in the residential facilities. Any decorations (including miniature lights) in the residential communities must be made of fireproof materials and be UL (Underwriters Laboratory) list approved for the intended use.

[Smoke/Tobacco-Free Environment Policy Statement](#)

On January 2, 2014, UC Riverside became a smoke-/tobacco-free campus, prohibiting smoking and the use of any tobacco product on all University Controlled Properties. Smoking and the use of smokeless tobacco products or electronic smoking devices (e.g., e-cigarette), as well as the use of any nicotine product not regulated by the FDA for treating nicotine or tobacco dependence is strictly prohibited at all University Controlled Properties. This prohibition extends to the use of any form of cannabis/marijuana or other plant-based product.

This smoke-/tobacco-free policy and associated procedures apply to all University Controlled Properties. In addition, the sale and advertising of tobacco and tobacco-related products are prohibited at all University Controlled Properties. The use, possession, and sale of cannabis/marijuana in any form on any University Controlled Properties or at any University-sponsored event is prohibited.

Violations of this policy by students, faculty and staff may result in university disciplinary action. Campus visitors will be asked to comply with the policy or leave campus.

A smoke/tobacco-free environment is an essential element to creating and maintaining a culture of health and safety at the university. We ask that you not smoke or use any tobacco products on campus.

To review the *Smoke/Tobacco-Free Policy*, please visit the [UCR Policies & Procedures website](#).

[Residential Student Conduct Policies, 1.23 Smoking, Nicotine, and Tobacco-Free Environment](#)

The University prohibits smoking and the use of tobacco products in all interior, exterior, and parking areas of University-controlled properties. As such, smoking, the use of smokeless tobacco products (such as dip and chew), vaping, and the use of unregulated nicotine products (such as electronic cigarettes) are strictly prohibited. Additionally, Hookahs, bongs, glass pipes and similar smoking devices are not permitted within UCR Housing facilities or on their adjacent properties regardless of intended use.

More information about residential student conduct policies may be found in the [Housing Residential Student Conduct Policies](#) handbook.

[Fire Safety Education and Training Programs](#)

The Office of Fire Prevention works closely with other UCR departments to facilitate fire safety education and training programs to the University community. On an annual basis, Fire Prevention works closely with Environmental Health and Safety to provide training to Residential Life and Housing employees (student and professional staff). This includes education and training in Fire & Life Safety, electrical safety, fire extinguishers, emergency response and evacuations, and a smoking corridor exercise. For more information about this training program, please see the “Campus Security, Crime Prevention, and Safety Awareness Programs” section of the UCR Annual Security Report.

At a minimum, All UCR employees are will be trained in fire safety, evacuation, and emergency procedures. For more information about this requirement, see [Campus Policy 425-24: Environmental Health & Safety-Office Responsibilities and Services](#). Additionally, fire and life safety components are included in the Safety Orientation course that is required of all faculty, staff, and students:

- **Safety Orientation:** Overview of safety fundamentals, injury & illness prevention, and emergencies for all faculty, staff, and students (fulfills the Online Safety Orientation). Topics Covered:
 - Hazard Identification
 - Control Measures
 - Risk Management
 - Injury & Illness Prevention Plan (IIPP)
 - Safety Resources
 - Hazard Report
 - Accidents & Injuries
 - Emergency Procedures
 - Fire & Life Safety
 - Earthquake Safety

Fire Prevention also offers fire extinguisher training to the University community. This training is offered to both students and employees and covers the following:

- **Fire Extinguishers (Online Training):** Introduction to use of a portable fire extinguisher. Topics Covered:
 - Common Types of Fires
 - Visual Inspection
 - Escape Route
 - Open-Palm/Right Hand Technique
 - PASS (Pull, Aim, Squeeze, and Sweep) Technique
- **Fire Extinguishers (In-Person Training):** Fire extinguisher use training is strongly recommended for all campus personnel before use of a fire extinguisher in an emergency. Course length is approximately one hour. Topics Covered:
 - Extinguisher Types
 - Common Types of Fires
 - PASS (Pull, Aim, Squeeze, and Sweep) Technique
 - Hands-on Extinguisher Use (includes live fire)

Lastly, Alarm Response training is available through the [UC Learning Center](#). This training is offered to both students and employees and covers the following:

- **Alarm Response Training Module:** Overview of how to respond to a modified positive alarm sequence. Topics Covered:
 - Responding to fire sprinklers, heat sensors, manual pull stations, and smoke detectors
 - Responding to supervisory alarms involving AEDs and fire sprinkler valves

On-Campus Student Housing Facilities-Fire Safety Systems

It is the policy of the University to maintain a safe and healthful environment as is reasonably feasible for its students, faculty, staff, and visitors and to protect campus properties and assets. UCR shall comply with existing and future State regulations, to minimize impairments or interruptions to fire protection systems. When impairments to any fire protection equipment are required they shall be conducted in accordance with the procedures of this policy. More information about Fire Prevention Systems, see Campus Policy Number: 425-30: [Fire Prevention Systems-Impairment in Campus Facilities](#).

Facility	Fire Alarm Monitoring Done On-Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Manual Pull Stations	# of Fire Drills per Calendar Year
Aberdeen-Inverness	X		X	X	X	X	2
Bannockburn Village	X			X	X	X	2
Falkirk	X			X	X	X	2
Glen Mor	X		X	X	X	X	2
International Village	X		X	X	X	X	2
Lothian	X		X	X	X	X	2
Oban Family Housing	X			X	X	X	2
Pentland Hills	X		X	X	X	X	2
The Plaza	X			X	X	X	2
Stonehaven	X		X	X	X	X	2

Future Fire Safety Improvements

UC Riverside maintains a list of the buildings that are scheduled to receive system improvements.

Building Name	Description of Upgrades	Building Type	Status
Falkirk	Fire Alarm Upgrade	Apartment	Awaiting Funding
Aberdeen Inverness	Evacuation Signage	Residence Hall	Pending
Lothian	Evacuation Signage	Residence Hall	Pending

Annual Disclosure of Fire Statistics

On-Campus Student Housing Fire Statistics 2018

Facility	Total Fires in Each Building	Fire #	Cause of Fire	# of Inquiries that Required Treatment at a Medical Facility	# of Deaths Related to Fire	Value of Property Damage Caused by Fire
Aberdeen-Inverness	0	N/A	N/A	N/A	N/A	N/A
Bannockburn Village	0	N/A	N/A	N/A	N/A	N/A
Falkirk	0	N/A	N/A	N/A	N/A	N/A
Glen Mor	0	N/A	N/A	N/A	N/A	N/A
International Village	0	N/A	N/A	N/A	N/A	N/A
Lothian	0	N/A	N/A	N/A	N/A	N/A
Oban Family Housing	0	N/A	N/A	N/A	N/A	N/A
Pentland Hills	0	N/A	N/A	N/A	N/A	N/A
The Plaza	0	N/A	N/A	N/A	N/A	N/A
Stonehaven	1	1	Undetermined Fire	0	0	\$0-99

On-Campus Student Housing Fire Statistics 2017

Facility	Total Fires in Each Building	Fire #	Cause of Fire	# of Inquiries that Required Treatment at a Medical Facility	# of Deaths Related to Fire	Value of Property Damage Caused by Fire
Aberdeen-Inverness	2	1	Unattended Food	0	0	\$100-999
		2	Trash Fire	0	0	\$0-99
Bannockburn Village	1	1	Vegetation Fire	0	0	\$0-99
Canyon Crest Family Housing*	0	N/A	N/A	N/A	N/A	N/A
Falkirk	1	1	Dumpster Fire	0	0	\$100-999
Glen Mor	0	N/A	N/A	N/A	N/A	N/A
International Village	0	N/A	N/A	N/A	N/A	N/A
Lothian	0	N/A	N/A	0	0	N/A
Oban Family Housing	0	N/A	N/A	0	0	N/A
Pentland Hills	0	N/A	N/A	0	0	N/A
The Plaza	0	N/A	N/A	0	0	N/A
Stonehaven	0	N/A	N/A	0	0	N/A

*Canyon Crest Family Housing was taken offline and no longer used as a housing facility as of October 2017.

On-Campus Student Housing Fire Statistics 2016

Facility	Total Fires in Each Building	Fire #	Cause of Fire	# of Inquiries that Required Treatment at a Medical Facility	# of Deaths Related to Fire	Value of Property Damage Caused by Fire
Aberdeen-Inverness	0	N/A	N/A	N/A	N/A	N/A
Bannockburn Village	0	N/A	N/A	N/A	N/A	N/A
Canyon Crest Family Housing	0	N/A	N/A	N/A	N/A	N/A
Falkirk	0	N/A	N/A	N/A	N/A	N/A
Glen Mor	1	1	Electrical	0	0	\$0-99
International Village	1	1	Undetermined	0	0	\$0-99
Lothian	0	N/A	N/A	N/A	N/A	N/A
Oban Family Housing	2	1	Electrical	0	0	\$250,000-499,999
		2	Electrical	0	0	\$1,000-9,999
Pentland Hills	0	N/A	N/A	0	0	N/A
The Plaza	0	N/A	N/A	0	0	N/A
Stonehaven	0	N/A	N/A	0	0	N/A