

**SAN JOSÉ STATE UNIVERSITY** *powering Silicon Valley*

**ANNUAL SECURITY AND  
FIRE SAFETY REPORT**  
2010—2012 CRIME STATISTICS

San José State University  
Police Department





## Table of Contents

|  |    |
|--|----|
| <b>Welcome Message from the Chief of Police</b> .....            | 5  |
| <b>Annual Security and Fire Safety Report</b> .....              | 6  |
| <b>Uniform Campus Crime Reporting</b> .....                      | 7  |
| Clery Act  |    |
| <b>Enforcement Authority</b> .....                               | 8  |
| Memorandum of Understanding                                      |    |
| Monitoring Off Campus Crime                                      |    |
| <b>San Jose State University Jurisdiction</b> .....              | 9  |
| Off Campus Locations   |    |
| <b>Reporting a Crime or Emergency</b> .....                      | 10 |
| <b>Non Emergency/Anonymous Crime Reporting</b> .....             | 11 |
| Tip Now  |    |
| <b>Timely Warnings</b> .....                                     | 12 |
| Emergency Notifications  |    |
| <b>San Jose State University Emergency Operations Plan</b> ..... | 13 |
| <b>Emergency Preparedness</b> .....                              | 14 |
| <b>Emergency Evacuations</b> .....                               | 15 |
| Shelter in Place Procedures                                      |    |
| Lock-Down  |    |
| <b>University Housing Missing Person Policy</b> .....            | 16 |
| Reporting a Missing Student                                      |    |
| <b>Campus Grounds and Environment Safety</b> .....               | 17 |
| Access to Campus Facilities                                      |    |
| <b>Alcohol and Drug Abuse Prevention Committee</b> .....         | 18 |
| University Drug and Alcohol Use Policy                           |    |
| <b>University Workplace Violence</b> .....                       | 19 |
| Title IX   |    |
| <b>Crisis Assessment and Intervention Team (CAIT)</b> .....      | 20 |
| <b>New Student and Employee Orientation</b> .....                | 21 |
| <b>Sex Offender Registration</b> .....                           | 22 |
| <b>Reporting Sexual Assault On or Off Campus</b> .....           | 23 |
| Sexual Assault Prevention Trainings                              |    |
| <b>What to do if You are Sexually Assaulted</b> .....            | 24 |

## Table of Contents

|  |       |
|--|-------|
| <b>Victim and Witness Assistance</b> .....                                   | 25    |
| <b>University Police Programs</b> .....                                      | 26-28 |
| Rape Aggression Defense Training   |       |
| Cadet Program  |       |
| Active Shooter/Violent Intruder 27-28  |       |
| Guidelines for Faculty, Staff, and Students                                  |       |
| <b>University Police Services</b> .....                                      | 29    |
| Evening Guide  |       |
| Spartan Evening Shuttle  |       |
| <b>Campus Safety</b> .....   | 30    |
| Electrical Motorcycles   |       |
| <b>Crime Prevention Tips for Personal Safety</b> .....                       | 31    |
| <b>Theft Prevention Tips for Residence Halls</b> .....                       | 32    |
| <b>Fire Safety System for On Campus Student Housing Facilities</b> .....     | 33    |
| <b>Number of Fire Drills/False Alarms</b> .....                              | 34    |
| <b>University Policies/Rules for Fire Safety in Housing Facilities</b> ..... | 35-36 |
| Electrical Equipment   |       |
| Fire Safety  |       |
| <b>If you Smell or See Fire</b> .....  | 37    |
| <b>Housing Evacuation Procedures</b> .....                                   | 38    |
| If Trapped in a Building   |       |
| <b>Education and Training Programs for Fire Safety</b> .....                 | 39    |
| <b>Earthquake Safety Procedures</b> .....                                    | 40-41 |
| <b>Smoking Policy</b> .....  | 41    |
| <b>University Housing Services Statistics 2010-2012</b> .....                | 42-44 |
| <b>Crime Statistics 2010-2012</b> .....                                      | 45-46 |
| <b>Specific Arrests Statics 2010-2012</b> .....                              | 47    |
| <b>Judicial Referral Statistics 2010-2012</b> .....                          | 48    |
| <b>Hate Crime Statistics 2012</b> .....                                      | 49    |
| Moss Landing Marine Lab Statistics 2010-2012                                 |       |
| <b>Map of Main Campus/ Map of Off Campus Facilities</b> .....                | 50-51 |

## Welcome Message from the Chief of Police



On behalf of the San José State University Police Department, I am pleased to present the 2012 Annual Security and Fire Safety Report which is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. It is one aspect of our overall mission to create a safe and vibrant environment for our campus community.

In addition to providing the mandated crime statistics, this report also strives to educate our community members in the various ways that they can collaborate in keeping themselves and our campus safe. While our department places great value in the partnerships it has formed with outside agencies at the local, state and federal levels, our most important partners are those of you who live, work and learn in our campus community.

I hope you will read this report carefully and use the information to assist us in keeping our community safe, because safety is a shared responsibility. If you would like additional information, I encourage you to access the University Police Department website at [www.sjsu.edu/police](http://www.sjsu.edu/police).

Thank you for your interest,

**Peter Decena**

Chief of Police  
San José State University  
Police Department

## Annual Security and Fire Safety Report

The San José State University Police Department's "Annual Security & Fire Safety Report" is provided in compliance with the Federal 1998 Jeanne Clery Disclosure Act and California Education Code section 67380. It is San José State University's Student Right to know report. It is prepared and published by the SJSU Police Department's Administrative Bureau. The criminal statistics detailed in this report are a compilation of data reported directly of the SJSU Police Department or obtained from Student Affairs, Human Resources, Housing, Judicial Affairs, Deans, the Athletic Director and Assistant Directors, coaches, Student Organization Advisors, the City of San José Police Department and the Monterey County Sheriff Department.

This report is printed and distributed annually to all SJSU departments. Additional copies are available by calling the University Police Records Unit at 408-924-2172. This report can also be viewed on the UPD website at [www.sjsu.edu/police](http://www.sjsu.edu/police).

Weekly crime blotters are published on the UPD website to keep the campus community informed about current events and reported crimes. A daily crime log is also maintained in the UPD Communications Center and is available for review by the general public at any time, upon request.

UPD utilizes the Critical Reach Alert System to send public safety bulletins to all SJSU departments that are equipped with a facsimile machine, as well as to other individuals upon request. For more information, contact the Administrative Bureau Commander at 408-924-2222.

Each October, UPD emails all students and employees, notifying them of the UPD Annual Security & Fire Safety Report and how to obtain a copy. In addition, a notification is published in the Spartan Daily campus newspaper at the beginning of each spring semester, and references to this report are included in printed class schedules. Further, the SJSU Human Resources office publishes this information on job announcements, employee paycheck stubs and in materials for new-hire orientations.



## Uniform Campus Crime Reporting

As a recognized California State Law Enforcement Agency, the San José State University Police Department is required to provide the Department of Justice with a monthly report containing the number and type of criminal offenses committed within the jurisdiction of the University Police Department (UPD), as well as citations issued, *law enforcement officers killed and assaulted, hate crimes*, and arrests made. This information is forwarded to the Federal Bureau of Investigation for inclusion of three annual publications: *Crime in the United States, Hate Crime Statistics, and Law Enforcement Officers Killed and Assaulted*.

Weekly crime blotters are published on the UPD website to keep the campus community informed about current events and reported crimes. Also, a daily crime log is available for review by the general public upon request at the UPD building 24 hours, 7 days a week. In addition, a weekly crime blotter and Community Alert Bulletins are posted on the UPD website.

A complete breakdown of these statistics and statistics of criminal activity for other California State Universities can be found on the website of the Department of Education, Office of Postsecondary Education at <http://ope.ed.gov/security>.

### Clery Act

The Clery Act requires that all universities that participate in the federal financial aid programs retain and disclose all crimes that occur within their campus and surrounding grounds (The university to provide additional information to the community). The following crimes must be reported:

- Murder/Non-negligent man slaughter
- Sex offenses forcible & non forcible
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, the university must report arrests or disciplinary referrals for liquor, drug and weapons offenses and hate crimes by classification.

**Hate Crime-A *hate crime*** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Incidents of hate violence should be reported to the University Police Department (408-924-2222)

The Clery Act requires any SJSU campus official having knowledge of criminal acts as defined by the Act to report that information to the University Police Department for inclusion in the Annual Security and Fire Safety Report.

## Enforcement Authority

California State University Police officers are "Peace Officers" as defined by the California Penal Code, section 830.2(c). Officers meet all the requirements set forth by the Commission on Peace Officer Standards and Training (P.O.S.T.), which sets the standards for all California law enforcement officers. In addition, California State University Police Officers undergo training specially designed to meet the needs of the campus community.

## Memorandum of Understanding between the City of San José and San José State University - Operational Responsibility for On-Campus Law Enforcement

The San José State University campus is under the primary jurisdiction of the California State University Police Department as described in section 89560 of the California Education Code and section 830.2 (c) of the California Penal Code. UPD is responsible for processing, investigating and prosecuting all crimes committed on SJSU property and grounds owned, operated, controlled or administered by the California State University. By this agreement, UPD may call upon the San José Police Department to assist in the handling of major crimes, including but not limited to Part 1 violent crimes as defined in California Education Code Section 67381 (the Kristin Smart Campus Safety Act of 1998), Section 1. The MOU can be viewed at [sjsu.edu/police](http://sjsu.edu/police), under policies/forms.



## Monitoring of Off-Campus Crime

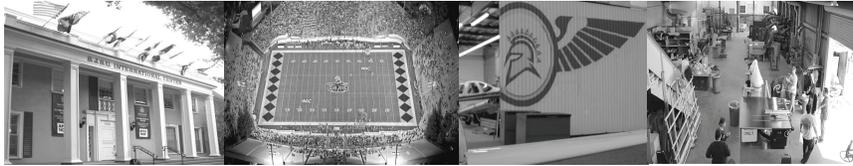
SJSU requires all University participants in recognized off campus course and program events to submit signed waivers to the SJSU Academic Affairs Division . These waivers provide UPD with emergency contact information.

Other than the above events recognized by the SJSU Academic Affairs Division, UPD does not regularly monitor student activity off-campus.

Public properties immediately adjacent to campus are under the jurisdiction of the San José Police Department. The Santa Clara County Sheriff's Office has jurisdiction of the Valley Transportation Authority properties, buses and light rail trains. UPD works closely with both agencies to receive information about incidents that may affect the university community and properties.

## San Jose State University Police Department Jurisdiction

- University main campus.
- University President's residence
- South campus athletics facilities (Spartan Stadium)
- Recognized sorority and fraternity houses surrounding the campus
- Studies in American Language facility (384 South 2nd Street)
- SJSU Art Metal Foundry (1036 South 5th Street)
- International House (360 South 11th Street)
- Spartan Shops warehouse (1125 North 7th Street)
- Spartan Shops apartments (355 East Reed Street)
- Child Development Center (430 South 8th Street)
- \* **UPD monitors all activity within these areas of operation . UPD also handles reports and crime statistics from these locations. However, on occasion San José Police Department will also monitor and respond to calls within SJSU PD jurisdiction.**



### Off Campus Locations

The following locations remain under the jurisdiction of the San José Police Department because of their distance from the San José State University campus:

- Aviation Department- 2105 Swift Avenue
- University Foundation- 210 North 4th Street
- Global Studies Institute- 210 North 4th Street
- Spartan Shops Houses 380, 382, 386, 390, 394 North 4th Street

In the event of any reported criminal activity involving a recognized off-campus university event, UPD will make every reasonable effort to obtain reports and information from the responding law enforcement jurisdiction. If no report was made, UPD will make an informational report and contact the law enforcement agency in whose primary jurisdiction the event occurred. San José State University Police Department provides crime prevention services for all these areas outside their jurisdiction.

- \* The Moss Landing Marine Laboratories remain under the primary jurisdiction of the Monterey County Sheriff's Department..

## Reporting a Crime or Emergency

The San José State University Police Department works closely with other local, state and federal law enforcement agencies. When reporting criminal activity on or off the SJSU campus, any member of the SJSU community may contact and seek assistance from any campus official with significant responsibility for student and campus activities. UPD will investigate the incident or, if appropriate, refer the victim to another agency for assistance. University Police will continue to assist, as needed, for as long as appropriate. This assistance may include notification, transportation, contacting family or friends, or assistance in changing of on-campus living arrangements.



Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the San José State University Police Department. **When dialing any of the emergency numbers provided be ready to:**

1. Give the location of the incident
2. Describe the incident
3. Help the dispatcher by providing additional information

### To report a crime or emergency on the San José State University campus dial:

- **9-1-1** from any campus phone (dialing **9-1-1** from your cell phone will connect you to San José Police Department who will forward the call to University Police Department upon request).
- **408-924-2222** to contact University Police Dispatch
- **Blue light phones**, located in various areas of San José State University, can be used and you will be connected to University Police Dispatch
- **Elevator phones** are also available for assistance, they will connect you to University Police.

### To report a crime or emergency occurring at an off campus San José State University facility (fraternity or sorority) call

- **9-1-1** (if dialed from a cell phone, the call will go to the San José Police Department who will then forward the call to University Police Department upon request).
- **408-924-2222** (University Police Dispatch)



## Non Emergency/Anonymous Crime Reporting

San José State University Police Department encourages community members to report all suspicious activities or to provide non-emergency information regarding criminal activity to the University Police by dialing **408-924-2222**

San José State University Police Department requests that all campus counselors encourage their clients, when appropriate, to report criminal violations on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

University Police will accept reports of criminal activity in confidence; particularly crimes of sexual violence, allowing the victim, if they wish, to report through a third party and/or remain anonymous.



## TipNow Anonymous Crime Reporting



UPD has partnered with Resilience, Incorporated to make the TipNow Anonymous Reporting System available to the community. It includes the following anonymous reporting options:

- **Confidential Tip Line:** Call 408-337-2919 and leave an anonymous voice-mail.
- **Text message:** Send a text message from your cell phone or mobile device to: [sjsu@tipnow.org](mailto:sjsu@tipnow.org) or 408-337-2919.
- **E-mail:** Send an e-mail to [sjsu@tipnow.org](mailto:sjsu@tipnow.org).
- **Online Confidential Report:** Visit our website at: [www.sjsu.edu/police](http://www.sjsu.edu/police) and complete the online form in the **Crime Reporting** section.

**In an emergency, life-threatening situation, or if a serious crime is in progress, always dial 9-1-1 or use a campus Blue Light phone.**

## Timely Warnings

San José State University Police Department disseminates information to the campus community about criminal activity on campus or in the area immediately contiguous to campus which in the judgment of the Chief of Police or designee represents a serious or continuing threat to students, staff and faculty. These warnings are issued through the Critical Reach Alert System. This system utilizes campus fax machines, emails and posted flyers, as appropriate. Community Alert Bulletins are also posted on the University Police Department website, [www.sjsu.edu/police](http://www.sjsu.edu/police).

## Emergency Notifications

### AlertSJSU - Emergency Mass Notification System

San José State University is committed to providing a safe environment for the campus community, which includes students, faculty, staff and guests. To support this goal, SJSU has created a campus emergency mass notification system known as AlertSJSU. The purpose of this system is to quickly disseminate information to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of the campus community.

The University Police Department is the main entity responsible for the initial activation of AlertSJSU. At Moss Landing, the Director, Facilities Manager, Administrative Analyst, IT Technician, and a Faculty Member have access to activate and utilize the system.

The Chief of SJSU Police Department or designee authorizes the use of the AlertSJSU system and approves the content of the message. It is the responsibility of the University Police Operations' Bureau Commander to initiate activation of the system.

AlertSJSU consists of indoor speaker phones, located in SJSU offices, classrooms, parking garages, the Martin Luther King Library, and a personal notification system which utilizes telephone voice, text, and email messages. Emergency information and instructions will be sent utilizing one or more of the components of the AlertSJSU system.

Additional information may be disseminated through any number of communication systems, used during an emergency. These systems include the university website, the university hotline 408-924-SJSU, KSJS 90.5 FM, and the university's Twitter and Facebook accounts.

### Examples of Emergency Notifications are:

"Shelter in Place"- refer to page 15

"Evacuate"- refer to page 27

"Lock Down"- Refer to page 28

AlertSJSU is an "opt out" program for students. All students are automatically enrolled in AlertSJSU utilizing contact information that was provided by the students on the [my.sjsu.edu](http://my.sjsu.edu) website. ***However we strongly urge you to review your contact information to ensure you have a text capable phone number entered.*** This can be done by logging into your "My SJSU" account and clicking on the AlertSJSU tab.

The information disseminated via AlertSJSU will describe the emergency and may caution you to avoid certain areas of the campus, let you know if classes are cancelled due to an emergency, or provide vital information on what actions you need to take if you are on campus during such a situation.



## San José State University Emergency Operations Plan Summary

San José State University has prepared an Emergency Operations Plan which provides a framework for an all hazards response. It is built on scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities on campus. It describes specific authorities and best practices for managing emergencies that range from catastrophic natural disasters to active shooter incidents.

The plan incorporates operating procedures from the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS) for handling major emergencies, such as fires, earthquakes, hazardous material incidents, terrorist threats and other disasters, which could disrupt normal campus operations. It establishes that First Responders, utilizing the Incident Command System, are responsible for managing and controlling field operations at an incident..

An integral part of the Emergency Operations Plan is the Emergency Operations Center (EOC). The EOC is a multi discipline coordination entity which supports field operations by providing needed resources and coordinating with federal, state, and local agencies, as well as with private sector and volunteer entities. It operates under the direction of the Vice President of Administration and Finance. When required to support operations during a major incident, the University Police Field Incident Commander may activate the Emergency Operations Center.

The San José State University Police Department will assume incident command of all events occurring in its jurisdiction and may establish a "Unified Command" structure in coordination with other agency response personnel.

San José State University has established the following mission priorities for its response to an emergency:

Priority I: Life Safety

Priority II: Incident Stabilization

Priority III: Property Conservation

Priority IV: Restoration of Essential University Services and Operations

As an emergency transitions from priority I through IV, the administrative control of the campus will return to normal operations. An after-action report will be completed within ninety (90) days of the incident detailing response activities, identifying areas of concern and success. It will serve as the foundation for an improvement plan to correct areas of concern.

## Emergency Preparedness

The University conducts emergency response tests and drills each year, such as campus evacuation drills, emergency notification tests, and tabletop exercises.

### Testing of Emergency Response/Evacuation Procedures

Test - Regularly scheduled drills, exercises, and appropriate follow up activities, designed for assessment and evaluation of emergency plans and capabilities.

During 2011 and 2012, the University conducted:

| Testing of Emergency Response/Evacuation | 2011 | 2012 |
|--|------|------|
| Evacuation Drills                        | 3    | 1    |
| Tabletop Exercise                        | 0    | 1    |
| Emergency Notification Test              | 0    | 0    |

The drills and exercise involved coordination between UPD and various departments on campus. An action plan was prepared identifying the emergency capability that was being tested and detailing procedures. In addition, an after action report was prepared detailing any deficiencies and corrective actions required. A formal briefing was conducted prior to the drill and a debriefing was conducted after completion.

Campus wide drills are typically announced via email to faculty and staff. The information provided includes the date, and expected response to an evacuation. This is also communicated to the Building Emergency Teams. Building specific drills, such as Housing, South Campus, and/or the Martin Luther King Library are unannounced, and the response is discussed in a debrief with staff.

Tabletop exercises are also conducted to evaluate the policies and procedures of the campus multi-hazard state of readiness. Tabletop exercises are designed as a discussion based simulated emergency. The exercise strives for resolving questions and enhances the coordination of multiple disciplines on campus. Upon completion of a tabletop exercise, an After Action Report is written and identifies the strengths, improvements needed, and details an improvement plan.

## Emergency Evacuations

The decision to implement evacuation procedures rests with the University Police Chief or the EOC Director, if the EOC is activated. In situations requiring immediate action, public safety responders (Police/Fire) can also order a local area evacuation. When evaluating a possible evacuation, university officials will consider the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, etc.), its context (time of day, etc.), and the recommendation of public safety officials.

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. When the decision has been made to evacuate, the campus response will likely be to evacuate in stages, beginning with areas in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation, as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.

During an evacuation, please ask persons with disabilities if they require assistance. Evacuation chairs are available in most buildings in or near stairwells to assist in the evacuation of mobility impaired persons. If unable to safely provide assistance, immediately notify emergency responders, police/fire, of the person's location.

In the event of a threat of imminent danger, do not wait for instruction to evacuate. Evacuate immediately, if a life threatening situation is present.

## Shelter in Place Procedures

**"Shelter-in-place"** means to take immediate shelter where you are. If an incident occurs and the buildings or areas around you become unsafe, or if the air outdoors becomes dangerous due to hazardous or toxic substances, it is usually safer to stay indoors. A shelter in place notification may be communicated through the AlertSJSU system, emergency responders or building emergency teams. If you are outdoors, take shelter in the closest building or as directed by emergency personnel.

## University Housing Missing Person Policy

Federal law requires that the University provide residents the opportunity to designate a person to be contacted in the event that the resident is determined by the police to be a missing person. Every resident will be notified of the Missing Student Notification procedure. Each resident will be required to submit or update their emergency contact information each year when applying or reapplying to University Housing. This information will be maintained confidential and will not be disclosed except in furtherance of a missing person investigation.

### Reporting a missing student:

#### University Housing

Any individual who believes that a student living in University Housing has been missing for 24 hours should contact University Housing Services (UHS) and/or the University Police Department (408-924-2222). The 24 hours are not a requirement and a missing student can be reported at anytime.

- If reported to UHS, University Housing Services staff will immediately conduct a preliminary assessment which includes the missing resident's key card access history and contact with other residents.

#### University Police Department

- If the missing person is not located after the UHS preliminary assessment, UHS will immediately contact the University Police Department.
- In accordance with all State and Federal laws, UPD will investigate all reports of missing students and will cooperate with other law enforcement agencies as necessary, to further the investigation.
- Designated emergency contact identified by student will be contacted.

For more information visit [www.housing.sjsu.edu](http://www.housing.sjsu.edu).



## Campus Grounds and Environment Safety

The University Police Department, Office of Facilities Development and Operations, Office of the President and Associated Students, Inc., work together to provide the safest possible environment at San José State University. Additionally, UPD personnel routinely check to assure that exterior lights are functioning; Blue Light and elevator phones are in good working order, exterior doors are locked when appropriate and any observable safety issues are corrected.



## Access to Campus Facilities

The San José State University campus is located in the city of San José and is open to the public. Academic and Administrative buildings are accessible to the public during normal business hours. Most facilities have individual hours and the hours may vary at different times of the year. Entry to most buildings is controlled by card access after normal business hours.



University Housing limits access to its facilities, at all times, to residents, their guests and authorized University staff members.

San José State University Police Officers regularly patrol campus buildings. Police Officers are assigned to the Martin Luther King Library along with Library Security Officers. For more information regarding access protocol for a specific building, please see the Department head or contact UPD at (408) 924-2222.



## **Alcohol and Drug Abuse Prevention Committee (ADAPC)**

The San José State University Alcohol and Drug Abuse Prevention Committee is a multi-departmental and community collaboration that strives to prevent alcohol and drug abuse among SJSU students in order to support their academic and career success. This committee includes representatives from University Police, Student Health Center, Counseling Services, University Housing Services, Spartan Shops, Spartan Athletics, Student Conduct & Ethical Development, Fraternal and Sorority Life and student groups. It provides direction to campus services and guidance in policy development, to prevent alcohol abuse among students.

Each representative is part of a campus department that provides alcohol prevention services to the campus community. In addition, the committee itself operates several programs, initiatives and activities. UPD is instrumental in facilitating several of these events, which include education for new students about campus alcohol policies, input in the revision of campus alcohol policies, support for members to attend alcohol related conferences and collaboration among departments.

## **University Drug and Alcohol Use Policy**

SJSU recognizes that the abuse of alcohol and other drugs is a threat to the health and welfare of the campus community. The use of alcohol and drugs can lead to physical and mental problems, unwanted pregnancies, sexually transmitted diseases, and violent behavior. The following principles will serve as standards of conduct:

- The unlawful manufacture, possession, distribution or use of a controlled substance is prohibited on campus.
- No individual under the age of 21 and no intoxicated individual may use, purchase or possess alcoholic beverages on campus.
- No individual may possess an open alcoholic beverage container on the SJSU campus unless authorized by Presidential Order 01-01.

Violations of this standard may result in dismissal and/or civil and criminal penalties.

## University Workplace Violence Policy

San José State University has a zero tolerance policy regarding threatening, intimidating or harassing behavior in the workplace.

If you feel concerned for your safety as a result of the behaviors of another employee or any member of the public, you should advise your manager and/or University Police. In an emergency, dial 9-1-1.

For more information about mitigating workplace violence, call the University Police Crime Prevention Unit at 408-924-2234. You may also wish to view the Mitigating Workplace Violence video on the University Police website at [www.sjsu.edu/police](http://www.sjsu.edu/police). You may also report unusual behavior to the Crisis Assessment and Intervention Team (CAIT) at 408-924-6373.

## Title IX

San José State University's Human Resources Office for Equal Opportunity is responsible for conducting civil investigations of complaints pertaining to sexual discrimination, harassment and/or violence. If you are or have been the victim of sexual discrimination, harassment and/or violence, in addition to filing a report with the University Police Department, you may file a civil complaint with the Title IX Coordinator located in the Human Resources' Office for Equal Opportunity, 408 924-2250.





## **Crisis Assessment and Intervention Team (CAIT)**

*The mission of the Crisis Assessment and Intervention Team (CAIT) is to improve campus safety through a proactive, thoughtful approach to situations that pose, or may reasonably pose, a threat to the safety and well-being of the SJSU community.*

If you witness any unusual behaviors, contact CAIT through the University Police Department by calling 408 924-6973 and they will investigate to determine if safety is an issue. Do not be afraid to report a case, whether it is a student, faculty, staff or a visitor to SJSU. In most cases, the person of concern will not face disciplinary measures but will instead receive help from the university.

Targeted violence is often preventable and students, staff and faculty are usually the first to notice concerning behaviors. Keeping our campus safe is a community-wide effort. Please do not ignore any uneasy feelings and contact CAIT to report your concerns.

### **Behaviors to Note:**

- A sudden change in a person's behavior
- Extremely disruptive behavior
- Suicidal or self destructive thoughts
- Any threats of violence
- A loss of contact with reality
- Disturbing social media postings and/or emails

## New Student and Employee Orientation

The University Police Crime Prevention Unit offers safety presentations at New Student Orientations each semester. These presentations are designed to give new students an overview of the types of crime that can exist on campus, with tips and strategies to avoid becoming a victim. The message is that many of the crimes on the campus are crimes of opportunity; there are basic steps that students can take to protect themselves, such as locking doors in the residence halls or using the escort service provided by the University Police when walking alone across campus at night. The presentations stress reporting suspicious activity and crime to the police.

Presentations are also offered to campus groups, such as University Housing Services and fraternities and sororities. The presentations may be accompanied by the video "Don't be a Victim of Opportunity." University Police Officers tailor presentations to meet the needs of each group. Time is allocated for questions and answers so that specific areas of concern can be addressed.

The University Police Crime Prevention Unit also provides presentations to faculty and staff, as both an orientation for new employees and as a refresher for current employees. These presentations focus on strategies to avoid being a victim, with an emphasis on reporting crimes. Also, a presentation addressing workplace violence is available.

The University Police and the Bursar's Office have collaborated to produce a training video dealing with the potential for robbery in the Bursar's Office. This video is shown in conjunction with training of cashiers, but is applicable to many work areas throughout the University. The video can be seen on the University Police website at [www.sjsu.edu/police](http://www.sjsu.edu/police).



## Sex Offender Registration

### Megan's Law

Effective October 28, 2003, Penal Code Section 290.01 was expanded to require certain convicted sex offenders to register with the University Police Department, in addition to the law enforcement agency that has jurisdiction where the registrant resides or is a transient, if the registrant is:

- Residing on the university campus; or
- Enrolled as a student of the university; or
- Employed by the university, (includes part-time or full-time, with or without pay); or
- Working or carrying on a vocation at the university for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year (e.g. independent contractors, vendors, etc.); or
- Volunteering at the university; or
- A transient, who is residing, enrolled, employed, carrying on a vocation, or volunteering at the university.

Registrants who meet one of the above listed criteria are required to register with the University Police Department **within five working days** of commencing their enrollment, employment, residence, or vocation at the university. Registrants are also required to notify the University Police Department **within five working days** of ceasing their enrollment, employment, residence, or are no longer carrying on a vocation at the university. **Transient** registrants who meet the above criteria are also required to register with the University Police Department **every 30 days** while maintaining their status at the university.

More information regarding registered sex offenders in California can be found on the Megan's Law website at: <http://www.meganslaw.ca.gov>.

## Reporting Sexual Assault On or Off-Campus

The San José State University Police Department will investigate allegations of sexual assault and take appropriate criminal, legal or disciplinary action for any crimes that occur within its jurisdiction. If the crime occurred at an off-campus location but the victim reports the assault to University Police, the University Police officers will respond if the victim is on-campus or at a nearby location. University Police will also contact the appropriate police or sheriff's department to respond to the scene, attend to the victim's injuries by rendering first aid and request emergency medical services to respond to the scene.

### Sexual Assault Prevention Trainings

The University Police Department conducts and provides trainings, as requested, regarding sexual assault prevention for men and women. These presentations can be formatted to address the specific issues of a particular group and may cover topics such as: "The Buddy System", "No Means No", "No One Gets Left Behind", and "Date Rape Drugs".

**University Police Officers stress the consequences of rape for both victim and suspect. The presentations include information such as:**

- Rape is a crime of violence. No matter how badly you want to have sex, it is rape without your partner's consent.
- The importance of building a relationship based on equality. Communicate expectations clearly. Both men and women should work together and respect each other's right to initiate and set limits.
- The importance of rejecting stereotypes that teach men to regard women as sex objects or that base masculinity on dominance and aggression.
- Rejecting stereotypes that portray women as passive and powerless.
- Reasons to use alcohol responsibly. Remember that if you use alcohol or drugs, you are still responsible for your actions.
- Recognize and learn to deal with peer pressure. Often sexual activity is encouraged or expected by peers in order to gain acceptance to the group. Consider the consequences before you make such a serious decision.
- If you have sex with a person who is incapacitated or unable to resist or consent (due to alcohol, drugs or unconsciousness) you are committing a sexual assault.
- Alcohol is a common factor in acquaintance rapes. This is true not only of the victim but often the offender. It is important to give special consideration to this issue.
- Alcohol intoxication is NOT an excuse for rape.

**Report all incidents to the University Police Department at 408-924-2222 or dial 9-1-1.**

## What to do if You are Sexually Assaulted

- Get to a safe place.
- Contact the University Police Department by:
  - Dialing 9-1-1 on any Blue light, elevator, or campus phone ; or
  - Dial University Police directly at **408-924-2222**
  - Coming to the University Police Department located at **377 South 7<sup>th</sup> St.** (Parking Services, next to the South Garage) .
- Make every effort to preserve any physical evidence of the assault. Do not shower or dispose of any clothing or other items that are present after or during the assault. UPD officers and specially trained members of the Santa Clara Valley Medical Center will assist in obtaining a medical examination by a qualified doctor.

**Sexual Assault:** is a sexual act directed against another person forcibly and/or against the person's will, or without the persons consent.

University Police will initiate a criminal investigation of the reported sexual assault and every effort will be made to criminally prosecute the perpetrator(s). Per Government Code section 6254 and Penal Code section 293, a victim of a sexual assault has the right to keep his or her name from being disclosed to anyone other than the prosecutor, parole officers of the Department of Corrections, hearing officers of the parole authority, or other persons or public agencies where authorized or required by law.

After a reported sexual assault incident occurs, the university will make crisis counseling available and assist the victim in changing academic and on-campus living situations, if so requested, and if such changes are reasonably available.

Disciplinary action(s) will be imposed on university students, organizations, faculty or staff found responsible for or contributing to a sexual assault. For violations that have been proven, possible disciplinary action(s) range from censure to termination or expulsion from the university. The accuser and the accused are equally entitled to due process. This includes the opportunity to have a person of his/her choice present at all stages of the disciplinary process , the right to be informed of the outcome of any institutional disciplinary proceeding associated with an alleged sexual offense and the institution's final determination and any sanction against the accused.

## What To Do If You Are Assaulted

Although your personal safety is maximized when you take precautions, you may still someday be the victim of a crime. Your reaction can affect whether or not you are physically harmed.

**Assault:** An unlawful attack or attempt by one person upon another for the purpose of harming them intentionally.

- If you are faced with an armed criminal, the risk of injury may be minimized by cooperating with their demands and avoiding sudden movements
- If you believe your life is in danger, use any defense you can think of (screaming, kicking, biting or running). Your objective should be to get away.
- If you have been the victim of assault, call the Police immediately dial 9-1-1 or 408-924-2222 ( University Police). You may also use a Blue light, elevator, or any campus phone

## Victim and Witness Assistance

### Domestic Violence (24 Hour Lines)

|  |              |
|--|--------------|
| Support Network for Battered Women       | 800-572-2782 |
| Next Door Solutions to Domestic Violence | 408-279-2962 |
| Community Solutions (South County)       | 408-683-4118 |
| Asian Women's Home                       | 408-975-2739 |

|  |              |
|--|--------------|
| YWCA Rape Crisis Center (North County) | 650-493-7273 |
| YWCA Rape Crisis (Central)             | 408-287-3000 |
| YWCA South County Rape Crisis          | 408-779-2115 |

|                                  |              |
|----------------------------------|--------------|
| Victim Witness Center            | 408-295-2656 |
| Advocate in the Office of the DA | 408-792-2546 |

### County of Santa Clara,

#### Office of the District Attorney

|                                   |              |
|-----------------------------------|--------------|
| Main Office (San José)            | 408-299-7400 |
| North County (Palo Alto)          | 650-324-6400 |
| South County Office (San Martin)  | 408-686-3600 |
| Office of Pretrial Services       | 408-792-2460 |
| Adult Probation                   | 408-435-2000 |
| Jail-Booking                      | 408-299-2306 |
| Superior Court Family Division    | 408-534-5600 |
| Victim Notification System (VINE) | 800-464-3568 |

### State of California

The California Victims of Crime Program was created to help victims and their families with the many costs of crime. It is funded entirely with fines and penalties from offenders, not by California's tax dollars. The Victims of Crime Program may help ease the financial burdens many victims face.

California Victims of Crime Program      800-777-9229

## University Police Programs

The San José State University Police Department offers a variety of crime prevention and safety services. Each contains a core program that can be tailored to meet the needs of a particular audience.

### R.A.D. Rape Aggression Defense Training

The San José State University Police Department offers Rape Aggression Defense (RAD) training to women of the San José State University community.

The RAD system is a program of realistic, self-defense tactics and techniques. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance and progresses on to the basics of hands-on defense training. RAD is not a martial arts program. Courses are taught by University Police staff members who are certified RAD instructors. The RAD system of physical defense is currently being taught at many colleges and universities across the country.

For more information visit

[www.sjsu.edu/police](http://www.sjsu.edu/police)



### Cadet Program

The Cadet Program was designed to aid young men and women who would like to gain law enforcement experience or who may be interested pursuing a law enforcement career. Cadets work side by side with the University Police Officers, giving them field experience while serving their campus community. Cadets play an integral role in police operations and crime prevention as well as traffic control and parking enforcement.

#### Benefits:

- Earn College Internship Credits
- Receive Training
- Gain Experience
- Build Professional Relationships

For more information visit:

[www.sjsu.edu/police](http://www.sjsu.edu/police)



## Active Shooter/Violent Intruder Response: RUN/HIDE/DEFEND

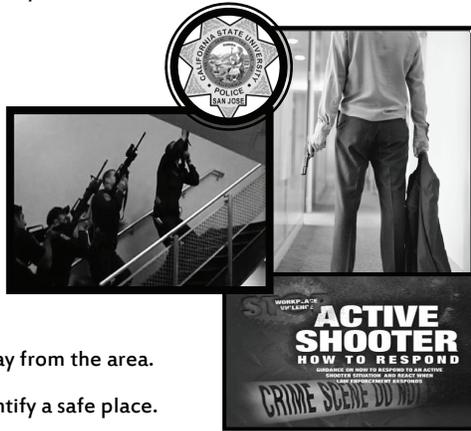
An active shooter/ violent intruder is a person actively engaged in killing or attempting to kill people in a confined and populated area. An event of this type on campus is an unfortunate reality that we all must consider. Your best chance for survival is to have a plan. You should familiarize yourself with the available evacuation routes from every building, office, and room you are frequently

### Guidelines for Faculty, Staff, and Students

The following guidelines are provided to enhance your safety in a violent intruder incident. These guidelines are not a guarantee but are designed to help you make an educated decision about your personal safety:

#### RUN = Evacuate

- Decide if you can escape safely.
- If it is safe, run as fast as you can away from the gunshots.
- Exit immediately by any means (break windows if necessary).
- Leave your belongings behind.
- Keep running until you are far away from the area.
- Get away from the threat and identify a safe place.
- When fleeing, try to keep buildings, cars or other objects between you and the threat. Run in a zigzag fashion.
- Warn others not to enter the area of the threat.
- Do not attempt to move wounded people.
- Call 911 when safe.
- Follow directions given to you by police. Remember police may not know who the attacker is. Do not rush up to the police or grab police personnel. Keep your hands up, open and visible.



### **HIDE = Lockdown**

- If escape is not feasible, hide and create a stronghold.
- Lock the door, turn off the lights and close the blinds.
- Tie down the door, if possible, using belts attached to door handle or door closer above your head. You may also jam the door closer with other objects.
- Barricade the doors with desks, chairs and other items.
- Use extreme caution if someone knocks or asks for help, it could be the intruder pretending to be police or someone needing help.
- Move away from doors and windows.
- Take cover behind large solid objects.
- Use whatever you can to take adequate cover such as concrete walls, thick desks, filing cabinets. Remember...bullets can go through plaster walls.
- If there is more than one of you, spread out, do not huddle together.
- Silence your cell phone and turn off vibrate mode.
- Remain quiet.
- Once you have secured the door, do not open it for anyone. The shooter may be imitating someone who needs help.
- Call 911 when safe.

### **DEFEND = Protect your life**

- This is a last resort.
- Commit to your actions.
- Act as aggressively as possible.
- Distract the attacker by throwing objects such as books, chairs, staplers, etc. at his face.
- Use improvised weapons such as fire extinguishers, chairs, pens, belts, etc.
- Attack as a group.
- Yell and make loud noises to distract the attacker.
- If possible, grab the intruder's limbs and head, take them to the ground and hold them there.

### **Reacting to Law Enforcement**

- Do not approach officers.
- Follow all police instructions.
- Put down any items and do not pick up any weapons.
- Raise hands and spread fingers.
- If you are in a barricaded room do not open door. You can verify police presence outside your door by contacting the University Police at 408-924-2222.

### **Other Considerations**

- If persons with disabilities such as hearing, sight, or mobility impairments are present, ask them if they need help and do your best to help them (if able to do so safely).

## University Police Services

### Evening Guide

One of the most widely used services offered by the University Police Department (UPD) is the Evening Guide Program.

This service is available 24 hours a day, 7 days a week and is available to San José State students, staff and faculty. In the event that you feel unsafe walking on campus, University Police will provide an escort to any location on campus and up to 2 blocks from SJSU campus. A trained uniformed student assistant with a police radio will walk you to your destination. However, in the event that a student assistant is not available, a police officer will provide the escort.

To request the Evening Guide service call:

- **408-924-2222** (University Police)
- University Police Blue lights on campus and the elevator telephones can also be used to request an escort service.



### Spartan Shuttle

To further enhance the safety of San José State University students, staff and faculty, a shuttle with an expanded service area is available. Tower ID and/or Employee ID is required for identification purposes and for faster service.

To request the Spartan Shuttle service call:

- **408-924-2000**

Service times and hours:

- **Monday- Friday:  
7 P.M.-1 A.M.**

Areas of operations:

- **East Julian Street to I 280 & First Street to Sixteenth Street.**

For more information visit [www.sjsu.edu/police](http://www.sjsu.edu/police).



## Campus Safety

The San José State University Police Department takes seriously its mission to ensure the campus community remains safe 24 hours a day, 365 days a year. This is accomplished by using a combination of vehicle patrol, foot patrol, bicycle patrol, and our latest addition to the UPD fleet, electric motorcycles. The sworn officers are supplemented by all volunteer Police Cadets and student Public Safety Assistants who share in the commitment to maintaining the highest degree of professional public safety service.



## Electric Motorcycles

The electric motorcycles were purchased from Scotts Valley-based Zero Motorcycles and outfitted as dual-sport police motorcycles with emergency lights and siren, radio communications and saddlebags to carry essential equipment. The motorcycles reflect SJSU's emphasis on "Agility through Technology", environmental consciousness and support of the local economy.

The bikes are almost silent and allow officers to reach every corner of campus quickly, usually arriving well before officers on foot and squeezing through spaces far too small for a car.

With top speeds of 80 MPH and a range of approximately 112 miles on a single charge, the motorcycles can be used for a full work shift.

The electric motorcycles stimulate a great deal of interest and interaction with the community whenever they are on patrol.



## Crime Prevention Tips for Personal Safety

- Avoid unlighted, vacant or deserted areas after dark. If you are being followed or see suspicious activity, move to a lighted building or area and attract the attention of other people.
- Dial 9-1-1, pick up a blue light phone, or use an elevator phone to reach the University Police.
- Avoid walking alone after dark.
- For escorts on the campus and adjacent areas, call the University Police Evening Guide service at 408-924-2222. The escort will walk you up to two blocks off campus.
- Spartan Shuttle service is also available. Dial 408-924-2000.
- Consider walking with a friend or in a group. Avoid jogging alone. Never hitch a ride from a stranger.
- Be aware of your surroundings and other people who may be around you.
- Rather than entering an elevator alone with a stranger, consider waiting for the next elevator. Stand away from the elevator door to avoid being pushed inside. If you are assaulted inside an elevator, hit the "ALARM BUTTON," not the emergency stop button.
- Always have your keys in your hand and ready for use when you approach a locked door.
- When heading to your vehicle, look around and check the back seat before getting in. Make it a habit to lock your doors as soon as you get into your car.
- If your vehicle breaks down, stay inside and open your window only slightly. If someone stops to help, stay inside, speak to them through your window and ask them to call for help.



## Theft Prevention Tips for Residence Halls

- Always keep your door locked and never prop-open a door that should be locked or closed.
- In group residences, ask strangers to wait in the common areas while their friends are summoned.
- Lock your room door and windows when you leave (even if only for a minute) and take your keys with you.
- Report any suspicious activity to the residence hall staff and/or University Police at 408-924-2222, use the elevator phones and blue lights, or dial 911.
- Do not leave coats, books, or other valuable items in common areas. Keep them in your room.
- Take your valuables home during vacation.
- Never keep large sums of money, jewelry, or other valuables in your residence hall room.
- Get to know your neighbors and watch out for each other.



## **Fire Safety System for On-Campus Student Housing Facilities**

### **Hoover Hall, Royce Hall, Washburn Hall**

1. Fire Alarm System - horn only on every floor and every wing.
2. Smoke detectors are hard wired with battery back up in student rooms not tied to system.
3. Fire extinguisher in lobby, office, kitchen and both east and west hallways on all floors and PJ lounge on the 2nd and 3rd floor.

### **Joe West Hall (considered a high rise)**

1. Fire Alarm System - audible, horns and strobes in common areas on every floor.
2. PA System with fire alarm system.
3. Smoke detectors are hard wired with battery back up in student rooms not tied to system.
4. Fire extinguisher in lobby, office, kitchen and both north and south hallways on all floors.

### **Campus Village - A and B (considered high rises)**

1. Fire Alarm System - audible, horns and strobes in common areas on every floor and every student unit.
2. PA System with fire alarm system.
3. Smoke detectors are hard wired with battery back up in student rooms not tied to system.
4. Fire extinguisher in every apartment and common area hallways on all floors.
5. Complete sprinkler system in building and student rooms.

### **Campus Village - C (considered a low rise)**

1. Fire Alarm System - audible, horns and strobes in common areas on every floor and every student unit.
2. Smoke detectors are hard wired with battery back up in student rooms not tied to system.
3. Fire extinguisher in every student rooms, kitchens and hallways on all floors.
4. Complete sprinkler system in building and student rooms.

| <b>Number of Fire Drills Held in Housing Facilities</b> | <b>2011</b> | <b>2012</b> |
|---|-------------|-------------|
| Campus Village Building A                               | 3           | 3           |
| Campus Village Building B                               | 3           | 3           |
| Campus Village Building C                               | 3           | 3           |
| Joe West Hall   | 3           | 3           |
| Washburn Hall   | 3           | 3           |
| Royce Hall  | 3           | 3           |
| Hoover Hall   | 3           | 3           |

| <b>Number of False Alarms that Led to Evacuation in Housing Facilities</b> | <b>2011</b> | <b>2012</b> |
|--|-------------|-------------|
| Campus Village Building A  | 0           | 0           |
| Campus Village Building B  | 12          | 8           |
| Campus Village Building C  | 1           | 2           |
| Campus Village Parking Garage  | 2           | 0           |
| Joe West Hall  | 4           | 1           |
| Washburn Hall  | 0           | 0           |
| Royce Hall   | 0           | 0           |
| Hoover Hall  | 0           | 0           |

## University Policies/Rules for Fire Safety in Housing Facilities

### Electrical Equipment

UHS facilities have limits on their electrical systems. Overloading the circuits can result in tripped circuit breakers and present a fire hazard. The following guidelines apply to the use of electrical apparatus:

1. Items with exposed heating elements are prohibited. This includes, but is not limited to, space heaters, sun lamps, immersion heaters, and hot plates. Microwaves are allowed, but the wattage must not exceed 900 watts.
2. Refrigerators for private bedrooms are permitted, provided they do not exceed: 4.4 total cubic feet.
3. Appliances such as stereos, radios, desk lamps, computers, TVs, VCRs, DVD players, sealed component coffee makers, hair dryers, other electrical hair implements, answering machines, and electric blankets are permitted. In the apartments, cooking appliances such as crock pots, toasters, toaster ovens, rice steamers, electric grills, and electric frying pans are permitted. These appliances must not overload the system. These appliances must be directly attached to grounded outlets.
4. Privately owned air conditioners are not permitted. Window fans are discouraged and should never be used unless a resident is present.
5. Surge suppressor-equipped, UL approved power cords are highly recommended for computer systems and other valuable electrical equipment. Such cords have their own circuit breaker. Do not rely on the integrity of the electrical system of the building to protect your computer equipment.
6. Surge protectors also allow more flexibility for extensions. Extension cords or stringing surge protectors together in a series are prohibited.
7. International appliances should use electrical converters.
8. Irons must be used with ironing boards only and should never be left unattended.
9. Cooking is limited to the general kitchen or kitchenette area and is not permitted in the bedroom.
10. Multiple outlet plugs that insert into an outlet are not permitted.
11. The placement of any material in or around the provided lighting is prohibited. The removal of lights, alteration of the fixtures and the replacement of institutional light bulbs with colored light bulbs are also against UHS policy.
12. Stereo equipment and speakers are expected to be of a size and power that are appropriate for high-density community living. Any damage caused by personal electrical equipment or misuse of the electrical system is the financial responsibility of the resident, including damage of any kind (fire, water, etc.) to the facility and/or other residents' personal belongings. Violations of these guidelines may result in immediate license revocation.



## Fire Safety

1. **Combustible Material Storage:** The storage of combustible materials (gasoline, paint thinner, wax etc.) within the residential facility, including resident rooms/apartments, is not permitted.
2. **Fire Alarm/Drill:** All residents and guests must evacuate a residential facility immediately when the fire alarm sounds. Those who do not evacuate are in violation of University policy and State fire code and may receive a citation from UPD or the San José Fire Department and/or a referral to the UHS judicial system.
3. **Fire Safety Equipment:** Residents are responsible for familiarizing themselves with the evacuation instructions located on the inside of their room/suite/apartment door. If the instructions are missing or illegible, the Residential Life Coordinator should be contacted immediately to have a new one installed. Residents are required to initial that they have been shown the evacuation instructions on the Room/Apartment Inventory Form at check-in. The following misuses of fire safety equipment are considered violations of policy: pulling fire alarms or fire alarm covers when no fire exists, blocking or propping fire doors, blocking fire stairs, tampering with smoke detectors, misuse or tampering with the Evacu-Trac Chair, tampering with alarm horns or bells, misuse or tampering with sprinkler system heads (including, but not limited to, hanging items from sprinkler heads), tampering with fire exit signs, and tampering or improper use of fire extinguishers or fire hoses. Note that each residence hall room contains a smoke detector and each apartment/suite contains a smoke detector and fire extinguisher for residents' safety. Contact the Residential Life Coordinator for additional information about fire safety or if any of your unit's fire safety equipment appears to be malfunctioning.
4. **Open Flame:** No open flames are permitted in the residence halls or within housing property outside of designated areas without official UHS approval. This includes, but is not limited to candles, incense, smoking, and the burning of any materials or other flame-emitted articles. Prior written approval must be obtained from the Residential Life Coordinator if this policy is incongruent with religious, cultural, or spiritual beliefs.
5. **Portable Heaters:** The utilization of portable heaters in the residence halls is not permitted, with the exception of areas that do not have permanent heating units.
6. **Halogen Lamps:** Halogen lamps/lighting, are not permitted.
7. **Doors:** All unit doors are to be kept closed at all times due to the integrity of the rated corridors. At no time are the doors to be propped open or left ajar.

## If You Smell or See Fire:

- Leave the area as quickly and safely as possible.
- Close doors behind you as you exit.
- Before opening any door, use the back of your hand to see if it is hot. If the door is hot, do not open it! Stuff towels or clothing beneath the door to block smoke from entering.
- If unable to open door or if the exit is blocked, open a window and signal to emergency responders. Shout at regular intervals to alert emergency personnel to your location.
- Use the stairs to evacuate. Never use the elevator in the event of a fire.
- Ask persons with disabilities if they require assistance. Provide reasonable assistance if able to do so safely. Evacu-Trac chairs are available to assist in evacuating disabled persons.
- Notify emergency responders of the location of persons who are unable to evacuate due to disability, injury or other reasons.
- Do not reenter the building until notified by police or fire and university officials that it is safe.
- When out of danger, activate the nearest fire alarm; use a blue light phone to call UPD.
- Call UPD directly at 408-924-2222 or dial 9-1-1 on a campus phone. Note: When dialing 9-1-1 on a cell phone, the call is routed to the San José Police Department. They will refer the call to the University Police. When using a cell phone, the quickest way to secure help is to dial University Police directly.

## Housing Evacuation Procedures

1. Determine need to evacuate based on immediate danger and/or orders to evacuate from authorities (UHS/UPD/SJFD, etc.).
2. Announce evacuation through word of mouth by pounding on doors as the area is vacated and pulling the fire alarm if there is, in fact, a fire or requested to do so by University Police.
3. Proceed with evacuation by moving residents out via stairwells and instructing them not to use the elevators. Instruct groups to meet in specific evacuation areas, visually sweep the building's common areas and move residents to a clear area 500 feet or more from the danger area. Use roster to take attendance of building residents as thoroughly as possible.
4. Enter rooms of residents who require special assistance (blind, deaf, in wheelchair, on crutches, injured, ill, etc.) using the master key.
5. Make sure all residents and staff are out of the danger area and if safe or approved to do so, conduct a building search. Immediately report to the authorities any missing individuals who are suspected to still be in the danger area.
6. If temporary shelter is needed, use another hall or building (Dining Commons, Event Center, etc.). During bad weather, use cars and parking garage.
7. Assist emergency authorities with crowd control and inform residents not to return to evacuated areas until further instructed by emergency personnel. Additionally, apply first aid and comfort the injured and distraught.

## If Trapped In A Building

- If near a window, place an article of clothing (shirt, coat, etc.,) outside the window as a marker for emergency personnel.
- If there is no window, stay near the floor, where the air is more breathable. Shout at regular intervals to alert emergency personnel.

### **DON'T**

- Residents should not re-enter any danger area - unless instructed and/or told as safe by authorities.
- Residents should not attempt to use elevator to evacuate danger area.
- Do not pull fire alarms if a gaseous substance is present. The alarm bell could spark and ignite gases.

## Education and Training Programs for Fire Safety

### **Mandatory Community Meetings**

All Resident Advisor staff members present and discuss fire safety and evacuation procedures with all residents during their meetings in August and January.

### **Building Fire Drills**

In September, each building conducts a fire drill within the first two weeks of classes. Residents practice evacuating the building safely and report to their designated building evacuation location and check in with UHS staff members. San José Fire Department is invited to talk with residents after the evacuation to educate students about the dangers of fire and false alarms.

### **Campus Evacuation Drills**

All campus buildings are evacuated on November 10<sup>th</sup> and March 1<sup>st</sup>. Residents again practice evacuating the building safely and report to their designated building evacuation location and check in with UHS staff members. UHS maintenance staff walks all buildings and floors to ensure that the alarm systems are working properly.

### **Increased Awareness and Patrol**

- UHS Staff are on alert for any suspicious activity and/or talk.
- UPD Safety Alert notifications are posted in all buildings.
- Residents are encouraged to use TipNow to report information.

### **Programming Efforts**

- Resident Advisor programs on fire safety (kitchen safety, evacuation, etc.) occur regularly.
- Bulletin Boards regarding fire safety and the dangers of fire and arson are posted.
- Neighborhood Watch meetings with UPD and UHS residents. Neighborhood Watch flyers are posted up in all residence halls.
- Fire Safety programs are presented in all residential areas in collaboration with UPD during Welcome Week and throughout the year.

### **INDIVIDUALS SHOULD REPORT ANY FIRE(S) TO:**

- Residential Life Staff, University Housing Services,
- University Police Department

### **PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY:**

No plans at this time.

### **IN FIRE SAFETY:**

No plans at this time.

## Earthquake Safety Procedures:

Earthquakes strike without warning and a major quake is usually followed by numerous "after shocks," which may last for weeks or months. An earthquake's effect on buildings will vary from building to building. Fire alarm or sprinkler systems may be activated by the shaking. Elevators and stairways may be damaged.

The major threat of injury during an earthquake is from falling objects and debris, and many injuries are sustained while entering or leaving buildings. Therefore, during the earthquake, it is important to remain inside the building.

### Safety Procedures

- **Duck**, drop to knees.
- **Cover**, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Get under a sturdy desk or table, or in an interior corner . Face away from glass.
- Avoid windows, bookcases, heavy objects and other falling hazards.
- **Hold** position until the shaking stops.
- If you use a wheelchair or have other mobility impairments and are unable to duck, cover and hold, if possible, lock the wheels of the wheelchair, protect your head and neck with your arms, close your eyes and bend over to protect yourself.
- Evaluate surroundings prior to determining whether to evacuate.
- Evacuate immediately if directed by Emergency Responders or Building Emergency Team members or there is a fire, gas leak or other life threatening condition.
- Ask disabled persons if they require assistance and provide assistance if able to do so safely.
- Report any missing students, disabled persons requiring assistance or persons who are unable to evacuate to Emergency Responders and Building Emergency Team members.
- Stay alert for aftershocks.
- Do not light any fires.
- Stay alert for aftershocks.
- Do not light any fires.
- Do not return to building unless authorized by Police, Fire and Administration officials.

### **In a Car**

- Pull to the side of the road, stop and set parking brake.
- Avoid overpasses and other overhead hazards.
- Stay inside the vehicle until the shaking stops.

### **Outside Buildings**

- Assume drop and cover position in an open space away from wires, buildings and overhead hazards.
- Maintain position until shaking stops.
- Do not enter a building until it has been determined to be safe and authorized by Police, Fire and Administration officials.

## **Smoking Policy**

In accordance with Executive Order W-42-93 issued by the Governor of California in February 1993 and S03-6 signed by the University President on May 15, 2003, all smoking in state-owned buildings and leased space, including all residence facilities, student apartments, student rooms, patios, and stairwells is prohibited. Residents who do smoke must do so outside of the housing facilities - at least 25 feet away from doorways, stairs, and ground level air intake structures. Smoking is not permitted on balconies, including the walkway between Joe West and the Dining Commons.

Residents who do smoke within UHS housing facilities are in violation of the License Agreement and are subject to judicial action and/or revocation of their license.



**University Housing Services Fire Statistics**  
**San José State University**  
**2010-2012**

**2010 Fire Safety Report Statistics and Related Information Re-  
 garding Fires in Residential Facilities for San José State  
 University**

| <b>Residential Facilities</b>                            | <b>Total</b> | <b>Cause of Fire</b>   | <b>Number of Injuries</b> | <b>Number of Fire Related Deaths</b> | <b>Value of Property Damage Caused by</b> |
|--|--------------|--|---------------------------|--------------------------------------|---|
| <b>Campus Village Bldg. A<br/>380 South Ninth Street</b> | 0            | N/A  | 0                         | 0                                    | 0   |
| <b>Campus Village Bldg. B<br/>350 South Ninth Street</b> | 2            | 1 Cooking Grease Fire/<br>Accidental<br>1 Box Set on Stove with<br>burner turned on/Accidental | 0<br>0                    | 0<br>0                               | \$500,731.80<br>\$296,771.69              |
| <b>Campus Village Bldg. C<br/>320 South Ninth Street</b> | 1            | 1 Cooking Fire/<br>Accidental  | 0                         | 0                                    | \$99.00                                   |
| <b>Hoover Hall<br/>325 South Eighth Street</b>           | 0            | N/A  | 0                         | 0                                    | 0   |
| <b>Royce Hall<br/>355 South Eighth Street</b>            | 0            | N/A  | 0                         | 0                                    | 0   |
| <b>Washburn Hall<br/>385 South Eighth Street</b>         | 0            | N/A  | 0                         | 0                                    | 0   |
| <b>Joe West Hall<br/>375 South Ninth Street</b>          | 0            | N/A  | 0<br>0<br>0               | 0<br>0<br>0                          | 0<br>0<br>0                               |

**2011 Annual Fire Safety Report Statistics and Related  
Information Regarding Fires in  
Residential Facilities for San José State University**

| <b>Residential Facilities</b>                            | <b>Total</b> | <b>Cause of Fire</b>       | <b>Number of Injuries</b> | <b>Number of Fire Related Deaths</b> | <b>Value of Property Damage Caused by Fire</b> |
|--|--------------|----------------------------|---------------------------|--------------------------------------|--|
| <b>Campus Village Bldg. A<br/>380 South Ninth Street</b> | 0            | N/A                        | 0                         | 0                                    | 0  |
| <b>Campus Village Bldg. B<br/>380 South Ninth Street</b> | 0            | 0                          | 0                         | 0                                    | 0  |
| <b>Campus Village Bldg. C<br/>380 South Ninth Street</b> | 1            | 1 Paper Sign<br>Fire/Arson | 0                         | 0                                    | \$40.00  |
| <b>Hoover Hall<br/>325 South Eighth Street</b>           | 0            | N/A                        | 0                         | 0                                    | 0  |
| <b>Royce Hall<br/>355 South Eighth Street</b>            | 0            | N/A                        | 0                         | 0                                    | 0  |
| <b>Washburn Hall<br/>385 South Eighth Street</b>         | 0            | N/A                        | 0                         | 0                                    | 0  |
| <b>Joe West Hall<br/>375 South Ninth Street</b>          | 0            | N/A                        | 0                         | 0                                    | 0  |

**2012 Annual Fire Safety Report Statistics  
and Related Information Regarding Fires in  
Residential Facilities for San José State University**

| <b>Residential Facilities</b>                            | <b>Total</b> | <b>Cause of Fire</b> | <b>Number of Injuries</b> | <b>Number of Fire Related Deaths</b> | <b>Value of Property Damage Caused by Fire</b> |
|--|--------------|----------------------|---------------------------|--------------------------------------|--|
| <b>Campus Village Bldg. A<br/>380 South Ninth Street</b> | 0            | N/A                  | 0                         | 0                                    | 0  |
| <b>Campus Village Bldg. B<br/>380 South Ninth Street</b> | 0            | N/A                  | 0                         | 0                                    | 0  |
| <b>Campus Village Bldg. C<br/>380 South Ninth Street</b> | 0            | N/A                  | 0                         | 0                                    | 0  |
| <b>Hoover Hall<br/>325 South Eighth Street</b>           | 0            | N/A                  | 0                         | 0                                    | 0  |
| <b>Royce Hall<br/>355 South Eighth Street</b>            | 0            | N/A                  | 0                         | 0                                    | 0  |
| <b>Washburn Hall<br/>385 South Eighth Street</b>         | 0            | N/A                  | 0                         | 0                                    | 0  |
| <b>Joe West Hall<br/>375 South Ninth Street</b>          | 0            | N/A                  | 0                         | 0                                    | 0  |

## Crime Statistics 2010-2012

| <b>Criminal Offenses On Campus</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|------------------------------------|-------------|-------------|-------------|
| Murder/non-negligent manslaughter  | 0           | 2           | 0           |
| Negligent manslaughter             | 0           | 0           | 0           |
| Sex offenses – Forcible            | 2           | 3           | 3           |
| Sex offenses – Non-forcible        | 0           | 0           | 0           |
| Robbery                            | 6           | 2           | 9           |
| Aggravated Assault                 | 2           | 13          | 6           |
| Burglary                           | 36          | 24          | 29          |
| Motor vehicle theft                | 16          | 13          | 9           |
| Arson                              | 3           | 4           | 1           |

| <b>Criminal Offenses at SJSU Residential Facilities<br/>Residential Facilities are a Subset of Campus</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|---|-------------|-------------|-------------|
| Murder/non-negligent manslaughter   | 0           | 0           | 0           |
| Negligent manslaughter  | 0           | 0           | 0           |
| Sex offenses – Forcible   | 2           | 2           | 3           |
| Sex offenses – Non-forcible   | 0           | 0           | 0           |
| Robbery   | 0           | 1           | 1           |
| Aggravated Assault  | 0           | 5           | 1           |
| Burglary  | 3           | 4           | 7           |
| Motor vehicle theft   | 0           | 0           | 0           |
| Arson   | 0           | 1           | 0           |

| <b>Criminal Offenses on Non-Campus Property</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|---|-------------|-------------|-------------|
| Murder/non-negligent manslaughter               | 0           | 0           | 0           |
| Negligent manslaughter                          | 0           | 0           | 0           |
| Sex offenses – Forcible                         | 1           | 0           | 2           |
| Sex offenses – Non-forcible                     | 0           | 0           | 0           |
| Robbery   | 0           | 1           | 0           |
| Aggravated Assault                              | 4           | 2           | 0           |
| Burglary  | 3           | 7           | 0           |
| Motor vehicle theft                             | 2           | 2           | 4           |
| Arson   | 0           | 0           | 0           |

| <b>Criminal Offenses on Public Property</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|---|-------------|-------------|-------------|
| Murder/non-negligent manslaughter           | 0           | 0           | 0           |
| Negligent manslaughter                      | 0           | 0           | 0           |
| Sex offenses – Forcible                     | 0           | 0           | 0           |
| Sex offenses – Non-forcible                 | 0           | 0           | 0           |
| Robbery                                     | 3           | 9           | 3           |
| Aggravated Assault                          | 2           | 12          | 2           |
| Burglary                                    | 0           | 0           | 0           |
| Motor vehicle theft                         | 0           | 9           | 1           |
| Arson                                       | 0           | 0           | 0           |

These statistics and statistics of criminal activity for the other California State Universities can be found on the Department of Education website: <http://ope.ed.gov/security>.

## SPECIFIC ARRESTS

| <b>Specific Arrests on Campus</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|-----------------------------------|-------------|-------------|-------------|
| Weapons Violations                | 6           | 11          | 16          |
| Drug Violations                   | 44          | 45          | 56          |
| Liquor Law Violations             | 13          | 14          | 18          |

| <b>Specific Arrests at SJSU Residential Facilities<br/>Residential Facilities are a subset of on campus.</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|--|-------------|-------------|-------------|
| Weapons Violations   | 3           | 3           | 11          |
| Drug Violations  | 27          | 18          | 23          |
| Liquor Law Violations  | 7           | 4           | 6           |

| <b>Specific Arrests on Non-Campus Property</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|--|-------------|-------------|-------------|
| Weapons Violations                             | 2           | 1           | 0           |
| Drug Violations                                | 3           | 1           | 3           |
| Liquor Law Violations                          | 22          | 18          | 24          |

| <b>Specific Arrests on Public Property</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|--|-------------|-------------|-------------|
| Weapons Violations                         | 1           | 0           | 1           |
| Drug Violations                            | 15          | 19          | 13          |
| Liquor Law Violations                      | 1           | 3           | 5           |

## JUDICIAL REFERRAL

### 2010-2012

The following statistics include crimes reported to University Police that were referred to the Office of Student Conduct and Ethical Development, in addition to any other routing.

| <b>Judicial Referrals on Campus</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|-------------------------------------|-------------|-------------|-------------|
| Weapons Violations                  | 2           | 7           | 17          |
| Drug Violations                     | 49          | 130         | 197         |
| Liquor Law Violations               | 14          | 56          | 43          |

| <b>Judicial Referrals at SJSU Residential Facilities<br/>Residential facilities are a subset of on campus</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|---|-------------|-------------|-------------|
| Weapons Violations  | 2           | 7           | 14          |
| Drug Violations   | 47          | 127         | 196         |
| Liquor Law Violations   | 14          | 52          | 42          |

| <b>Judicial Referrals on Non-Campus Property</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|--|-------------|-------------|-------------|
| Weapons Violations                               | 0           | 0           | 0           |
| Drug Violations                                  | 0           | 0           | 4           |
| Liquor Law Violations                            | 0           | 4           | 2           |

| <b>Judicial Referrals on Public Property</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|--|-------------|-------------|-------------|
| Weapons Violations                           | 0           | 0           | 0           |
| Drug Violations                              | 0           | 3           | 0           |
| Liquor Law Violations                        | 0           | 4           | 11          |

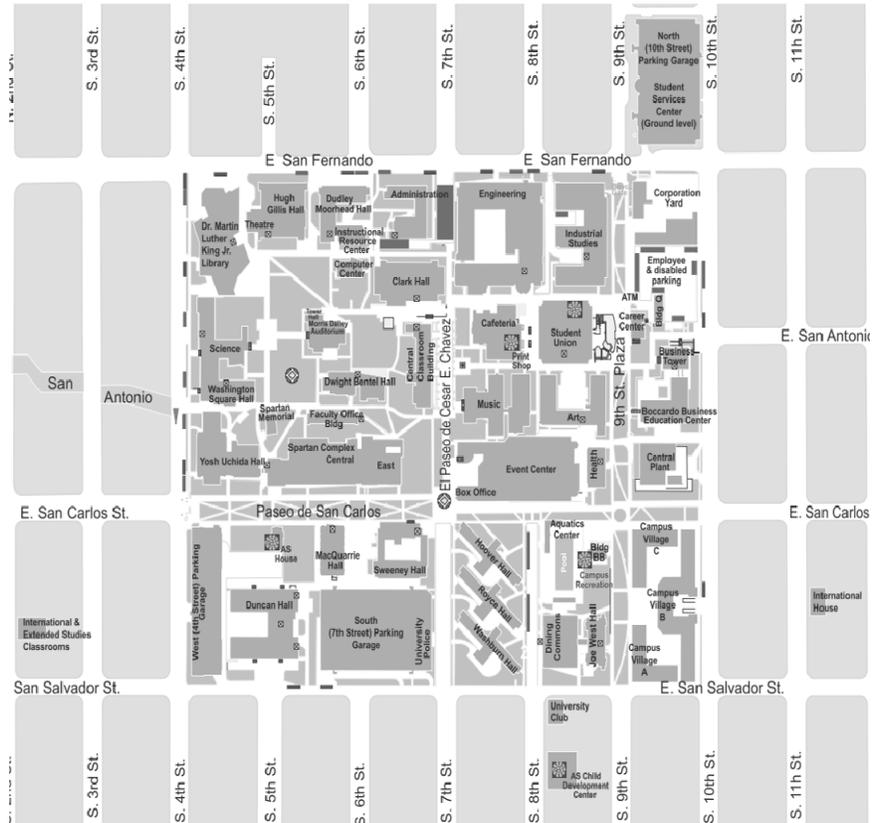
## HATE CRIMES 2012

| Hate Crimes On Campus 2012               | Total | Race | Gender |
|--|-------|------|--------|
| Simple Assault                           | 1     | 1    | 0      |
| Destruction/Damage/Vandalism of property | 3     | 0    | 3      |

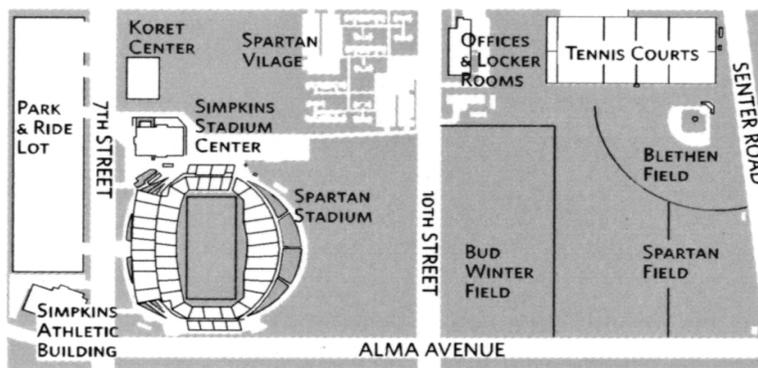
\*There were no reported hate crimes for the years 2010 or 2011.

|  |      |      |      |
|---|------|------|------|
| Criminal Offenses Reported by Monterey County Sheriff's Office                      | 2010 | 2011 | 2012 |
| Murder/non-negligent manslaughter   | 0    | 0    | 0    |
| Negligent manslaughter  | 0    | 0    | 0    |
| Sex offenses – Forcible   | 0    | 0    | 0    |
| Sex offenses – Non-forcible   | 0    | 0    | 0    |
| Robbery   | 0    | 0    | 0    |
| Aggravated assault  | 0    | 0    | 0    |
| Burglary  | 0    | 0    | 0    |
| Motor vehicle theft   | 0    | 0    | 0    |
| Arson   | 0    | 0    | 0    |

## MAIN CAMPUS



## SOUTH CAMPUS



## OFF CAMPUS FACILITIES

### 210 NORTH 4TH STREET

- International & Extended Studies administration
- Global Studies Institute
- Mineta Transportation Institute
- Processed Food Institute
- SJSU Foundation

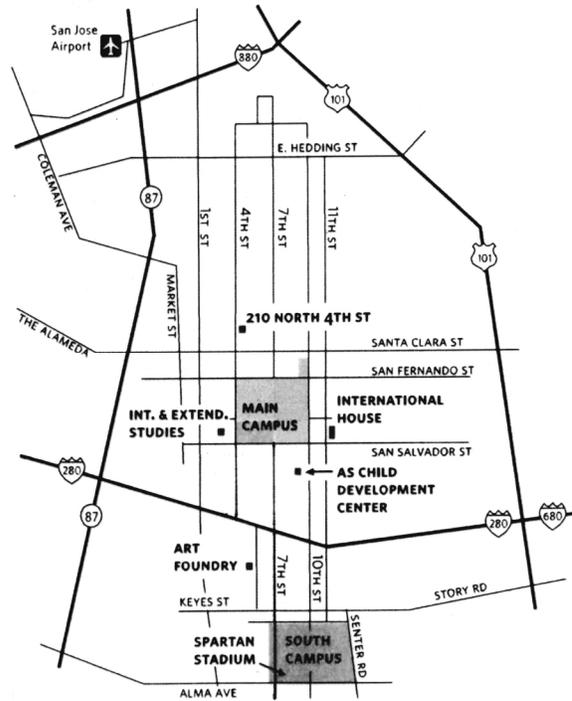
**ART FOUNDRY (AF)**  
1036 South 5TH St

**AS CHILD DEVELOPMENT CENTER**  
460 South 8TH St  
*next to University Club*

**INTERNATIONAL HOUSE**  
360 South 11TH St

**MOSS LANDING MARINE LABORATORIES (MLML)**  
8272 Moss Landing Rd,  
Moss Landing  
*not shown on map*

**INTERNATIONAL AND EXTENDED STUDIES (IES)**  
Classroom building  
384 South 2ND St



Cover photo courtesy of Sharon Hall



**SAN JOSÉ STATE**  
**UNIVERSITY**

UNIVERSITY POLICE

One Washington Square  
San José, California 95192-0012  
408 924-2222

[www.sjsu.edu/police](http://www.sjsu.edu/police)