

Campus Safety and Security Annual Report 2020

Pardee RAND Graduate School

Note:

A version of this report that includes active links
is available on the Pardee RAND intranet

CLERY ACT REPORT SUMMARY

Three Year Crime Report

The campus security provisions of the Jean Clery Act (also known as known as the Student Right-to-Know and Campus Security Act) require the publishing and distribution of campus policies related to campus safety and security. The incident statistics as required for compliance with all sections of the law appear in this report.

These statistics include incidents of certain crimes on campus (i.e. within the RAND building at 1776 Main St., Santa Monica, CA 90407 and the surrounding private property within RAND's security fence). There were no reported incidences of Clery-reportable crime during the period between 2017 and 2019.

RAND is an exceptionally safe place to work. Historically, the most common crime occurring on campus was theft, and in particular, bicycle theft. While these incidents are not Clery-reportable crimes, preventive measures were implemented to reduce occurrences. We strongly encourage everyone to lock their bikes at all times. To report a crime, please contact RAND Security & Safety at x8888 for an urgent or non-emergency matter, or 9-911 for an emergency.

Clery Act Crime Statistics Reporting Table			
Pardee RAND Graduate School			
Campus Security Report			
Offence	2017	2018	2019
Murder/Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	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
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons	0	0	0
Hate Crimes	0	0	0
Total Incidents	0	0	0

Reporting Criminal Actions or Other Emergencies Occurring on Campus

Pardee RAND Policy Statements

Issuance of Timely Warnings

If a situation arises, either on or off campus, that, in the judgment of the RAND Office Incident Commander constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through Singlewire, which is RAND's emergency communication platform that accesses email, and office and cellular telephones.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Security may also post a notice on the [Security & Safety Homepage](#) page on RAND's Intranet. Anyone with information warranting a timely warning should report the circumstances to RAND Security & Safety, by phone x8888 or in person to the security guard at the front desk.

For emergencies that are not regarded as Clery Act crimes, the procedures for responding and reporting are included in the [Santa Monica Emergency Preparedness Plan](#).

Preparation of Disclosure of Crime Statistics

RAND Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on RAND's [Security & Safety Homepage](#). This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Campus crime, arrest and referral statistics include those reported to RAND Security & Safety and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report.

Faculty and staff receive similar notification via email. Copies of the report are available online or may also be obtained in the Pardee RAND Registrar's office and from RAND Security & Safety staff.

Reporting Criminal Offenses and Other Emergencies

RAND Security & Safety is responsible for physical protection and access control at each of the respective locations and provides assistance to RAND associates during emergencies. Security & Safety staff are on duty on the RAND premises 24 hours a day in Santa Monica and provides assistance in an emergency. Security & Safety staff can be contacted at the Security Operations Center x8888. In the Santa Monica parking garage, emergency call buttons are located in various locations and provide instant access to Security & Safety.

Reporting Crimes

To report a crime, contact RAND Security & Safety at x8888 or 9-911 for an emergency. If you are unsure of whether to report a crime, please contact the Security Manager, Facility Security Officer, or call x8888, and staff will consult with you regarding the appropriate actions.

RAND Security & Safety track crime reporting and activity in order to keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this

manner are counted and disclosed in the annual crime statistics for the institution.

Reporting Emergencies

In the event of fire or other emergency, adhere to the following guidelines:

- **Emergency.** Within RAND dial x8888, or call 9-911, and give the location and type of emergency. Close all doors as you exit the location. Security & Safety personnel will notify emergency services.
- **Illness or Injury.** Students, Faculty, and Staff who are injured or become ill during working hours can obtain assistance by dialing x8888. Security & Safety will contact emergency services, provide the necessary information, and escort first responders to you as soon as possible.
- **Bomb Threats.** Call x8888. Security & Safety personnel will notify authorities and take appropriate action.
- **Threatening or Harassing Phone Call.** Please listen to the call carefully. Pay attention to the details of the conversation, as well as background sounds. After the call, please complete this [form](#).
- **Suspicious packages or individuals.** If you become aware of any suspicious, unusual package or individual in or around a RAND facility, do not hesitate to call x8888, or any member of Security & Safety.
- **Any unusual form of communication.** If you receive any email, text, letter, package, or correspondence of any kind that seems unusual, suspicious, or concerns you in any way, please contact the Security Manager, Facility Security Officer, any member of Security & Safety staff, or simply send an email message to ddr@rand.org.

Security and Access to Pardee RAND Facilities

Access to RAND/Pardee RAND Facilities

The RAND/Pardee RAND facilities in Santa Monica are monitored by regular security patrols and surveillance cameras.

All RAND/Pardee RAND staff and visitors are required to wear photo ID access cards ("badges"). These badges provide access control and serve as RAND identification. While in a RAND facility, student, visitors, employees, and vendors must properly display their badge at all times by wearing it visibly above the waist. The photo on the badge must always be visible. The badge must also be removed and secured when leaving a RAND.

Badges are issued for official RAND/Pardee RAND use only. Any alteration or misuse of a RAND badge is prohibited.

Should you notice anyone not wearing a badge, please contact the Security Operations Center at x8888.

Law Enforcement Authority of Security Personnel

RAND Security & Safety personnel do not have police authority to make arrests. Suspected criminal incidents are reported to the appropriate law enforcement agencies. RAND Security & Safety will take any and all steps within the authority afforded private security, businesses, and individual citizens to protect RAND's people, property and information.

Accurate and Prompt Crime Reporting

Pardee RAND Students, faculty, staff, and visitors are asked to report all crimes and public safety related incidents to RAND Security & Safety in a timely manner by calling x8888. Security & Safety staff can call emergency services directly, or offer you advice on whether you need emergency services.

Reports to Pastoral and Professional Counselors

Pardee RAND does not offer pastoral or professional counseling.

Security Awareness Programs for Students and Employees

During orientation, students are informed of services offered by RAND Security & Safety. Periodically during the academic year, RAND Security & Safety, in cooperation with Pardee RAND, presents information regarding crime prevention, personal safety and security awareness sessions on issues pertinent to the current security environment. Common themes are steps Security & Safety are taking to protect RAND, and to encourage staff to contact Security & Safety staff with any unusual circumstances or concerns they might have.

Crime Prevention Programs for Students and Employees

Crime prevention is included as an element of periodic security education sessions available to all Students and Employees.

Criminal Activity Relating to Off-Campus Locations of Student Organizations

Pardee RAND does not have any officially recognized student organizations with off-campus locations.

Possession, Use and Sale of Alcoholic Beverages and Enforcement of State Underage Drinking Laws

The possession, sale or the furnishing of alcohol on the RAND/Pardee RAND campus is governed by Pardee RAND and the [RAND alcohol policy](#) and California state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. It is also a violation of the RAND Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval. Organizations or groups violating alcohol policies or laws may be subject to sanctions by RAND and/or Pardee RAND.

Illegal Drug Possession

RAND and Pardee RAND are committed to providing a safe work environment and to fostering the health and well-being of its employees by maintaining a workplace free of drug and alcohol abuse. RAND and the Pardee RAND Graduate School standards of student conduct prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on the RAND campus or as part of any Pardee RAND activity. [RAND's Prevention of Drug and Alcohol Abuse](#) policies apply to Pardee RAND students and staff.

Substance Abuse Education

RAND's Employee Assistance Plan (EAP) and resource and referral services, provided by Magellan, are available to all staff and members of their household at no cost. EAP services include short-term counseling sessions (up to eight in-person sessions with a licensed professional) and unlimited access to counselors by phone 24 hours a day, seven days a week. RAND's program also offers resource and referral services, including legal and financial services. The program can help employees and family members deal with personal and dependent care issues, such as stress, work-life balance, alcohol and drug concerns, and caring for a child or aging parent, just to name a few examples. For more information visit the [Employee Assistance Plan and Resource and Referral Services](#) webpage. Links to detailed brochures on each service can be found in the upper right corner of the page.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

Pardee RAND will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by Pardee RAND against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Pardee RAND will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Emergency Response and Evacuation Procedures

RAND has extensive emergency response and evacuation procedures. The details on evacuation of the Santa Monica building can be at the [Security & Safety webpage](#).

SEX OFFENSE POLICY, PROCEDURES AND PROGRAMS

Policy Prohibiting Sexual Harassment

RAND and Pardee RAND each expressly prohibit sexual harassment. Students and Employees are required to take an annual training to sensitize them to the types of actions that could be considered sexual harassment.

If you believe you have experienced sexual harassment you are encouraged to pursue resolution of your concerns early, before the problem progresses. For example, you may be able to resolve the problem by informing the person engaging in the conduct that it is unwelcome and requesting that it stop. If you would like assistance in pursuing this option, you should seek assistance from a supervisor and/or a representative from the Human Resources Department.

In any case, a person who believes that he or she has been subjected to harassment or other discriminatory conduct or treatment (or who has witnessed such conduct) is strongly encouraged to report the facts to his or her supervisor and/or to the Human Resources Department.

Upon notification of a complaint, an investigation will be conducted promptly by or under the direction of Human Resources personnel. All information will be handled with the highest degree of confidentiality possible under the circumstances and consistent with a full and fair investigation.

If RAND/Pardee RAND determines inappropriate conduct has occurred, appropriate action will be taken to remedy the problem. Such action may include, for example, oral or written reprimand, mandatory referral to counseling, reassignment or disqualification from appointment to certain duties or responsibilities, suspension, or termination of employment or other relationship with RAND. The complainant and the person(s) accused of the inappropriate conduct will be informed of the results of the investigation and the actions taken.

Retaliation for complaining about sexual harassment or discrimination or for cooperating with an investigation is strictly prohibited, and is a serious violation of this policy. RAND/Pardee RAND Students

and Employees who deliberately make false claims relating to this policy are subject to disciplinary action up to and including termination of employment or other relationship with RAND and Pardee RAND.

Preventing and Responding to Sex Offenses

Training

Pardee RAND educates the student community about sexual assaults and date rape through local avenues like the Santa Monica Police Department (SMPD) located directly across the street. The SMPD has [detailed educational information](#) on their website on topics including how to avoid date rape, picking a safe place to live and personal security.

Reporting Sexual Assault

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. RAND Security & Safety strongly advocates that a victim of sexual assault report the incident to the police (e.g. SMPD) in a timely manner. RAND Security & Safety will immediately respond and assist any student or staff who has suffered any assault. Time is a critical factor for collection and preservation of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).

An assault occurring at a RAND facility or in conjunction with a RAND/Pardee RAND activity should also be reported directly to Security & Safety at x8888, or to any member of Security & Safety staff as soon as is reasonably possible.

Counseling for Victims of Sexual Assault

Pardee RAND recommends that victims of sexual assault obtain confidential counseling from counselors specifically trained in sexual assault crisis intervention. A listing of such resources is available through RAND's [Employee Assistance Program](#). Pardee RAND does not provide on-campus counseling, mental health or other student services for victims of sex offenses.

Procedures for Pardee RAND Disciplinary Proceedings

Pardee RAND disciplinary proceedings where both the accuser and accused are both Pardee RAND students are detailed in the Student Handbook. In all cases, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Substantially the same process will be followed in cases involving a Pardee RAND student and a non-student affiliated with RAND, except that such matters will be reviewed by RAND Human Resources in conjunction with the Office of the General Counsel. A student found guilty of violating the Pardee RAND policy may be suspended or expelled from Pardee RAND for the first offense. Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Pardee RAND is providing a link to the website of the [California Office of the Attorney General](#) which includes information on registered sex offenders in the State of California. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained.