

Campus Safety and Security  
Annual Report  
2016  
Pardee RAND Graduate School

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# CLERY ACT REPORT SUMMARY

## Three Year Crime Report

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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 crime in a very specific geographical location in keeping with the requirements of the law: on campus (i.e.within the RAND building at 1776 Main St., Santa Monica, CA 90407), on RAND property surrounding 1776 Main St., and on the public property immediately bordering and accessible from the building and property at 1776 Main St. The latter includes the streets and sidewalks immediately adjacent to this building and property. There were no reported incidences of crime for 2014 in this geographical location. In 2013 the one reported incident was a bicycle theft.

<b>Clery Act Crime Statistics Reporting Table</b>				
<b>Pardee RAND Graduate School</b>				
<b>Campus Security Report</b>				
<b>Offence</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder/Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary/Larceny	0	1	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Illegal Weapons	0	0	0	0
Hate Crimes	0	0	0	0
<b>Total Incidents</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

# Reporting Criminal Actions or Other Emergencies Occurring on Campus

## Pardee RAND Policy Statements

### Issuance of Timely Warnings

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In the event that a situation arises, either on or off campus, that, in the judgment of the Security Supervisor on duty constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through evacuation bullhorns and/or public address systems.

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 RAND's Intranet at: <http://intranet.rand.org/security/?qs=nav>. RAND's intranet is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to RAND Security, by phone x7564 or in person to the security guard at the front desk.

For emergencies that are not regarded as Clery Act crimes, the notification procedures are listed here: <http://intranet.rand.org/security/emergency/emergency.html#toc21>.

### Preparation of Disclosure of Crime Statistics

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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 Intranet on the Security & Safety intranet at <http://intranet.rand.org/security/?qs=nav>. 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 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 PRGS Registrar's office and from RAND Security & Safety officers.

### Reporting Criminal Offenses and Other Emergencies

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RAND Security is responsible for physical protection and access control at each of the respective locations and provides assistance to RAND associates during emergencies. A Security Supervisor is on duty on the RAND premises 24 hours a day in Santa Monica and provides assistance in an emergency. Security supervisors can be contacted at the Security Control Center areas in Santa Monica x7564.

#### *Reporting Crimes*

**To report a crime, Contact RAND Security x7564 for a non-emergency or 9-911 for an emergency.** If you are in the parking garage you may use the emergency call buttons provided throughout the structure.

Any suspicious activity or person seen in the parking garage or loitering around vehicles, inside buildings or around entrances should be reported to RAND Security. We also encourage anyone who is a victim of a crime or witness to a crime to promptly report the incident to the police.

If you are the victim of a crime and do not want to pursue action within Pardee RAND or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Pardee RAND can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

### ***Reporting Emergencies***

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

- **Emergency.** Within RAND dial x7564 and give the location and type of emergency, or pull the nearest fire alarm box. These boxes are located throughout the complex and will sound an alarm at the Security Control Center. Close all doors as you exit the location. Security personnel will notify the fire department and will assist in extinguishing or controlling the fire until assistance arrives.
- **Illness or Injury.** Students, Faculty, and Staff who are injured or become ill during working hours can obtain emergency medical assistance by dialing x7564. The RAND associate's supervisor should be notified. If the paramedics are called, senior management and the Occupational and Environmental Health Services (OEHS) manager should also be notified.
- **Bomb Threats.** Notify the on-duty Security supervisor immediately using the location emergency telephone number. Security 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](#).

## **Security and Access to Pardee RAND Facilities**

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### ***Access to RAND/Pardee RAND Facilities***

The RAND/Pardee RAND facilities in Santa Monica are monitored 24 hours a day. Guards regularly walk the perimeter as well as the parking structure. Cameras are also used to monitor the safety and security of the property.

Photo ID access cards ("badge") are required for unescorted admittance to RAND locations (including PRGS) and are issued by Security representatives in Santa Monica, Washington, and Pittsburgh. RAND locations utilize these badges for access control as well as for 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 be visible at all times. The badge must also be removed and secured when leaving a RAND/Pardee RAND facility.

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 who exhibits suspicious behavior, you are encouraged to report this behavior to a Security Officer or call x7564.

## *Law Enforcement Authority of Security Personnel*

RAND Security has the authority to ask persons for identification and to determine whether individuals have lawful business at RAND/Pardee RAND. RAND Security officers have the authority to issue parking citations within RAND's parking facilities. RAND Security Officers are not police and have no authority to apprehend or arrest criminals. Criminal incidents are referred to the local police. RAND Security maintains a highly professional working relationship with the Santa Monica Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to RAND Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## Accurate and Prompt Crime Reporting

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Pardee RAND Students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to RAND Security in a timely manner. To report a crime or an emergency on the RAND/Pardee RAND campus, call RAND Security at extension x7564 or, from outside the RAND/PRGS phone system, 310-393-0411 x7564. To report a non-emergency security or public safety related matter, call RAND Security at extension x7564 or, from outside the RAND/Pardee RAND phone system, 310-393-0411 x7564.

Dispatchers are available at these respective telephone numbers 24 hours a day 7 days a week to answer your call. In response to a call, RAND Security will take the required action, dispatching an officer or asking the victim to report to RAND Security to file an incident report.

Crimes should be reported to RAND Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. All RAND Security incident reports pertaining to students are forwarded to the Associate Dean for review. Security, Human Resources, and/or the Office of the General Counsel will investigate a report when it is deemed appropriate. If assistance is required from the Santa Monica Police Department or Fire Department, Security will contact the appropriate unit.

## Reports to Pastoral and Professional Counselors

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Pardee RAND does not have any procedures that encourage both pastoral and professional counselors, at their discretion, to inform those they counsel of procedures for reporting crimes voluntarily and confidentially for inclusion in the institution's annual security report.

## Security Awareness Programs for Students and Employees

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During orientation, students are informed of services offered by RAND Security. Periodically during the academic year RAND Security, in cooperation with Pardee RAND, presents crime prevention, personal safety and security awareness sessions on issues pertinent to the current security environment. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to seminars, information on self-defense training sessions offered by the Santa Monica police department is also made available to students.

## Crime Prevention Programs for Students and Employees

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

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## Criminal Activity Relating to Off-Campus Locations of Student Organizations

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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

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The possession, sale or the furnishing of alcohol on the RAND/Pardee RAND campus is governed by PRGS and RAND alcohol policy (<http://intranet.rand.org/pp/alcoholic.html>) 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 Pardee RAND and 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

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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 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 PRGS activity. RAND's Prevention of Drug and Alcohol Abuse policies apply to PRGS students and can be found online at: <http://intranet.rand.org/pp/drugfree.html>.

## Substance Abuse Education

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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 or to access the EAP resource and referral program, visit [http://intranet.rand.org/hr/benefits/other/employee\\_assistance.html](http://intranet.rand.org/hr/benefits/other/employee_assistance.html). 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

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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

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RAND has extensive emergency response and evacuation procedures. The details on evacuation of the Santa Monica building can be found here. <http://intranet.rand.org/security/emergency/emergency.html>

## SEX OFFENSE POLICY, PROCEDURES AND PROGRAMS

### Policy Prohibiting Sexual Harassment

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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

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#### *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. <http://santamonicapd.org/Content.aspx?id=2489>

#### *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 strongly advocates that a victim of sexual assault report the incident to the police (e.g. SMPD) in a timely manner, and will, upon request, assist any Student or Employee with notifying the proper authorities. 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/Pardee RAND facility or in conjunction with a RAND/Pardee RAND activity should also be reported directly to a RAND Security Supervisor x7564 or to the 24-hour guard force as soon as possible following the police report.

### ***Counseling for Victims of Sexual Assault***

Pardee RAND recommends that victims of sexual assault obtain confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. A listing of such resources is available through RAND's Employee Assistance Program

[http://intranet.rand.org/hr/benefits/other/employee\\_assistance.html](http://intranet.rand.org/hr/benefits/other/employee_assistance.html). 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**

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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. <http://meganslaw.ca.gov/disclaimer.aspx>



