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INTRODUCTION

Southwestern Law School is committed to providing a safe campus environment for students, faculty, staff, residents and visitors. The law school's security program is supported by numerous individuals on a daily basis; however, the complete success of the program can only be achieved through the cooperation and participation of all members of the law school community. This publication is part of Southwestern's on-going effort to ensure that this collaborative endeavor is effective. Information required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is provided to assist you in establishing personal safety and contributing to a safe campus.

Southwestern is located in the heart of one of the largest and most vibrant cities in the country. A variety of cultural, entertainment, educational, and professional opportunities exist in the area for you to enjoy. To make the most of this dynamic urban environment, it is important to develop your own personal safety awareness. Additionally, by taking a stake in providing a safe environment for learning, teaching, living and working, you increase your own safety and the safety of those around you. Your involvement in Southwestern's security program will ensure that the law school campus and residential areas continue to be secure and crime-free.

This brochure is also available on-line at MySouthwestern's [Campus Security and Safety](#) page. The online version of the Campus Security and Safety brochure is updated as needed and is the most current version.

CAMPUS SECURITY

The Administrative Services Office is responsible for maintaining the campus security program; developing and implementing security policies and procedures; supervising security officers; investigating security incidents; disseminating security related notices and information; maintaining law school facilities and security equipment; providing educational materials to students, faculty and staff; and, working as a liaison between the law school and the Los Angeles Police Department (LAPD).

Southwestern has engaged the services of Andrews International, Inc. Andrews International security officers are charged with a full range of responsibilities including: protecting students, faculty, staff, law school property, and facilities; reporting crime, medical, fire, and other emergencies; reporting suspicious or criminal activities to the Los Angeles Police Department; and managing all other incidents requiring security officer assistance.

Security officers provide service to the law school 24-hours a day, 365 days a year. Officers employ a variety of crime prevention techniques including area foot patrols and security escorting to ensure campus security. Campus Security operates a 24-hour communications center that coordinates and supports the activities of patrolling officers.

Security officers must pass screening and background checks. Additionally, security supervisors and officers receive training from Andrews International on crime reporting, incident investigation, evidence gathering, arrest procedures, property surveillance, and responding to campus emergencies such as earthquakes and fires. Security supervisors and designated officers are also cross-trained on emergency medical procedures to ensure effective first aid/CPR response and communication with emergency medical technicians.

Security communications include the use of two-way radios by all security officers. Additionally, officers monitor two-way radio and telephone transmissions in the Security Office on a 24-hour basis in order to provide information and security service and to coordinate police, fire, and medical emergency response. The Campus Security Office is located on the first floor of the Bullocks Wilshire Building (ext. 5793) and *The Residences* Security Office is located next to the Leasing Office (ext. 6745).

All security supervisors and officers have civilian powers of arrest. The primary statutory responsibility for law enforcement both on and off the law school campus rests with the Los Angeles Police Department (LAPD) - Olympic Division. However, LAPD cannot provide 24-hour protection to all areas at all times. As a result, Campus Security and LAPD work closely together handling suspicious situations as well as crime reporting, response, and investigation for the law school and the surrounding neighborhood.

SECURITY SERVICES

Most crimes can be prevented. At Southwestern, crime prevention is a partnership between you and the law school. You can prevent crime by making safe behavior part of your daily routine. Southwestern also offers the following services to help keep you safe.

SECURITY ESCORT

Security provides escorts for the safety of anyone walking alone on campus. Escorts are available during law school operating hours, seven (7) days a week. To request an escort, contact Campus Security at (213) 738-5793, or go to the Security Office located on the first floors of the Wilshire or Westmoreland Buildings (ext. 5793).

EMERGENCY INTERCOMS

Security intercoms are located throughout the law school campus. *Exterior intercoms* are located in the parking structures of both the Wilshire Building and *The Residences at 7th* and are identified by a blue light. *Interior intercoms* are provided throughout the Wilshire Building bathrooms and the library. Intercoms are also located in the elevator courts at *The Residences at 7th*.

LOST AND FOUND

The Administrative Services Office (W100) maintains the law school's lost and found. Found items are retained in the office for a period of one semester. If you have lost an item, please call (213) 738-6800 or stop by to check if the item was turned in. Items lost in the Law Library are retained at the circulation desk for a period of one semester.

AREA CRIME STATISTICS

Southwestern reviews on-campus and public property crime statistics and provides weekly reports to the law school community via Security Roundup. Additionally, the data are used by Security for daily patrols and in coordination with LAPD.

SECURITY INSPECTIONS

Southwestern inspects campus grounds and buildings to identify and address security and safety needs.

SW-ALERT

Southwestern's emergency announcement service is available to students, faculty, and staff. It allows the law school to send text messages to participants who have registered their personal cellular telephone. Participation in SW-Alert is voluntary. To sign up, please go to: <http://www.swlaw.edu/swalert>.

FACILITY ACCESS

All parking and building entrances are controlled by a computerized access system and may be entered by using your identification card during operating hours. Different access privileges are provided for residential students.

SECURITY SYSTEMS

Southwestern has exterior lighting along the law school buildings and parking lots to keep the campus well lit. Perimeter security fencing and closed circuit cameras are located in the parking lots and throughout other campus areas, including *The Residences at 7th*. Additionally, the Wilshire Building has emergency intercoms in the library, restrooms, and parking areas. *The Residences at 7th* have emergency intercoms at pedestrian and parking entrances and throughout the parking structure.

FACILITY MAINTENANCE

Southwestern maintains law school facilities to ensure a secure and safe campus. The Building Department:

- regularly monitors the condition of all law school facilities, paying close attention to safety-related items
- prioritizes all service requests involving security and safety
- regularly monitors and repairs campus lighting, fencing and security equipment.

To report an academic building maintenance or safety problem, call the Administrative Services Office at (213) 738-6800 or at administrativeservices@swlaw.edu. Residential building maintenance or safety problems may be reported to the Property Manager at (213) 738-5500 or housing@swlaw.edu.

FIREARMS AND WEAPONS

Security officers may carry service revolvers while on duty. These weapons may be used only when there is a serious, imminent, identifiable threat to life or a threat of great bodily harm. No one other than licensed on-duty security officers, on-duty law enforcement officers, and, with prior authorization from Administrative Services, off-duty law enforcement personnel, may carry or possess firearms or other weapons on campus or at any Southwestern sponsored event.

LAW SCHOOL ACCESS

Southwestern is a private institution. The law library is open to the following groups upon presentation of proper identification: current students, faculty, staff, alumni, library members, and individuals using government documents. The Career Services Office is open to currently enrolled students and recent graduates. *The Residences at 7th* is open only to residents and their guests, and authorized employees and agents of Southwestern. The remaining law school property and facilities are open only to students, faculty and staff who are currently enrolled or employed. Any other person who enters the campus and refuses to leave upon the request of the Dean or her agents may be guilty of a misdemeanor (Sec. 602 of the Penal Code of the State of California).

REPORTING CRIME AND EMERGENCIES

We encourage every member of the law school community to promptly report to Campus Security and/or LAPD any emergency or crime of which they are the victim or which they may witness either on-campus or in the proximity of the law school. Reporting crime within the minutes after it occurs, improves the chances of apprehending a suspect and solving the crime. Every minute that passes before the crime is reported decreases the odds of making an arrest and solving the crime. Additionally, reporting crimes helps prevent them from recurring and allows responsible campus officials to direct security resources and programs to reduce crime and promote security awareness.

Campus Security and the Administrative Services Office respond promptly to any report of criminal activity or campus emergency by conducting an immediate search of the law school campus and surrounding area for suspects and evidence. When a crime is reported, LAPD is called and a security officer is dispatched to the emergency location to take necessary action, conduct a preliminary investigation, prepare a crime report, and relay information to LAPD for a prompt response.

Southwestern needs your help in reporting crime. Reporting crime is important.

When reporting crime:

- Immediately go to a safe place and call Campus Security at (213) 738-5793, (213) 738-6735, or call LAPD at 9-1-1.
- Stay on the line and tell the officer or dispatcher everything you can remember about the crime or suspect (his/her clothing, vehicle, and direction of travel).
- Keep emergency numbers in this brochure handy and add these numbers to your smart phone contact lists.
- Reporting crime helps prevent them from recurring. Campus Security tracks crime and crime trends to develop specific way to combat it.

When you report a crime:

- Campus Security dispatches an officer to your location.
- The officer conducts a preliminary investigation and prepares a crime report.
- Campus Security will call LAPD and also provide a copy of the crime report to LAPD.

Reporting Criminal Activity:

Good observation and being a good witness helps in solving crime. When reporting to Campus Security or LAPD include everything you can remember about the suspect and incident, including:

- **Location** of the incident you are reporting.
- **Suspect description:** Descriptive information such as gender, age, weight, height, hair color, clothing including color and style, complexion, speech mannerism, accent, and other distinguishing features such as tattoos, scars, or marks.
- **Suspect escape route** and mode of travel.



- **Description of any vehicles** involved in the incident, especially license plate number and vehicle color, make/manufacturer, and model.

All reports will be investigated. Violations of the law will be referred to LAPD. When a potentially dangerous threat to the Southwestern community arises, timely warnings will be issued through e-mail announcements, the posting of flyers, or other appropriate means.

EMERGENCY NOTIFICATION AND EVACUATION PLANS

Southwestern shall notify the law school community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on the campus. Some examples of significant emergencies or dangerous situations are:

- Fire in campus building or property
- Outbreak of meningitis, norovirus or other serious illness
- Earthquake
- Extreme weather
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill



If Southwestern confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of the Southwestern community, some or all of the systems described below will be used to communicate an appropriate warning regarding the threat to the Southwestern community.

In determining an appropriate communication, Southwestern will take into account several factors, including but not limited to the building or segment of the population threatened, the nature of the threat, and the credibility of information received. Additional consideration will be given to the following methods when it is determined that there is a significant dangerous situation:

- PA System
- Email
- Text Messaging
- Lobby Plasma Screens
- Posted Flyers
- Neighborhood Alert
- Security Alert



The Administrative Services Office coordinates the law school's efforts to prepare for and respond to major emergencies. The office coordinates preparation and training for emergency service responders, maintains the law school emergency operations plan, and oversees emergency response with Campus Security. The law school's emergency plan can be found on [MySouthwestern](#).

Scheduled drills with follow-through communications will be conducted each year by Administrative Services. Emergency Evacuation Floor Plans are posted in every building on campus. The evacuation plan provides a building floor plan, identifying the locations of all exits, fire alarm pull stations, fire extinguishers, and fire hoses. Signage is also provided in each classroom and includes instructions for response to emergencies.

TIMELY WARNING

Southwestern shall provide timely reports to the law school community as required by the Clery Act for crimes considered a serious or continuing threat to students or employees that are reported to Campus Security or other law school authorities; occurred within the law school area; or deemed to constitute a serious or continuing threat to the law school community. The warning will be issued through any means appropriate, including Security Alerts, Security Roundup, the Security Incident Log, law school email, lobby plasma screens, posted fliers or on the Southwestern website and as soon as pertinent information becomes available.

Anyone who believes they have information that may justify issuance of an emergency notification to the law school should report that information to Campus Security at 5793 or in person at the Campus Security Office located in the Bullocks Wilshire Building.

SECURITY ROUNDUP

This weekly notice is sent via email, and posted on *MySouthwestern* and throughout the law school and includes a listing of criminal activity occurring either on-campus or in the area immediately surrounding the law school along with crime prevention tips for specific crimes. This notice is available for public inspection in the Administrative Services Office during regular business hours.

SECURITY INCIDENT LOG

The Security Incident Log contains a three-year record of on-campus and public property crimes and includes incident date and time, location, description, and Campus Security/LAPD response. The log is available for review by students, faculty, and staff in the Administrative Services Office and at *MySouthwestern*.

NEIGHBORHOOD ALERT

This flyer is posted in the building lobbies whenever a crime occurs in the area surrounding the campus.

SECURITY ALERT

This flyer is posted in the building lobbies whenever suspicious activity or crime occurs on the law school campus.

Additionally, periodic security announcements regarding area crime, security procedures, crime prevention, and campus watch alerts are provided via email or other printed information in an effort to reduce campus crime.

Anyone with information warranting a timely warning should report the circumstances to the Administrative Services Office, by phone (213) 738-6800 or in person at W100. Information can also be reported to the Campus Security at (213) 738-5793, (213) 738-6735, or by directly contacting the officer in the Wilshire Building Security Office.

MONITORING CRIMINAL ACTIVITY

While LAPD may have primary jurisdiction in all areas off campus, Campus Security officers can and do respond to security-related incidents that occur in close proximity to campus. Campus Security communicates with the LAPD, fire department, and ambulance services to facilitate rapid response in any emergency situation. When a Southwestern student, faculty or staff member is party to an off-campus security matter, Campus Security officers may assist with the investigation in cooperation with local, state, or federal officers.

Southwestern operates on-campus housing but does not operate any off-campus student housing or off-campus student organization facilities.

PREPARATION AND DISTRIBUTION OF ANNUAL CRIME REPORTS

The preparation of Southwestern's annual security report is an on-going process. Statistics are compiled in accordance with the Uniform Crime Reporting System of the Department of Justice and Federal Bureau of investigation. Statistics for the annual crime report are based upon data provided from Campus Security and LAPD. To comply with the Clery Act, Southwestern collects relevant online crime statistics from LAPD for locations that are contiguous to, or adjacent to the property of Southwestern.

The full text of this report can be viewed in the Campus and Security page of *MySouthwestern*. Each year an e-mail notification is made to all faculty, staff and enrolled students that provides the link access this report. Copies of the report may also be obtained at the Administrative Services Office.

SECURITY ROUNDUP

JUNE 1 – 7, 2014

Southwestern Law School is providing this notice of criminal incidents that occurred in our community in order to provide information that may help in avoiding similar crimes or provide information to solve these crimes. This notice is also intended to meet the requirements of the provisions of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. Crime data is taken from LAPD online website and Campus Security daily reports.

ON CAMPUS:

There are no campus incidents to report for this time period.

PUBLIC PROPERTY:

Reported incidents in public property, including dormitories, streets, sidewalks and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

DATE	TIME	INCIDENT	LOCATION	OTHER INFORMATION
• 6/5/14	8:30am	Battery	Westwoodland Ave. and Wilshire Blvd.	A man walking northbound on Westwoodland Ave. intentionally swung his arm and struck a student walking southbound. The victim did not sustain any injuries. The suspect was last seen heading eastbound on the north side of the Wilshire Blvd.

SURROUNDING AREA:

(Reported incidents within 3 block radius of law school campus.)

DATE	TIME	INCIDENT	LOCATION	OTHER INFORMATION
• 6/2/14	4:00am	Robbery	Sumner Place and Hoover St.	
• 6/2/14	3:07pm	Theft	3300 Block of Wilshire Blvd.	
• 6/5/14	7:30pm	Theft	Vermont Ave. and Wilshire Blvd.	
• 6/7/14	11:00am	Robbery	Hoover St. and 4 th	

SAFETY TIPS:

- Always be alert to your surroundings and the people around you.
- Walk confidently at a steady pace on the side of the street facing traffic.
- Practice being alert and observant. You can avoid many threatening situations, and if you are attacked, you will be better able to describe the assailant to the police.


CAMPUS SECURITY IS AVAILABLE TO ESCORT YOU TO YOUR CAR, CONTACT (213)738-5793 OR GO TO THE SECURITY OFFICE.

SECURITY ALERT

Location: BW Building
Posted: March 17, 2014

Southwestern Law School is providing this notice of a burglary that occurred on our campus in order to provide information that may help in avoiding a similar crime. This notice is also intended to meet the requirements of the "Timely Notice" provisions of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

On Saturday, March 15, 2014 at approximately 7 PM, a laptop was stolen from an unlocked office on the 4th floor of the BW building. The two suspected males are approximately 5'11, African American, and one male is bald and carried a dark backpack. The second suspect was wearing a white and black beanie. Both were last seen heading eastbound on Wilshire Boulevard.



If you have any information regarding this matter please contact Campus Security at (213) 738-5793, Administrative Services at (213) 738-6800 or Dean of Students at (213) 738-6871 immediately.

If you have any information regarding this incident or to report any suspicious activity, contact Campus Security at 213-738-5793 or the anonymous tip line at 213-243-9832.

CAMPUS CRIME STATISTICS AND CRIME DEFINITIONS

The following tables reflect the number of on-campus, on-campus Student Housing and public property crimes and arrests for the three most recent calendar years:

CRIMINAL OFFENSES	LOCATION	2013	2014	2015
Murder/Non-Negligent Manslaughter: <i>The willful (non-negligent) killing of one human being by another.</i>	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Manslaughter by Negligence: <i>The killing of another person through gross negligence.</i>	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Sex Offenses, Forcible: <i>Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.</i>	On-Campus	0	0	
	On-Campus Student Housing	0	0	
	Public Property	0	0	
Sex Offenses, Non-Forcible: <i>Unlawful, non-forcible sexual intercourse.</i>	On-Campus	0	0	
	On-Campus Student Housing	0	0	
	Public Property	0	0	
Rape: <i>The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim. Includes both males and females.</i>	On-Campus			0
	On-Campus Student Housing			1
	Public Property			0
Fondling: <i>The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary permanent mental incapacity.</i>	On-Campus			0
	On-Campus Student Housing			0
	Public Property			0
Incest: <i>Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.</i>	On-Campus			0
	On-Campus Student Housing			0
	Public Property			0
Statutory Rape: <i>Sexual intercourse with a person who is under the statutory age of consent.</i>	On-Campus			0
	On-Campus Student Housing			0
	Public Property			0
Robbery: <i>The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.</i>	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	1	2
Aggravated Assault: <i>An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.</i>	On-Campus	1	0	0
	On-Campus Student Housing	0	0	0
	Public Property	1	1	1
Burglary: <i>The unlawful entry of a structure to commit a felony or a theft.</i>	On-Campus	0	1	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft: <i>The theft or attempted theft of a motor vehicle.</i>	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	1	1
Arson: <i>Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.</i>	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0

VIOLENCE AGAINST WOMENT ACT OFFENSES

	LOCATION	2013	2014	2015
Domestic Violence: <i>A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.</i>	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Dating Violence: <i>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.</i>	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Stalking: <i>Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.</i>	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0

ARRESTS: *Persons processed by arrest, citation or summons.*

	LOCATION	2013	2014	2015
Weapons: Carrying, Possessing, etc.: <i>The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.</i>	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Drug Abuse Violations: <i>The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use possession, transportation or importation of any controlled drug or narcotic substance.</i>	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Liquor Law Violations: <i>The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.</i>	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0

DISCIPLINARY REFERRALS: *The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*

	LOCATION	2013	2014	2015
Weapons: Carrying, Possessing, etc.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Drug Abuse Violations	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0

Unfounded Crimes: *If sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.*
There were no unfounded crimes in 2013, 2014 or 2015.

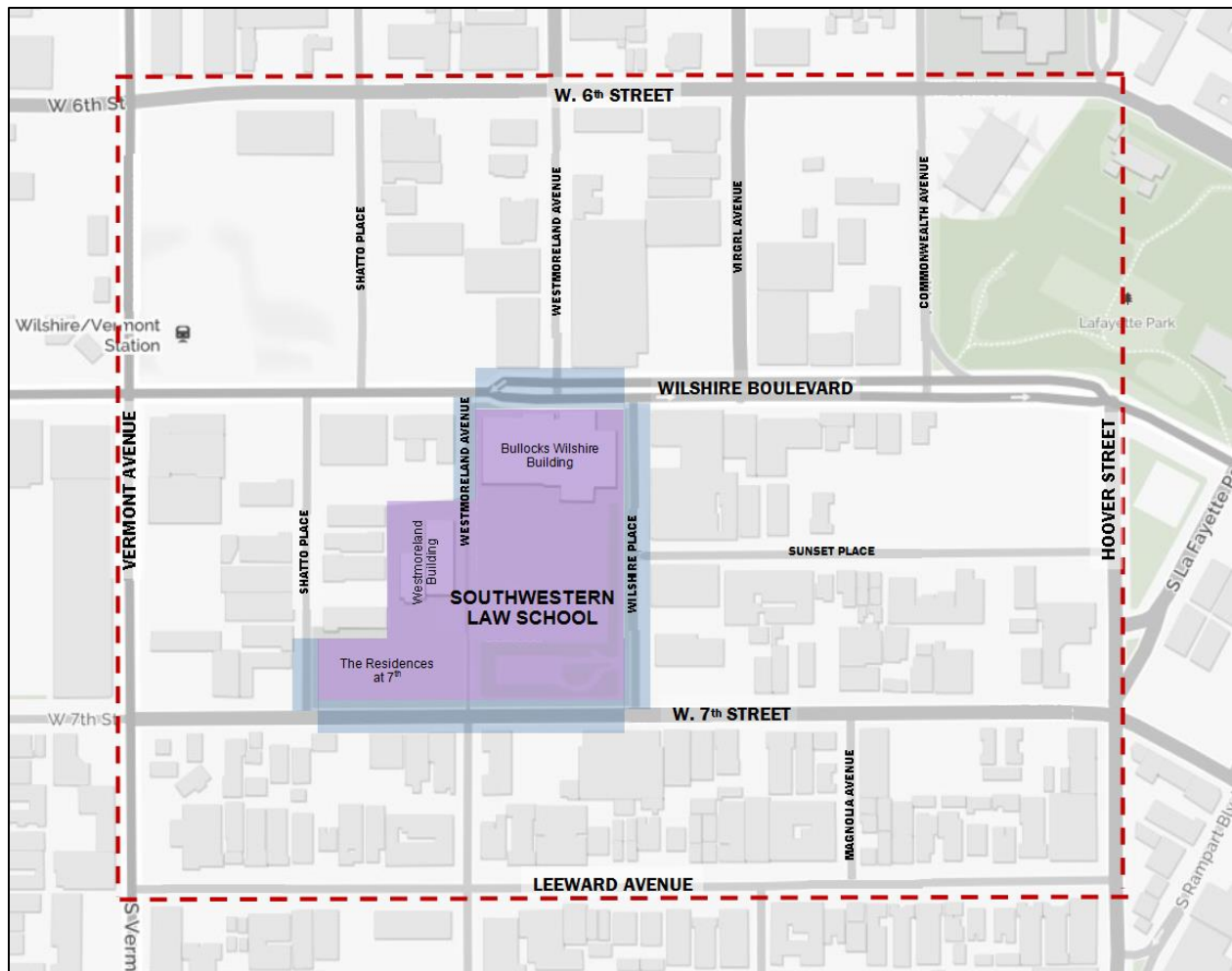
Hate Crimes: *A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.*
There were no reported Hate Crimes in 2013, 2014 or 2015.

On-Campus: *Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.*

Public Property: *All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.*

On-Campus Student Housing: *Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.*

REPORTING LOCATIONS



- On Campus and Student Housing
- Public Property
- One block radius reported boundaries included in Security Roundup

CRIME PREVENTION TECHNIQUES

Before an emergency occurs, prevent crime by incorporating the following practices into your daily routine.

AT HOME

- Get to know your neighbors.
- Do not prop open outside doors.
- Always lock your doors and windows, even if you are just going out for a minute. Secure sliding doors with a pole in the bottom track.
- Do not let strangers into your building, apartment, or home, even if they look harmless.
- Record serial numbers and keep videos, photos or descriptions of your valuables.
- If you receive an obscene phone call, hang up. If calls continue, report them to your local law enforcement agency.
- Use timers in your residence to turn your lights on automatically, especially if you are traveling or are not home.

IN THE CITY

- There is safety in numbers. Always travel with a friend or in a group.
- Be alert and pay attention to your surroundings.
- Look confident when you walk and keep a firm grip on your book bag, purse or briefcase.
- Make eye contact and actively look at other people. Criminals will most likely leave you alone if you are a good witness and can identify their facial features and appearance.
- Avoid dark streets when parking or walking.
- Do not use ATM machines at night, especially if the area is not well lit.
- Walk closer to the street curb and avoid passing by shrubs, dark doorways and other hiding places.
- Carry your access control card and keys in your hand to allow quick entry into your car or home.
- Keep mobile telephones fully charged and ready for use.
- If you suspect trouble or do not feel safe/comfortable, leave the area immediately.

IN THE CAR

- Keep windows rolled up and doors locked when parked, even if you are leaving for just a few seconds.
- Keep possessions out of sight and locked in the trunk. Keep your purse either under the front seat or in your car trunk while driving.
- Check around your car and in the back seat before you get in. Lock your car doors as soon as you get into your car.
- Make sure your car runs well and has plenty of gas.
- If your car breaks down, stay inside your car and wait. Never go with anyone who offers help. Instead, ask them to call for assistance.
- Park in an area that is well lit.
- Never pick up strangers.
- Do not allow another vehicle to force you off the road. Instead, drive to a busy location to get away from a dangerous driving situation.

AT SOUTHWESTERN

- Use the security officer escort service when walking to your car or on-campus apartment.
- Walk in groups and walk confidently. Do not walk alone.
- Never leave laptop computers, personal property or other valuables unattended on-campus or visible in your vehicle.
- Put your name and contact information on your property, including laptops and books.
- At night, place personal property in a locked desk, cabinet, or locker.
- Store money in a cash box and keep it in a locked cabinet.
- Immediately report any suspicious individuals, packages, or unattended belongings to Campus Security.

CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS

Crime prevention at Southwestern is a campus and community based effort. Representatives of the Administrative Services Office meet with LAPD officers as needed to discuss area crime prevention to increase neighborhood safety. Involvement by all members of the law school campus and the community is essential to the success of the program. By taking an active role in crime prevention, the quality of life for students, faculty, staff and the neighborhood is greatly improved.

Southwestern's crime prevention program increases awareness and campus safety through the dissemination of materials and presentations geared towards reducing criminal opportunity. A variety of programs are utilized to encourage security-conscious behavior:

ANONYMOUS CRIME TIP LINE (213) 243-9832

Students, faculty and staff may leave any crime tip reporting information for questions about who, what, where, when, why, how much, or with what. You do not need to leave your name or how you came across the information. The crime tip line is monitored by the Administrative Services Office, is completely anonymous, and helps you take an active role in keeping your campus crime-free.

ORIENTATION PROGRAM

Security and LAPD officers provide information and advice to new students to familiarize them with personal safety techniques, respond to concerns and questions, and increase security awareness.

SEE SOMETHING, SAY SOMETHING

This program encourages public awareness of indicators of terrorism and terrorism-related crime, and to emphasize the importance of reporting suspicious activity to the proper authorities.

LOCK IT, HIDE IT, KEEP IT

Tips on how to avoid becoming a victim of property theft are highlighted through various communiques.

PROPERTY IDENTIFICATION

Theft of unattended property such as backpacks, laptop computers, purses, briefcases, books or cellular telephones occasionally occurs on the law school campus. To assist you in protecting your valuables, Southwestern encourages you to label personal property and to keep a record of the property in the event it is stolen (e.g., make, model, serial number). Marking valuables not only deters theft but may also lead to the recovery of the item. Anyone wishing to label their property may borrow a permanent marking pen from Campus Security in the Security Office (ext. 5793).

BICYCLE REGISTRATION

Bicycle registration is required for all faculty, staff, and students who ride or park a bicycle on the Southwestern campus. By registering your bicycle, you will help Southwestern identify your bike if it is lost, stolen, recovered, or impounded. There is no cost for the registration and a sticker will be provided one time for your bicycle. To complete the registration form, go to <https://forms.swlaw.edu/swlawforms/bikeperm.html>.

SECURITY TIPS

Crime prevention tips are posted on lobby plasma screens and on brochures and flyers. Different security topics are highlighted each month to familiarize students, faculty and staff with specific crime prevention strategies. The crime prevention topics for the 2016-2017 academic year are:

August	<i>Sexual Violence</i>	February	<i>Fraud and Identity Theft</i>
September	<i>National Campus Safety Awareness Month</i>	March	<i>Street Smarts</i>
October	<i>Apartment and Residential Safety</i>	April	<i>Personal Safety</i>
November	<i>Alcohol Awareness</i>	May	<i>Emergency Preparedness</i>
December	<i>Holiday Safety, and Online Shopping & ATM Safety</i>	June	<i>Keeping Kids Safe</i>
January	<i>Vehicle Safety</i>	July	<i>Travel and Tourist Safety</i>

STUDENT RESIDENCES

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE

If a member of the Southwestern community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Administrative Services at (213) 738-6800 or the Dean of Students at (213)738-6871, and if after office hours, Campus Security at (213) 738-5793. Campus Security, in cooperation with Administrative Services and the Dean of Students, will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Southwestern in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Southwestern will notify that individual no later than 24 hours after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Campus Security determine that the student has been missing for 24 hours, Campus Security will notify the LAPD and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Southwestern will notify the student's parent or legal guardian immediately after Campus Security has determined that the student has been missing for 24 hours.

POLICIES AND RULES ON PORTABLE ELECTRIC APPLIANCES, SMOKING AND OPEN FLAMES IN THE STUDENT HOUSING FACILITY

The Residences at 7th Management Office performs student housing and residential unit health and safety (H&S) inspections five times a year, twice in the fall and in the spring and once in the summer. Inspections will be announced at least 24 hours in advance unless an emergency exists. The H&S inspections are primarily designed to find and eliminate safety violations. Student residents are required to read and comply with the housing Rules and Regulations and the Housing Contract, which includes the H&S inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., grills and hibachis, flammable items such as fuel and propane gas, extension cords not meeting the standards set forth in the Rules and Regulations and unattended sources of open flames or heat, such as Bunsen burners, lighted candles, alcohol burners, heating elements, irons, curling irons, halogen bulbs, etc.) or prohibited activity (e.g., smoking anywhere in *The Residences at 7th*, including the common areas, study rooms or in the apartment; tampering with smoke detectors and other fire-life safety equipment; and blocking or disabling of exits, doors or windows). This inspection will also include a general assessment of food and waste storage and cleanliness of the apartment and other violations of the Housing Contract. Violations are subject to fines and other remedies, including lease termination, as set forth in the Housing Contract.

PROCEDURES FOR STUDENT HOUSING AND CAMPUS EVACUATION IN THE CASE OF A FIRE

In the event of a fire, Southwestern expects that all residential community members evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and Campus Security. For all other campus areas, students, faculty, and staff are informed where to relocate to if circumstance warrants at the time of the alarm. In the event fire alarms sound, Southwestern's policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS PROVIDED TO RESIDENTIAL STUDENTS AND RESIDENCE RELATED EMPLOYEES

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the fire safety policies in *The Residences at 7th*. Residents are also provided with maps of the student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them.

Fire safety education and training programs are taught by the Student Housing Residence Manager and information on fire safety and evacuation are provided in the Resident Guide. If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so that the Residence Manager or someone from Campus Security or the Administrative Services Office has documented that the student has left the building. Students who witness a fire are instructed to activate the fire alarm as they are leaving the building if they can do so without risking their safety.

The information provided during the fire safety programs is also available online at any time through [MySouthwestern](https://my.swlaw.edu/dept/emergsafety/Pages/default.aspx) at: <https://my.swlaw.edu/dept/emergsafety/Pages/default.aspx>.

REPORTING THAT A FIRE OCCURRED

Per federal law, Southwestern is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Campus Security and Administrative Services Office may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

Campus Security: (213) 738-5793; (213) 738-6735
Administrative Services Office: (213) 738-6800

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

FIRE SAFETY SYSTEMS

Southwestern’s student residences were completed August 2013. As such, all fire-life safety systems are current and state-of-the-art. Accordingly, Southwestern does not have a plan for future improvements to the student residences fire-life safety system at this time. However, evacuation and fire-life safety practices are reviewed and updated regularly.

EVACUATION DRILLS

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Southwestern, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. Educational information is distributed to residents re-entering a facility immediately after an evacuation drill. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the law school an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the Administrative Services Office and Student Housing to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration. The Administrative Services Office conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Administrative Services Office coordinates announced and unannounced evacuation drills to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. The Administrative Services office will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

SHELTER-IN-PLACE PROCEDURES – WHAT IT MEANS

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

HOUSING FIRE STATISTICS

YEAR	NUMBER OF FIRES	CAUSE	INJURIES	DEAHTS	PROPERTY DAMAGE
2013*	0	0	0	0	0
2014	0	0	0	0	0
2015	0	0	0	0	0

*Student housing opened for first residents August 2, 2013. Reporting period covers August-December 2013.

SEXUAL HARASSMENT AND OFFENSE PROGRAM

Southwestern Law School reaffirms the principle that its students, faculty and staff have the right to be free from all forms of unlawful harassment and discrimination, including sexual harassment.

Southwestern's sexual harassment program includes educating the law school community on sexual harassment, sexual violence, verbal harassment, physical harassment, visual and other harassment. The Dean of Students and the Administrative Services Office may be contacted for publications and additional information.

Southwestern encourages victims to report and pursue their legitimate claims of unlawful harassment and discrimination. Southwestern will not tolerate retaliation against any person who reports unlawful harassment and discrimination.

WHAT IS SEXUAL HARASSMENT?

Unwelcomed sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature all may constitute sexual harassment. Submission to or rejection of this conduct may explicitly or implicitly affect a person's employment or educational performance, or create an intimidating, abusive, hostile, or offensive working or academic environment.

Southwestern will investigate allegations of harassment or discrimination involving students, faculty, employees, campus visitors, or any other person on law school property or involved in a law school function.

TYPES OF HARASSMENT

Sexual Harassment: Intimidation, bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. It includes a range of behavior from seemingly mild transgressions and annoyances to actual sexual abuse or sexual assault.

Verbal Harassment: Epithets, derogatory comments or slurs.

Physical Harassment: Assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed toward an individual.

Visual Harassment: Derogatory posters, pictures, cartoons, or drawings.

Other: Harassment, including sexual harassment, can encompass communications and visual material displayed on or communicated through various forms of technology including computer monitors and email. Bullying, electronic or otherwise, is a form of harassment.

TYPES OF SEXUAL MISCONDUCT

A number of different acts fall into the category of sexual misconduct including sexual assault, non-consensual sexual contact, sexual exploitation and stalking.

Sexual assault: Having or attempting to have sexual intercourse with another individual by force or threat of force, without the individual's affirmative consent or when the individual is incapacitated.

Non-consensual sexual contact: Having sexual contact with another individual by force or threat of force, without the individual's affirmative consent or when the individual is incapacitated.

Sexual exploitation: Occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Stalking: Occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety, the safety of others or suffer substantial emotional distress.

For more information on conduct prohibited by the Southwestern Sexual Misconduct Policy, please visit www.swlaw.edu/about/sexualmisconductpolicy.

OBSERVE, REPORT, BE INVOLVED

Members of the law school community can keep other campus members safe by being observant, helping community members avoid becoming victims of sexual violence and reporting criminal or inappropriate activities when they occur.

WHAT TO DO IF SEXUAL VIOLENCE OCCURS:

The investigation of sexual harassment or violence is dependent upon accurate and complete information. The procedure a victim should follow is:

1. Don't Delay. When sexual violence occurs, take action! Immediately report the incident to Campus Security and the LAPD.
2. Say no. Tell the person that the conduct is unwanted and you want it to stop.
3. Keep a record. Preserve evidence as it may be necessary proof of sexual assault.
4. Provide detailed information such as suspect description, suspect escape route, incident location, time incident occurred, and description of any vehicle used in the incident. Campus Security will assist victims in notifying law enforcement authorities.
5. Inform the Title IX Coordinator. The Title IX Coordinator is located in Westmoreland Suite 102 and will investigate the matter by interviewing the complainant, the accused and any witnesses.
6. Learn more about the procedures. Details about the initiation of informal or formal procedures can be found for law school constituencies in the following publications:

Students: Student Handbook, Section 3: General Law Policies, "Harassment and Discrimination Policy" and www.swlaw.edu/about/sexualmisconductpolicy.

Faculty: Faculty Manual, Section 2-14: Harassment Policy.

Staff: Employee Handbook, Appendix C: Harassment Policy.

RETALIATION

It is a violation of law school policy to retaliate against any person for exercising their right to make a formal or informal harassment complaint, use any of the informal or formal processes provided by the law school, or testifying or offering evidence connected with a complaint.

NOTIFICATION

While the law school recognizes that a victim of a sexual offense may wish to preserve his or her privacy after a traumatic experience, it should also be understood that Southwestern has a responsibility to maintain the integrity and safety of the campus as a whole and that certain information may therefore be made public. Where circumstances exist that are deemed a danger to the law school community at large, pertinent details about a sexual offense will be publicly released immediately. Further, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the annual disclosure of statistics of sexual offenses known to have occurred within the law school's jurisdiction. The victim's name will not be disclosed, however, in any such reporting.

DISCIPLINARY ACTION

Sexual misconduct or violence occurring between members of the law school community will be regarded as a basis for Southwestern disciplinary action up to and including expulsion from school or termination of employment. Where a report is made alleging that a sexual offense has been perpetrated by a member of the law school community against another member, the law school is committed to providing fair and appropriate adjudication. Reports of sexual harassment or assault will be handled according to procedures set forth in the documents regulating student, faculty, and staff behavior (i.e., Student Handbook, www.swlaw.edu/about/sexualmisconduct, Faculty Handbook, and the Employee Handbook). Disciplinary procedures shall provide that: 1) the accuser and the accused are entitled to the same opportunities to have others present during disciplinary procedures, and 2) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging a sexual offense.

Assistance may be available in changing academic and on-campus living, work and transportation, if requested by the victim and if the requested changes are reasonably available. Options for changes include, but are not limited to: termination of an existing on-campus housing contract and/or withdrawal from classes.

Any conduct which is a violation of local, state or federal law and which occurs on the law school campus will be referred to the appropriate law enforcement agency having criminal jurisdiction. Southwestern will assist any student, faculty or staff member with notifying the LAPD.

SUPPORT AND COUNSELING

Students, faculty, or staff who have been victims of a sexual offense may also seek assistance from the following community support and counseling centers:

Santa Monica UCLA Medical Center:	(310) 319-4000
Violence Intervention Program (24 Hours):	(323) 226-3961
East Los Angeles Women's Center (24 Hours):	(800) 585-6231
Peace Over Violence:	(213) 626-3393

In addition, counseling services are available through Charles Nechtem Associates, Inc. (1-800-531-0200), an independent counseling group coordinated by Southwestern.

REGISTERED SEX OFFENDER INFORMATION

The Jeanne Clery Disclosure of Campus Security Act Policy and Campus Crime Statistics Act requires that law school students, faculty and staff be advised how to obtain registered sex offender information. This information is available three ways: 1) Police and Sheriff's Departments may notify residents or businesses of a nearby "high risk" or "serious" sex offender; 2) individuals may view the information at most local law enforcement agencies, with 21 LAPD locations where the information may be obtained 24 hours/day by calling (213) 485-2121; the Los Angeles County Sheriff's Department website (<http://www.lasd.org>) has a link entitled "Sexual Offender (Megan's Law)" that contains information regarding sexual offenders; or 3) individuals may call 1-800-448-3000. The Megan's Law website at <http://www.meganslaw.ca.gov> is another resource for sex offender information in California. It is illegal under California law to use any disclosed public information to commit a crime against any registrant or to engage in illegal discrimination or harassment against any registrant.

SUBSTANCE ABUSE PROGRAM

Alcohol or drug abuse in the law school community are detrimental to an effective academic program, academic or work performance, residential life and institutional reputation. Further, such abuse is detrimental to the health and safety of students, faculty, staff, and visitors to the campus. Southwestern, as a recipient of federal funds, is subject to the Drug-Free Schools and Campuses Act (34CFR Part 86) which requires the adoption and implementation of a program to prevent the use and abuse of alcohol and illegal drugs by students, faculty, and staff. Southwestern's substance abuse program includes educating the law school community on substance abuse through presentations and publications. The Administrative Services Office may be contacted for publications and other information about substance abuse.

TREATMENT AND COUNSELING

Southwestern recognizes that alcohol and substance dependencies are complex illnesses which under most circumstances can be successfully treated. Students, faculty, and staff who have a problem which they feel may affect academic or job performance should seek assistance from one of the many treatment programs available in the community (see "Important Telephone Numbers"). In addition, counseling services may be used through Charles Nechtem Associates, Inc. (1-800-531-0200).

RULES GOVERNING THE POSSESSION, USE OR SALE OF ALCOHOL AND ILLEGAL DRUGS ON SOUTHWESTERN PREMISES OR AT SOUTHWESTERN SPONSORED EVENTS

Southwestern has established the following rules governing the possession, use and sale of alcoholic beverages and illegal drugs on the law school campus or at Southwestern activities:

- Any unlawful possession, use, or distribution of alcohol or drugs on Southwestern premises or at any Southwestern sponsored activity is prohibited.
- According to the student policy on alcohol and other drugs, alcoholic beverages may not be served at student functions held on Southwestern premises or at Southwestern sponsored off-campus events unless approval and permission is obtained.
- Southwestern will not provide funds for the purchase of alcoholic beverages at off-campus student events.
- All students, faculty and staff are prohibited from being under the influence of alcohol or illegal drugs while on campus.

Infractions of this policy will be regarded as a basis for Southwestern disciplinary action up to and including expulsion from school or termination of employment. Violations will be handled according to procedures set forth in the documents regulating student, faculty and staff behavior (i.e., Student Handbook, Faculty Handbook, and Employee Handbook). In addition, any violation of this policy which is a violation of local, state or federal law and which occurs on the law school campus will be referred to the appropriate authorities for criminal prosecution.

CONTACT INFORMATION

IMPORTANT TELEPHONE NUMBERS

Emergency (police, fire, medical).....	9-1-1
Campus Security (24 hours)	(213) 738-5793, (213) 738-6735
Administrative Services Office	(213) 738-6800

LOST AND FOUND

Administrative Services Office (Room 100)	(213) 738-6800
Library	(213) 738-5771

COUNSELING SERVICES

Charles Nechtem Associates, Inc. – Counseling Services (24 hours)	(800) 531-0200
L.A. County Mental Health Crisis Line	(800) 854-7771
The Other Bar.....	www.otherbar.org (800) 222-0767

OFF CAMPUS RESOURCES

Alcohol and Drug Helpline	(800) 821-4357
Al-Anon (24 hours)	(818) 760-7122
Al-Anon for Families of Alcoholics	(800) 344-2666
Alcoholics Anonymous	(323) 936-4343
Division of HIV and STD Programs	(213) 351-8000
Greater Los Angeles Narcotics Anonymous	(323) 933-5395
LAPD Website (Olympic Division)	www.lapdonline.org/olympic_community_police_station/content_basic_view/8984
National Suicide Hotline (24 hours)	(800) SUICIDE (784-2433)
Nixle Website (LAPD Emergency Alerts Sign Up)	local.nixle.com/register/?cc=lapd
Poison Control (24 hours)	(800) 222-1222
Police Helicopter Activity (LAPD Air Support Division)	(213) 485-2600
STD Hotline	(800) 758-0880
Substance Abuse and Mental Health Services Administration National Helpline	(800) 662-4357

DOMESTIC VIOLENCE, SEXUAL ASSAULT, RAPE CRISIS NUMBERS

East Los Angeles Women’s Center (24 hours, Spanish available)	(800) 585-6231
Child Abuse and Neglect Hotline (within California).....	(800) 540-4000
Childhelp National Child Abuse Hotline (24 hours).....	(800) 422-4453
Domestic Violence Hotline (multilingual), L.A. County (24 hours).....	(800) 978-3600
The National Center for Victims of Crime	www.victimsofcrime.org/
National Sexual Violence Resource Center (NSVRC).....	(877) 739-3895
Peace Over Violence	(213)626-3393
Santa Monica UCLA Medical Center (24 hours).....	(310) 319-4000
National Domestic Violence Hotline (24 hours).....	(800) 799-SAFE (7233)
National Sexual Assault Hotline (24 hours).....	(800) 656-HOPE (4673)
Violence Intervention Program (24 hours)	(323) 226-3961