To the UCI and UC Irvine Health Communities—

On behalf of the men and women of the UCI Police and Public Safety Department, I am pleased to present our 2018 Annual Security and Fire Safety Report. Every member of the UCI community has a role in providing a safe environment for our students, staff, faculty, patients and visitors at the UCI Campus and the UCI Health Medical Center communities. This comprehensive report contains valuable information for all of our campus partners at the UCI and UC Irvine Health communities who are committed to ensuring a safe environment where teaching, research, learning, medical services and care can take place. We also publish this report to comply with important provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the “Clery Act”). We encourage you to review the information we have made available to you in this report. You will find information about the UCI Police Department, including descriptions of certain services that we provide. You will also become familiar with our strong commitment to victims and survivors of crimes and the extensive and comprehensive services we make available to crime victims and survivors surrounding sexual violence response and prevention. You will also find important information about security policies and procedures; Clery Act crime data; crime prevention and reporting; emergency response and evacuation; emergency notifications; timely warnings; alcohol, drug and weapon policies; and other topics.

We are committed to fostering and maintaining a secure, supportive and inclusive environment at UCI and UC Irvine Health. Safety and security is a collaborative effort. We partner with the many departments that have a critical role in fostering safety at UCI and UC Irvine Health Medical Center, including the Office of Equal Opportunity and Diversity (OEOD) / Title IX Office, Student Affairs, Student Life & Leadership, Campus Assault Resources & Education (CARE), Office of Academic Integrity & Student Conduct, Environmental Health & Safety, Athletics, various department within UC Irvine Health, as well as our other community partners including the Orange County Fire Authority, the City of Irvine and the City of Orange Police Departments, and the Orange County Sheriff’s Department. We strive to provide the highest quality of services to our community and we are honored to collaborate with the entire UCI and UC Irvine Health communities. The men and women of the UCI Police Department are committed to making our communities a safe place in which to live, work, and study.

A Message from Interim Chief Cooper
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1.0 Introduction

Important note: Unless otherwise specified in this Annual Security Report, the statements of policy and various procedural discussed apply to both the UCI campus and the UC Irvine Health Medical Center campus. Where statements of policy and procedure differ, such differences are noted.

1.1 Overview of the Clery Act

Selecting the right college or university to attend is a very large decision for students and their families. Additionally, deciding where to work and build a career is also a big decision and one that needs to be made based on an assessment of a number of factors. Campus safety and security is an important factor that goes into the decisions of potential students and employees and should not be taken lightly. Additionally, access to campus safety and security information for current students and employees is important for individuals who study and work at UCI and UC Irvine Health.

Responding to concerns regarding campus safety and security at colleges and universities, Congress enacted the Crime Awareness and Campus Security Act of 1990, which amended the Higher Education Act of 1965. The 1998 amendments to this Act renamed it the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery. This federal law has largely become known across the United States as the “Clery Act.”

All public and private postsecondary institutions that participate in Title IV student financial assistance programs must comply with the Clery Act and institutionalize its mandates. Among the various requirements, colleges and universities are required to prepare, publish, and distribute a report concerning campus crime statistics, statements of safety and security policies and procedures on an annual basis through appropriate publications. The notice of availability must be distributed to all current students and employees as well as all prospective students and employees.

UCI has embraced a culture of compliance surrounding the Clery Act with a focus on meeting the technical compliance requirements of the Clery Act, but also embracing the spirit of the law: knowledge is power. UCI has implemented a “Program of Compliance” model to managing and implementing the various parts of the Clery Act. The UCI Clery Act Compliance Program Manager oversees this program for UCI and UC Irvine Health Medical Center, coordinating all aspects of the Clery Act mandates and requirements. In order to further enhance institutional buy-in and implementation, a Clery Act Compliance Committee was formed to provide general direction and oversight from a university-wide perspective on implementation of the many requirements of the law. This Committee convenes on an annual basis or as otherwise needed. The Clery Act Compliance Program Manager reports on an annual basis to the Chief Ethics and Compliance Officer (CECO) to provide an update on the Clery Act Program of Compliance.
This report, known as the Clery Act Annual Security Report, is the combined UCI campus and UC Irvine Health Medical Center campus (part of UC Irvine Health) Annual Security Report for calendar year 2017. This report contains specific UCI and UC Irvine Health Medical Center Clery Act crime, arrest and disciplinary referral statistic data as well as information about safety, security policies and practices intended to promote awareness about security and safety at the UCI and UC Irvine Health Medical Center campuses. This report is coordinated, prepared and updated by the UCI Police Department, Clery Act Compliance Program Manager in conjunction with various campus partners.

The 2018 Annual Security Report may be directly accessed by visiting http://www.police.uci.edu/Jeanne_Clery_Act_Annual_Security_Report.pdf. Copies of this Annual Security Report may be obtained at UCI from the UCI Police Department (Administrative Building) during normal business hours (generally Monday - Friday, 8:00 a.m. to 5:00 p.m., excluding weekends and holidays). The UCI Police Department (Administrative Building) is located in UCI Parking Lot 1C. Copies of this Annual Security Report may also be obtained at UC Irvine Health Medical Center from the UC Irvine Health Security and Parking Services Department (Office Lobby) during normal lobby business hours (generally Monday – Friday, 7:15 a.m. – 4:00 p.m., excluding weekends and holidays). The UCI Health Security and Parking Services lobby is located in Building 33 on the UC Irvine Health Medical Center campus.

Additionally, all Title IV institutions with on-campus student housing facilities are required to prepare and distribute an Annual Fire Safety Report (“AFSR”). This report contains specific statements of fire safety policies and procedures as well as the UCI annual fire safety statistics for the past three calendar years. UCI’s Annual Fire Safety Report, along with the fire statistics, is prepared and distributed by the UCI Environmental Health & Safety (“EH&S”) department in conjunction with the UCI campus Fire Marshal. The 2018 AFSR may be directly accessed by visiting: http://www.ehs.uci.edu/programs/fire/UCI_HEOA_Report.pdf.
1.2 UC Nondiscrimination & Affirmative Action Policy Regarding Academic and Staff Employment

It is the policy of the University not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies.

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

1.3 Nondiscrimination Policy Statement for University of California Publications Regarding Student-Related Matters

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.
### 1.4 Important Telephone Numbers

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<tr>
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<td>9-1-1</td>
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<tr>
<td>UCI Police Department Non-Emergency Line (from UCI)</td>
<td>(949) 824-5223</td>
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<tr>
<td>UCI Police Department Non-Emergency Line (from UCI Medical Center)</td>
<td>(714) 456-5222</td>
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<tr>
<td>UCI Medical Center Operator</td>
<td>(714) 456-7890</td>
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<tr>
<td>Center for Student Wellness &amp; Health Promotion</td>
<td>(949) 824-9355</td>
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<tr>
<td>Campus Assault Resources and Education (CARE)</td>
<td>(949) 824-7273</td>
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<tr>
<td>Counseling Center (UCI)</td>
<td>(949) 824-6457</td>
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<tr>
<td>Community Service Officer (CSO) Program</td>
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<td>Office of Academic Integrity &amp; Student Conduct (UCI)</td>
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<td>Lesbian, Gay, Bisexual, Transgender Resource Center (LGBTRC) (UCI)</td>
<td>(949) 824-3277</td>
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<td>Lost and Found/Fingerprinting (UCI)</td>
<td>(949) 824-1885</td>
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<td>Lost and Found - Dispatch a Security Officer (UCI Medical Center)</td>
<td>(714) 456-5493</td>
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<tr>
<td>Lost and Found (UCI Medical Center)</td>
<td>(714) 456-5493</td>
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<td>Office of the Ombudsman (UCI)</td>
<td>(949) 824-7256</td>
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<td>Title IX/Office of Equal Opportunity and Diversity (OEOD)</td>
<td>(949) 824-5594</td>
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<td>Poison Control Center</td>
<td>(800) 222-1222</td>
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<tr>
<td>Purchasing and Risk Services (UCI)</td>
<td>(949) 824-6516</td>
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<tr>
<td>Safety Escort Service (UCI)</td>
<td>(949) 824-SAFE (7233)</td>
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<td>Safety Escort Service (UCI Medical Center)</td>
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<td>Student Health Center (UCI)</td>
<td>(949) 824-5301</td>
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<td>UCI Police Department Investigations Unit</td>
<td>(949) 824-5223</td>
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<td>UCI Police Department Reports / Records</td>
<td>(949) 824-7798</td>
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<tr>
<td>Major Utility/Electrical Failure</td>
<td>(949) 824-5444</td>
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<td>UC Irvine Health Security &amp; Parking Services Department Admin</td>
<td>(714) 456-5636</td>
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<td>Workers’ Compensation</td>
<td>(949) 824-9152</td>
</tr>
<tr>
<td>UCI Police Department Website</td>
<td><a href="http://www.police.uci.edu">www.police.uci.edu</a></td>
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2.0 UCI Police Department and UCI Health Public Safety Division

2.1 UCI Police Department
The mission of the UCI Police Department is to serve in partnership with our community, supporting a safe and inclusive University. By upholding our values (Integrity, Respect, Transparency, Fairness and Teamwork) we aspire to achieve the highest standards of ethics and excellence in providing service to our community. The primary responsibility of the UCI Police Department is to provide police services at the UCI campus in Irvine, CA and at UCI Health campus in Orange, CA on a 24/7 basis.

The UCI Police Department actively collaborates with the UCI and UCI Health communities to help promote a safe and secure campus environment through prevention, intervention, education, and enforcement (PIEE). The UCI Police Department uses innovative practices, technology, continuing training and partnerships to provide professional police services to prevent, prepare for, respond to and recover from all criminal activity, hazards and threats. In doing so, the UCI Police Department fosters and maintains an inclusive environment that supports the well-being of the UCI and UCI Health students, faculty, staff and visitors.

The Operations Division contains Patrol, Special Events, and Community Engagement. It is led by a Lieutenant and staffed with Sergeants and Officers. The primary function of the Operations Division personnel is to provide a uniformed response to calls for service, enforce traffic laws, investigate criminal activity, provide safety presentations to the community, assist other divisions as needed, and to act as a visible deterrent to crime. Police officers patrol the campus using marked and unmarked patrol vehicles, dual sport motorcycles, bicycles and on foot. A patrol officer’s duties include protecting life and property, preventing crime, and keeping the peace. Patrol officers provide a wide variety of safety related services to the UCI community. When a crime is reported to the UCI Police Department, a patrol officer will take the initial crime report, which outlines the circumstances of the incident reported. When possible, and as needed, the patrol officer will collect evidence, arrest offender(s) and testify in court.

The Strategic Services Division contains Detectives, Communications, Records, Court Liaison/Property and Evidence. The Strategic Services Division is led by a Lieutenant and staffed with a Detective Sergeant and two Detectives. The Detectives conduct criminal investigations of crimes occurring on the UCI campus. The Detective Sergeant and two Detectives are assigned to the UCI campus. The Detectives are responsible for conducting criminal investigations, solving crimes, and
presenting investigations to the District Attorney. They also make crime prevention recommendations. A Records Analyst and a Property and Evidence/Court Liaison Analyst also report to the Detective Sergeant.

The Communications Unit operates 24 hours a day, 7 days a week and is managed by a Communications Supervisor and staffed with Dispatchers. Dispatchers are responsible for answering business telephone lines, emergency and non-emergency calls for service, calls for service at the UCI Health and dispatching operations for the UCI Health Public Safety Division. This unit is also responsible for monitoring campus security alarms, surveillance security cameras, blue light emergency phones and elevator phones. Total calls processed in 2017 in dispatch (including outbound) 53,582. Dispatchers answered 19,355 UCI campus calls; 19,158 UCI Health Medical Center calls and 6,412 9-1-1 emergency calls. 8,657 outbound calls were made in 2017. 97.3 % of all 9-1-1 calls were answered within 10 seconds; 99.21% within 15 seconds (California state standard) and 94.38% of all administrative lines (10-digit) calls were answered within 10 seconds; 98.43% of calls within 15 seconds. All calls for service are dispatched utilizing the 800 MHz radio system.

Detectives also augment the Operations Division with uniform patrol assistance during large campus demonstrations or other events. The Strategic Services Division also works closely with the Title IX Officer, Deputy Title IX Officer, Title IX Investigators, the Office of Equal Opportunity and Diversity (OEOD) staff, CARE office, and Student Affairs. Additionally, UCI Police Department Detectives receive annual training on issues related to dating violence, domestic violence, sexual assault and stalking. This training is trauma informed and promotes the safety of the victim.

The Administration Division is dedicated to providing support to the entire UCI Police Department. The Director of Administration oversees the Administrative Division, which includes the following: Business Manager, Community Service Officers Manager, Business Services Specialist, Front Desk Manager, student staff and interns. The primary functions of this Division include handling payroll, accounting and financial needs, responding to concerns of the public, maintenance of department records, fingerprinting services, and maintaining lost and found property. In addition, this Unit assists with the recruiting and hiring processes of Police Officers, Administrative Staff, Dispatchers, Community Service Officers (CSOs), and Interns. This Division also manages budgeting and purchasing matters for the UCI Police Department.

The UCI Police Department also employs student Community Service Officers (“CSOs”) who provide safety escort services, general campus patrols, building lockups, and special details at scheduled UCI events. CSOs also function as a liaison between the UCI Police Department and the students, staff, faculty and other community members. CSO’s can be identified by their identification card, which includes their photograph, name, and badge number. They wear blue uniform shirts, which display the UCI Police Department CSO star on the front left side and the words, “Community Service Officer” on the back.
The mission of the Emergency Management Division is to continuously improve the resilience and readiness of the campus community and the ability to respond to and recover from natural and human-caused emergencies within the framework of the phases of emergency management: mitigation, preparedness, response and recovery. The Emergency Management Division is responsible for readiness and training of the Chancellor’s Executive Policy Group (CEPG) and staff selection, plan development and training for the Emergency Operations Center (EOC) and all of the Department Operations Centers (DOCs) on the UCI campus. Significant energy is given to ongoing preparedness efforts with distribution of emergency procedure flipcharts, presentations upon request, and training for the UCI campus Zone Crew staff members who facilitate evacuations to pre-designated assembly areas when necessary. The Campus Search and Rescue program (C-SAR), modeled after the national Citizen Emergency Response Team model, and has trained over 400 staff members on advanced emergency preparedness and response actions. Through use of the award winning UC Ready on-line tool, schools and departments improve their resilience and business recovery capabilities.

Under the general direction of the Chief of Police, the Emergency Management Division is staffed by the Emergency Management Director, Clery Act Compliance Program Manager, Business Continuity Program Manager and Training & Exercise Coordinator (who coordinates Clery Act CSA training for the UCI and UC Irvine Health Medical Center campuses as well as emergency services trainings and exercises for the UCI campus).
2.2 UCI Police Department Jurisdiction, Enforcement Authority and Arrest Authority

The UCI Police Department was established by resolution of The Regents on September 26, 1947. The current authority of The Regents to appoint University Police is set out in section 92600 of the Education Code and section 830.2(b) of the Penal Code. Under Section 830.2(b) of the California Penal Code, UCI Police Department has legal authority to exercise peace officer powers any place in the state, provided that the primary duty shall be the enforcement of law within the area specified in Section 92600 of the Education Code, i.e., (a) upon the campuses of the University of California and an area within one mile of the exterior boundaries of each campus and (b) in or about other grounds or properties owned, operated, controlled, or administered by the Regents of the University of California. The UCI Chancellor is responsible for the protection of the physical and academic environment of the UCI campus, the protection of the physical and patient care environment of the UCI Health Medical Center and for the police and public safety program assigned to provide that protection at both campuses. The UCI Police Department Chief of Police, under the general direction of the Vice Chancellor, Finance & Administration, is responsible for and has commensurate authority to plan, organize, staff, direct, and control the Police and Public Safety Program for the UCI campus and the UCI Health Medical Center campus within the University of California Police Services System. The UCI Police Department is vested with the authority and responsibility to enforce, on University property, all applicable local, state, and federal laws, with a special emphasis on the enforcement of laws involving weapons, alcohol, drugs and narcotics.

UCI Police Department Officers have the authority and duty to, arrest violators, suppress crime and conduct criminal investigations at both the UCI campus and the UCI Health Medical Center campus. The UCI Police Department is computer linked to city, state and federal criminal justice agencies for access to criminal records, information on wanted persons, as well as stolen property and stolen vehicle information.

UCI Police Officers are duly sworn peace officers under California Penal Code section 830.2(b). The sworn police officers in the UCI Police Department are armed, have authority to make arrests and possess the same authority under the law as municipal (i.e. city) police officers. The UCI Police Department subscribes to the standards of the California Commission on Peace Officer Standards Training (“POST”). Officers receive the same basic training as municipal and county peace officers as well as additional training to meet the unique needs of the university campus community environment.

The UCI Police Department provides immediate response to all police, fire and medical emergencies both on the UCI campus as well as at the UCI Health Medical Center campus. Accidents involving
automobiles and bicycles are also investigated by the UCI Police Department.

The UCI Police Department and Irvine Police Department have concurrent legal jurisdiction and authority on the UCI campus, including properties leased by UCI that are located off-campus and within the City of Irvine. The Irvine Police Department has legal authority to exercise peace officer powers throughout the City of Irvine and to enforce City ordinances, and state and federal laws on those areas of the UCI campus located within the City of Irvine (not including enforcement of UCI Rules and Regulations).

Additionally, UCI Police Department officers are authorized to enforce the City of Irvine’s Municipal Code on UCI’s campus and in or about other grounds or properties owned or controlled within the City of Irvine.

The UCI Police Department and the Orange Police Department have concurrent legal jurisdiction and authority at the UCI Health Medical Center campus, including properties leased by UCI that are located off-campus and within the City of Orange. The Orange Police Department has legal authority to exercise peace officer powers throughout the City of Orange and to enforce City ordinances, and state and federal laws on those areas of the UCI Health Medical Center located within the City of Orange (not including enforcement of UCI Rules and Regulations). Additionally, UCI Police Department officers are authorized to enforce the City of Orange’s Municipal Code on the UCI Health Medical Center campus and in or about other grounds or properties owned or controlled within the City of Orange.

The Sheriff of Orange County has concurrent jurisdiction on the UCI campus and on the UCI Health Medical Center campus, as is the case for the entire Orange County. The two agencies cooperate and assist each other upon request by any deputy or officer of either department. The Orange County Sheriff’s Department restricts its primary patrol jurisdiction activity to the unincorporated areas and contract cities within the County of Orange.

2.3 UCI Health Public Safety Division

The UCI Police Department is committed to providing the UCI Health personnel and community with effective and efficient public safety services that enrich the spirit and quality of life, while keeping UCI Health a safe and inclusive place to work, teach, and heal.

In November 2017, in collaboration with UCI and UCI Health Leadership, the UCI Police Department formed a new UCI Health Public Safety Division to help streamline operations, combining the dedicated medical center security and police professional within one division overseen by a UCI Police Department Lieutenant to provide police and public safety services to the UCI Health in the city of Orange, California on a 24/7 basis.

The Division consists of dedicated police officers, detectives, dispatchers, public safety (formerly security) and administrative personnel from the UCI Police Department. There are 46 personnel assigned to the Division located at UCI Health, including one lieutenant, one business manager, two sergeants, two detectives, six uniformed police officers and 34 public safety personnel (four public safety supervisors, 18 public safety officers, and 12 public safety ambassadors).

The UCI Health Public Safety Division integrates layers of safety in support of our department’s mission to provide a safe and inclusive UCI Health through its use of police & public safety personnel, access controls, infant protection systems, emergency blue light phones, code grey (panic) alarms, visitation management system, public safety cameras, workplace violence prevention consultation team, and community engagement efforts.

The police officers assigned at UCI Health provide a uniformed response to law enforcement calls for service, enforce traffic laws, investigate criminal activity, and provide a visible deterrent through proactive patrols on UCI Health property and within the parking areas. The police and public safety personnel
are a resource and law enforcement liaison with outside law enforcement agencies in support of UCI Health’s clinics located throughout the county.

The Public Safety personnel are licensed under the Bureau of Security and Investigative Services and include three distinct positions: Public Safety Supervisor, Public Safety Officer, and Public Safety Ambassador. The Public Safety Supervisors and Public Safety Officers received additional training through the State of California Commission on Peace Officer Standards and Training by completing the 832 PC course and are primarily responsible for providing front line patient safety in collaboration with the clinical staff to support the overall safety of patients and personnel. The Public Safety Ambassadors, whose primary role is to observe and report, provide a high visible security presence in high traffic areas, such as the Douglas Hospital lobby and Manchester Building lobby.

All students, staff, faculty, patients, visitors, and other guests on UCI Health properties should dial 9-1-1 for any police, fire, medical or other emergency situation. For non-emergencies or to seek additional information regarding the UCI Health Public Safety Division services, please contact us at (714) 456-5493 or visit our webpage at https://www.ucihealth.org/patients-visitors/security.

2.4 Memorandum of Agreements on Operational Responsibilities, Concurrent Jurisdiction, and Other Working Relationships

Pursuant to California Education Code section 67381, the UCI Police Department has adopted and signed Memorandum of Agreements (MOAs) with the Irvine Police Department and the Orange Police Department. These MOAs clarify and affix operational responsibilities and working relationships for the investigation of violent and non-violent crimes occurring on the UCI main campus (i.e. MOA with Irvine Police Department) and the UCI Health Medical Center campus (i.e. MOA with Orange Police Department). Due to the sophisticated investigative resources required to properly investigate certain crimes, the UCI Police Department, by agreement, has arranged for assistance from the Irvine Police Department and the Orange Police Department in certain circumstances.

Both MOAs seek to achieve the following goals: (a) to ensure that felonies committed on institution property are promptly and effectively reported, investigated and prosecuted; (b) to enhance communication and cooperation between both departments and UCI Police Department in providing services and assistance to students, staff, faculty and visitors of UCI who are victims or witnesses to crimes; (c) to enhance UCI’s ability to alert the campus community about incidents or crimes that require the issuance of an emergency notification (“zotALERT”) or timely warning (“Crime Alert”).

“Concurrent Jurisdiction” means Local Law Enforcement Agencies (such as Irvine Police Department and Orange Police Department) have statutory jurisdiction for performance of peace officer functions on those areas of campus located within the relevant city.

“Operational Responsibility” includes the responsibility for prevention of crime, preservation of peace and order, enforcement of laws and ordinances, investigation, reporting and accounting of criminal offenses, and providing such other police services as the Standard Operating Procedures of the respective departments may require.
MOA between UCI Police Department and Irvine Police Department ("IPD")

The Irvine Police Department has Operational Responsibility, including the investigation of Part 1 Violent Crimes that have occurred or are occurring in the City of Irvine with the exception of the UCI campus as described below.

The UCI Police Department has Operational Responsibility including the investigation of Part 1 Violent Crimes that have occurred or are occurring within the limits of the UCI campus and its properties. The limits of the UCI campus are defined as a line on the campus side of boundary roads, at the edge of the curb or the edge of the roadway, where there are no curbs, with the exception of a portion of land located within the boundaries, which is private property under the jurisdiction of the City of Irvine. This land is located in the vicinity of University Drive, Campus Drive, California Drive, and Bonita Canyon Road. Where UCI owns and operates, or is the lessee, of properties located outside the limits of the UCI campus, but within the City of Irvine limits, UCI Police Department has Operational Responsibility over those properties. Where UCI owns property located outside the limits of the UCI campus, but the property is leased to a non-university lessee, the Irvine Police Department has Operational Responsibility.

MOA between UCI Police Department and Orange Police Department ("OPD")

The UCI Police Department acts as a first responder to facilities located within the limits of the UCI Health Medical Center. As a first responder, UCI Police Department responds to 9-1-1 and other emergency calls.

The Orange Police Department acts as a first responder to properties leased by UCI that are located off-campus within the City of Orange. As a first responder, Orange Police Department responds to 9-1-1 and other emergency calls.

UCI Police Department has Operational Responsibility for the facilities located within the limits of the UCI Health Medical Center. UCI Police Department has Operational Responsibility including the investigation of Part 1 Violent Crimes that have occurred or are occurring within the limits of the UCI Health Medical Center and its properties. The limits of the campus are defined as a line on the campus side boundary roads, at the edge of the curb or at the edge of the roadway, where there are no curbs, with the exception of a portion of land located within the boundaries which is private property under the Jurisdiction of the City of Orange. This land is located in the vicinity of The City Drive, Chapman Avenue, Dawn Way, and the Interstate 5 Freeway. Where UCI owns and operates, or is the lessee, of properties located outside the limits of the UCI Health Medical Center, but within the City of Orange limits, UCI Police Department has Operational Authority over those properties. Where UCI owns...
property located outside the limits of the UCI campus, but the property is leased to a non-university lessee, the Orange Police Department has Operational Responsibility.

MOAs between both IPD and OPD

Irvine Police Department and Orange Police Department will both assist UCI with its Timely Warning ("Crime Alert") compliance requirements for Clery Act crimes reported to them that occurred on UCI Clery Act geography by promptly forwarding any such reports to the UCI Police Department in a timely manner. Moreover, both departments will promptly notify UCI Police Department about any emergency or dangerous situation that poses an immediate threat to the health and safety of the UCI and/or UCI Health Medical Center communities to assist UCI with its Emergency Notification ("zotALERT") requirements. Additionally, both departments will promptly notify UCI Police Department as soon as practical about the occurrence of sexual assault, dating violence, domestic violence, or stalking if one of UCI’s students is a victim to assist UCI with its Title IX requirements, whether or not the incident is a subject of a criminal investigation.

Irvine Police Department and Orange Police Department will share crime statistic information with UCI Police Department as required by state and federal law. Additionally, in compliance with the requirements of California AB-1433, UCI Police Department will immediately, or as soon as practicably possible, send any report required to be disclosed under AB-1433 to both the Irvine Police Department and Orange Police Department.

3.0 Reporting Criminal Activity

3.1 Accurate and Prompt Reporting of Criminal Activity

In order to make the UCI and the UCI Health Medical Center campuses as safe and secure as possible, all students, staff, faculty, other community members and visitors are strongly encouraged to immediately and accurately report all criminal activity and all suspicious person(s) and/or suspicious activities to the UCI Police Department when the victim of a crime elects to make a report, or is unable to make such a report, by dialing 9-1-1 from an on-campus telephone at the UCI and UCI Health Medical Center campuses or a GPS enabled cell phone on the UCI and UCI Health Medical Center campuses or by calling the UCI Police Department Dispatch Center 24 hours a day, 7 days a week at (949) 824-5223 (non-emergency business line). The UCI Police Department has primary jurisdiction and responsibility for investigating crimes and providing police protection services to the UCI and UCI Health Medical Center campus communities. The UCI Police Department’s primary patrol jurisdiction is the UCI campus and the UCI Health Medical Center campus. Further information about the primary patrol jurisdiction of UCI Police Department may be found in the section below, Daily Crime and Fire Log and in the appendix, primary patrol jurisdiction maps for the UCI campus and the UCI Health Medical Center campus. The immediate and accurate reporting of all criminal activity also assists the UCI Police Department in assessing Clery crimes for a potential Timely Warning Notice ("Crime Alert") and for inclusion in the annual Clery crime statistics disclosure and the Daily Crime and Fire Log.

For crimes that occur in the City of Irvine, but not on the UCI campus boundaries, UCI encourages accurate and prompt reporting of all crimes to the Irvine Police Department by calling (949) 724-7000, located at 1 Civic Center Plaza, Irvine, CA 92606.

For crimes that occur in the City of Orange, but not on the UCI Health Medical Center campus grounds, UCI and UCI Health encourage accurate and prompt
reporting of all crimes to the Orange Police Department by calling (714) 744-7444, located at 1107 North Batavia Street, Orange, CA 92867.

The UCI Police Department is located on the UCI campus in the Public Services Building at 410 East Peltason Drive, Irvine, CA 92697 (Building 7 on the UCI campus map [http://communications.uci.edu//documents/pdf/UCI_14_map_campus.pdf]). Free short-term visitor parking at the UCI Police Department is available in UCI Parking Lot 1C. Please park in a parking spot labeled “Visitor Parking” and note any time restrictions with parking in these visitor parking spaces. UCI Parking Lot 1C is located directly behind the UCI Police Department Public Services Building. All crimes that occur off of the UCI campus and away from the UC Health Medical Center campus should be reported to the local law enforcement agency with jurisdiction where that crime has occurred.

UCI Police Department Dispatchers are available 24 hours a day, 7 days a week at (949) 824-5223 to answer any calls. In response to a call for service, the UCI Police Department will take the required action, either dispatching an Officer or asking a victim to respond to the UCI Police Department to file a report with a police officer. All reported crimes may become a matter of public record. UCI Police Department reports may be forwarded to various departments, including but not limited to the Title IX Office / Office of Equal Opportunity and Diversity (OEOD), the CARE (Campus Assault Resources and Education) Office, the Office of Academic Integrity & Student Conduct, and the Dean of Students. For more information about maintaining victim confidentiality, please see the Protecting the Victim section 9.6 of this document.

The UCI Police Department Strategic Services Division will investigate a report when it is deemed appropriate. Additional information obtained during an investigation may be forwarded to other offices at UCI when deemed necessary and determined on a case-by-case basis. If assistance is needed from Irvine Police Department, Orange Police Department, another police agency or the Orange County Fire Authority (“OCFA”), UCI Police Department will contact the appropriate agencies for assistance. If a sexual assault, dating violence, domestic violence, or stalking should occur, staff initially on scene, including the UCI Police Department responding Officers, will offer a victim/survivor with written information on rights, options and resources, regardless
of whether the crime occurred on or off the UCI campus or the UCI Health Medical Center campus. Additionally, when appropriate, a victim advocate may respond as well.

3.2 Emergencies at UCI and the UC Irvine Health Medical Center

Police, fire and medical emergencies on the UCI and UCI Health Medical Center campuses can be reported by dialing 9-1-1 from any telephone on either campus. 9-1-1 calls made from cell phones on either campus could be routed to an outside law enforcement agency depending on which cell phone tower the 9-1-1 call is routed to. UCI Police Department’s 9-1-1 system has interoperability with all 9-1-1 centers in Orange County. All 9-1-1 calls received by outside law enforcement agencies can be immediately transferred to UCI Police Department’s 9-1-1 Dispatch Center given the interoperability. Police fire and medical emergencies on the UCI Health Medical Center campus can be reported by dialing 9-1-1. All telephones located at UCI and the UCI Health Medical Center campuses are connected to the 9-1-1 emergency system. Emergencies can also be reported on the UCI campus by using any one of the more than 150 blue light emergency call-boxes located throughout the UCI campus, or by using the emergency intercom system located in most building elevators. At all non-campus locations where there is an emergency, calls for emergency service should be directed to the local law enforcement agency that has jurisdiction in the area where the emergency is occurring or has occurred. Typically, 9-1-1 calls made from GPS enabled cell phones will be routed to a local law enforcement agency that has jurisdiction in the area where the cell phone 9-1-1 call is being made from.

3.3 Non-Emergencies at UCI and the UC Irvine Health Medical Center

Non-emergency incidents on the UCI campus can be reported to the UCI Police Department by dialing (949) 824-5223. Non-emergency incidents on the UC Irvine Health Medical Center campus can be reported to the UCI Police Department by dialing (949) 824-5223 to reach UCI Police Department for non-emergency incidents. However, all suspected on-campus crimes at the UCI and UC Irvine Health Medical Center campuses, regardless of their nature, should immediately be reported to the UCI Police Department as indicated above in section 3.2.
3.4 Voluntary Anonymous and Confidential Reporting Options

In certain instances, a crime victim may be reluctant to file an official police report fearing the criminal process and/or loss of his/her confidentiality. In such circumstances, UCI still encourages crime victims to make a confidential report to the UCI Police Department. With a crime victim’s permission, the UCI Police Department can file a report on the details of the incident without revealing a victim’s identity. The purpose of a confidential report is to comply with a crime victim’s desire to keep the matter confidential, while taking steps to ensure their safety and the safety of others. At a minimum, crime victims will receive important counseling and referral information as well as helpful written information on certain rights, options and resources. Confidential reports are important because they provide valuable information to help keep a more accurate record as to the actual crime occurring on the UCI campus and UCI Health Medical Center campus and help determine where there is a pattern of crime with regard to a particular location, method, or perpetrator. Confidential reports of Clery Act crimes also assist with the potential issuance of Crime Alerts to the campus communities to warn of serious or on-going threats when deemed necessary by the UCI Police Department. Additionally, crime reports filed in this manner are classified, counted and disclosed in the annual crime statistics information, to the extent possible, without revealing any personally identifying information about the victim. Additionally, a crime victim can remain anonymous by calling “OC Crime Stoppers” at (855)-TIP-OCCS (847-6227), texting “OCCS” plus the crime tip(s) to CRIMES (274637), or submitting a crime tip via the OC Crime Stoppers website at http://occrimestoppers.org/.

For more information about the multiple ways that victim’s/survivors personally identifying information is protected from disclosure, see Protecting Victim Confidentiality section 9.6 of this document.

“If a crime victim or any other person wants to report a crime anonymously, UCI Police Department offers a couple of options to submit anonymous reports. First, a “Silent Witness” form is available on the UCI Police Department website, located at: http://www.police.uci.edu/services/silent-witness/index.php and is an anonymous reporting channel, allowing a person to provide information anonymously to the UCI Police Department by filling out an online submission form. The UCI Police Department will use any information it receives via the Silent Witness form in an appropriate manner. Reports of Clery Act reportable crimes filed in this manner are classified, counted and disclosed in the Clery Act annual crime statistics information, to the extent possible, without revealing any personally identifying information about the victim. Additionally, a crime victim can remain anonymous by calling “OC Crime Stoppers” at (855)-TIP-OCCS (847-6227), texting “OCCS” plus the crime tip(s) to CRIMES (274637), or submitting a crime tip via the OC Crime Stoppers website at http://occrimestoppers.org/.

For more information about the multiple ways that victim’s/survivors personally identifying information is protected from disclosure, see Protecting Victim Confidentiality section 9.6 of this document.
3.5 Campus Security Authorities ("CSAs")

UCI encourages the reporting of all criminal activity at the UCI and UC Irvine Health Medical Center campuses directly to the UCI Police Department. The Clery Act specifically includes four groups of individuals and organizations associated with UCI that are designated as CSAs: (1) a campus police department or a campus security department of an institution; (2) any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, (3) any individual or organization to which students and employees should report criminal offenses (Note: for crimes that occur on the UCI campus and at the UC Irvine Health Medical Center campus, all criminal offenses should be reported to the UCI Police Department), and (4) an official of the institution who has significant responsibility for student and campus activities. An “official” is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. The UCI Clery Act Compliance Program Manager continuously identify and train new CSAs based on an individual’s function and position at UCI and within UC Irvine Health.

In addition to gathering Clery Act crime statistic information from police reports generated by the UCI Police Department, Clery Act crime statistic data is continuously requested via email on a quarterly basis by identified and designated CSAs and is compiled using the Clery Act CSA Report Form located at [http://www.police.uci.edu/police/clery/forms/csareportform.pdf](http://www.police.uci.edu/police/clery/forms/csareportform.pdf) This CSA Report Form is also available in a paper version at the UCI Police Department, Administrative side. CSAs are instructed during CSA training that reports of Clery Act crimes made to a CSA must immediately, or as soon as practicably possible, be transmitted to the UCI Police Department’s Clery Act Compliance Program Manager via email at Clery@uci.edu by fax machine (949) 824-0150, or by campus mail Zot Code 4900, Attention: UCI Clery Act Compliance Program Manager. CSA Reports may also be delivered to the Clery Act Compliance Program Manager in-person during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. at the UCI Police Department front desk located on the Administrative side of the UCI Police Department building, located at 410 East Peltason Drive, Irvine, CA 92697.

3.6 Pastoral and Professional Counselors

UCI pastoral and professional counselors are encouraged to inform their clients about the criminal reporting procedures outlined in this Annual Security Report document, if and when they deem it appropriate. As noted in section 3.4, there are options available for voluntary and anonymous confidential reporting. Pastoral and professional counselors are encouraged to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential or anonymous basis for inclusion in the annual crime statistics disclosed in UCI’s Annual Security Report and web-based report to the Department of Education. This practice is encouraged in an effort to prevent further victimization and to obtain a more accurate picture of crime reported on the UCI campus and UC Irvine Health Medical Center campus Clery Act reportable geographic locations.
3.7 Daily Crime and Fire Log

The UCI Police Department maintains combined Daily Crime Logs and Daily Fire Logs, which are titled the “Daily Crime and Fire Log.” UCI Police Department produces two Daily Crime and Fire Logs, one for the UCI campus and the other for the UCI Health Medical Center campus. These documents contain a record of all crimes reported to the UCI Police Department, the UCI Health Security & Parking Services Department and any Campus Security Authority (CSA), which have occurred on the Clery Act Reportable Geography of the UCI and the UCI Health Medical Center campuses. The Daily Crime Log also includes any reported crime that has been reported within the primary patrol jurisdiction of the UCI Police Department (see attached patrol jurisdiction maps in the appendix of this Annual Security Report). All entries or additions to the Daily Crime and Fire Logs are made within 2 business days of the report being received by the UCI Police Department, unless the disclosure of such crime is prohibited by law or would jeopardize the confidentiality of the victim.

Regarding criminal incidents, the Daily Crime and Fire Logs reflect the nature of the reported crime, the time and date the crime was reported to the UCI Police Department, the time and date the crime occurred (if known), the location of the crime (if known) and the current disposition of the case for the past 60 days (if known). A crime is considered “reported” when it is brought to the attention of a Campus Security Authority (“CSA”) (including the UCI Police Department Officers and the UC Irvine Health Security Officers) or a local law enforcement agency. All crimes in the Daily Crime and Fire Logs are recorded by the date the crime was reported to the UCI Police Department.

Regarding fire incidents, any fire that occurs in an on-campus student housing facility on the UCI campus that is reported to any official at UCI is documented and reported in the UCI Daily Crime and Fire Log. It should be noted that the UCI Health Medical Center campus does not contain any on-campus student housing facilities. This document reflects the same information as the Daily Crime Logs, except the date that the fire was reported includes the date that the fire was initially reported, not the date that the UCI Police Department or the UCI Campus Fire Marshal learns of the reported fire. UCI goes above and beyond the Daily Fire Log Clery Act requirements by typically including information about other reported fires that occur on the UCI and UCI Health Medical Center campuses in the Daily Crime
and Fire Logs (i.e. those fires that occur outside of UCI on-campus student housing facilities) for purposes of disclosure and making this information available to the public.

In compliance with the Clery Act, UCI Police Department may withhold information from the Daily Crime and Fire Logs if there is clear and convincing evidence that the release of such information would jeopardize an on-going criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. The UCI Police Department will disclose any information withheld from the Daily Crime and Fire Logs once the adverse effect is no longer likely to occur.

The UCI Police Department’s Daily Crime and Fire Logs for the UCI campus and the UCI Health Medical Center campus include all crime and required UCI on-campus student housing facility fire incidents (and typically information about other reported fires outside of on-campus student housing facilities) from the most recent 60 day period. The Daily Crime and Fire Logs are open for public inspection at the front desk Administrative lobby of the UCI Police Department during normal business hours (which excludes weekends and holidays), generally Monday through Friday, 8:00 a.m. to 5:00 p.m. Additionally, the Daily Crime and Fire Logs will usually be accessible on the UCI Police Department website by going to www.police.uci.edu and clicking on the “UCI Campus Daily Crime and Fire Log” and the “UC Irvine Health Medical Center Daily Crime and Fire Log” under the Clery Act section of the website. The UC Irvine Health Medical Center Daily Crime and Fire Log is also available for public inspection at the UC Irvine Health Medical Center’s Security and Parking Services Department lobby during normal business hours (which excludes weekends and holidays), generally Monday through Friday, 7:15 a.m. to 4:00 p.m. Daily Crime and Fire Log information older than 60 days (up to 7 years of Daily Crime and Fire Log information) will be made available for public inspection within 2 business days of a request for such information.

3.8 Non-Campus Buildings and Property Crime Statistics

Crime statistics from Clery geographic locations defined as “non-campus buildings and property” (also referred to as “non-campus” locations) encompass two distinct types of geography associated with UCI and the UCI Health Medical Center: (1) any buildings and property owned or controlled by officially recognized student organizations; and (2) any buildings and property located off campus but owned or controlled by UCI or the UCI Health Medical Center, that is used in direct support of, or in relation to, UCI’s educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area as the UCI campus or the UCI Health Medical Center campus. UCI and UC Irvine Heath have numerous locations throughout Orange County, Los Angeles County, and locations that are considered non-campus locations. Non-campus locations are neither contiguous to nor located within a reasonable geographic area surrounding UCI property and these locations fall within the jurisdiction, protection, and reporting responsibility of different law enforcement agencies (in different cities, counties, states and/or countries) depending upon where the buildings and property may be geographically located. The UCI Police Department makes a good faith effort to identify on an annual basis geographic locations from various UCI and UC Irvine Health Medical Center stakeholders that fit within these “non-campus’’ definitions. Then, written requests for Clery crime statistic data from all outside law enforcement agencies that have jurisdiction where UCI owns or controls non-campus buildings or property, are made on an annual basis. It should be noted that on-campus buildings and property locations may also include locations such as hotels, motels, resorts/conference centers, temporary
classrooms, etc. where UCI and the UCI Health Medical Center “control” such space for a certain period of time by virtue of an agreement for control of space and where such location is used for educational purposes, is frequented by students, and is not contiguous to the main UCI campus or UCI Health Medical Center campus. Any type of agreement (e.g. a contract, reservation, invoice, receipt, etc.) can be used to establish an “agreement” for purposes of classifying a location as a non-campus building or property location for purposes of UCI Clery Act Geography. Study abroad trips, short “stay-away” trips, and other university travel may involve geographic locations that create “non-campus” Clery Act geography implications that are tracked for purposes of requesting crime statistic data. UCI uses guidance from the Department of Education and other industry best practices to fully comply with this requirement.

4.0 Missing Persons

4.1 General Policy on Missing Persons

It is the policy of UCI, through the UCI Police Department, to accept all reports of missing persons without delay. Investigative priority will be given to investigating missing persons over the handling of property crimes. A missing student often has a temporary residence on the UCI campus and a permanent family residence in another jurisdiction, yet, the student may have last been seen or heard from another jurisdiction. When a person’s disappearance is deemed to be suspicious, when foul play is suspected, and/or the person may be “at-risk” based on a number of factors, the UCI Police Department may request assistance from the Irvine Police Department for assistance.
4.2 Missing Student Notification Policy Statement

If any person has reason to believe that a student who resides in on-campus student housing is missing, s/he should immediately notify the UCI Police Department at (949) 824-5223. UCI Police Department will immediately generate a missing person report and initiate an investigation. This policy statement focuses on students residing in on-campus student housing facilities. While UCI has multiple campuses for Clery Act purposes (i.e. both the UCI campus and the UC Irvine Health Medical Center campus), this policy statement only applies to the UCI campus since that is the only campus with on-campus student housing facilities. UCI will follow policy and procedures established jointly by the UCI Police Department, UCI Student Housing and American Campus Communities (“ACC Housing, based on the facts and circumstances known to UCI, to ensure that prompt and appropriate action is taken in compliance with the Clery Act. It should be noted that UCI Police Department’s policy on missing students for Clery Act purposes is parallel to and reflects the UCI Student Housing and ACC Student Housing policies on the same (and vice-versa).

It is important to note that missing student reports can include reports made by anyone, even individuals not affiliated with UCI. A student is considered to be “missing” after a reasonable investigation by the UCI Police Department fails to discover the location of the student reported missing from the UCI campus or where a set of extenuating circumstances may suggest immediate concern to UCI officials. Such conditions may include, but are not limited to students who have health related problems, a student who has not regularly attended class and has not been seen elsewhere, and/or parent(s) and roommate(s) of the missing student reports that a student is missing because they have had irregular contact with the student. The UCI Police Department is the department with the official responsibility for determining whether a student is “missing” for Clery Act purposes.

It is imperative that any missing student report must be referred immediately to the UCI Police Department at (949) 824-5223, regardless of how long the student is believed to have been missing. The official determination that a student is missing can be made at any time by the UCI Police Department. In addition to the UCI Police Department, students, employees or other individuals are encouraged to report that a student has been missing for 24 hours to the following list of offices and officials on the UCI campus:

- UCI Student Housing Administrative Office, Housing Director, (949) 824-7962;
- Office of Student Life & Leadership, Dean of Students, (949) 824-5181;
- Vice Chancellor of Student Affairs Office, (949) 824-4804;
- Department of Undergraduate Education Office, Dean’s Office, (949) 824-3291;
- Graduate Division Office, Dean’s Office, and (949) 824-6351.

If a missing student report is received by any of the above offices, the following offices will immediately be notified of the missing student report:

- UCI Police Department;
- Undergraduate and/or Graduate Deans’ Office;
- Vice Chancellor for Student Affairs Office;
- UCI Student Housing Office.
- American Campus Communities, Regional Vice President (if determined to be a student residing in one of the American Campus Community properties, i.e. Vista Del Campo, Vista Del Campo Norte, Puerto Del Sol and Camino Del Sol).
In addition to registering an emergency contact, students residing in on-campus student housing facilities (regardless of age) have the option to identify confidentially one or more individuals to be contacted by UCI staff strictly in the event that the student is determined to be missing for more than 24 hours by the UCI Police Department. This “missing student” contact person can be anyone selected by the student. All students are given this option to identify a “missing student” contact person even if a student has already identified a general emergency contact person. The same person may be identified for both purposes (i.e. same person for emergency contact person and missing student contact person notification purposes) and UCI will not assume that a general emergency contact person that is identified by a student is also the missing student contact person. Students will complete the Missing Persons Contact Form in the UCI Student Housing or ACC Student Housing complex they are living in upon move-in day and will submit the completed document to a UCI Student Housing or ACC Student Housing staff member in accordance with their local student housing procedures for submission of form. If a student has identified a “missing student” contact person, the UCI Police Department will notify that designated contact person within 24 hours after the student is determined to be officially “missing” for Clery Act purposes. Students may identify a “missing student” contact person(s), but are under no obligation to do so. This “missing student” contact information will be kept separate from general emergency contact information that is on file since “missing student” contact information is provided a higher level of protection under FERPA than general emergency contact information. If UCI Police Department is unsuccessful in contacting the registered contact person(s) for a student who is determined to be missing, all attempts made by UCI Police Department to contact the “missing student” contact person will be documented.

After investigating the official report of a missing student, if UCI Police Department determines the student has been missing for 24 hours, UCI will contact the custodial parent or legal guardian if the student is under 18 years of age and not an emancipated individual. After investigating the missing person report, if UCI Police Department determines that the student has been missing for more than 24 hours, regardless of whether the student has identified a missing student contact person(s), is above 18 years of age, or is an emancipated minor, UCI will notify the Irvine Police Department (IPD) or the law enforcement agency with jurisdiction in the area the student went missing (and the student’s missing student contact person(s) within 24 hours after the student is determined to be missing if one has been identified by the student).
If the missing student is under 18 years of age and is not an emancipated individual, UCI Police Department will notify the student’s custodial parent or legal guardian, UCI Student Housing and/or ACC Student Housing and any registered “missing student” contact person(s), that the student has been determined to be “missing.” These notifications will be made within 24 hours from the point in time after which the UCI Police Department has determined that the student is “missing.”

Students will have the option of identifying a “missing student” contact person to be contacted by UCI Police Department, in the event that they are determined to be missing, and register this “missing student” contact person(s) information through UCI Student Housing or ACC Student Housing (depending on which on-campus student housing facility they are living in). Students are given the opportunity to provide “missing student” contact person(s) information on an annual basis regardless of whether they chose to register a “missing student” contact the previous year. Additionally, students who move into on-campus student housing mid-year are given the option to name and register a missing student contact person(s) as well. Only authorized UCI campus officials will have access to this “missing student” contact person(s) information and the information will not be disclosed except to law enforcement officers, in furtherance of a missing person investigation. If a student registers a missing student contact person(s), they are providing permission for law enforcement personnel to contact the identified person(s) for the purpose of a missing student investigation.

If UCI Police Department or the Irvine Police Department have been notified and a determination is made by the UCI Police Department that a student, who is the subject of a missing person report, has been missing for more than 24 hours and has not returned to the UCI campus, UCI Police Department will initiate contacting the registered “missing student” contact person(s) in accordance with the student’s designation. UCI Police Department will obtain any designated “missing student” contact person(s) information from the housing community office in which the student lives.
4.3 Missing Student Notification Procedures

Upon notification from any person that a student is reported to be missing and once UCI Police Department has made the determination that the student is deemed to be “missing”, UCI may use any of the following resources to assist in locating the student. These resources may be used in any order and combination:

- UCI Student Housing and/or ACC Student Housing - the housing professional staff or RA/HA on duty may be asked by the UCI Police Department to assist with providing UCI Police Officers a key to the student’s assigned unit and/or room for UCI Police Department to gain access to the unit/room and/or talking with known associates.

- UCI Police Department - Officers may search on campus locations to find the missing student.

- UCI Police Department – Officers may issue an identification picture to assist in identifying the missing student.

- UCI Police Department – Officers may access vehicle registration information for vehicle location and other information and distribution of such information to the appropriate authorities.

- UCI Police Department – Officers may obtain access to card access logs in order to determine last use of the card and track card usage for future uses.

- Office of Student Life & Leadership or the UCI Police Department – Staff or Officers may try to contact known friends, family, staff, or faculty members for a last known sighting of the missing student or additional contact information.

- UCI Student Affairs or individual academic departments – staff may be contacted to seek information on last known sighting of the missing student or additional contact information.

- The UCI Office of Information Technology (OIT) – staff may be asked to look up email logs for last known login of the missing student and use of the UCI email system.

- If there is any indication of foul play, the local law enforcement agency may immediately be contacted for assistance.

If the search for the missing student is successful, the Incident Manager (e.g. a Student Housing or Dean of Students staff member), will contact the student and inform him or her of support services available on campus (e.g., Student Counseling Center, Student Health Center, Social Worker, Campus Assault Resources Education (CARE) Office, etc.). The Incident Manager will also offer services to any other students (e.g. roommates, friends) affected by the incident.

If the search for the missing student is deemed to be unsuccessful, the UCI Campus Consultation Team will decide what further action should be taken based on the facts of the situation known at that time. The UCI Campus Consultation team, under the guidance of the Assistant Vice Chancellor for Wellness, Health and Counseling Services, provides a coordinated campus response to the management of crises that because of its reach, complexity, or potential for risk, demand the involvement of multiple campus agencies and stakeholders.

In addition to the UCI Police Department policy on missing persons and missing students, UCI Student Housing and ACC Student Housing have local policies and procedures for missing students, in compliance with the requirements of the Clery Act.
5.0 Crime Prevention and Security Awareness Programs

Crime is a serious problem for which there are no easy answers or solutions. The UCI campus and UCI Health campus are not immune to crime. Therefore, the prevention of crime is a top priority for the UCI and UCI Health administration, including the UCI Police Department and UC Public Safety Division. All members of the UCI and UCI Health communities are encouraged to take responsibility for their own safety and security, and when possible and safe to do so, assist others with their safety and security needs. While the UCI Police Department and UCI Health Public Safety Division may offer guidance and assistance regarding safety and security at the campuses, each individual must take primary responsibility for their own safety and security.

The UCI Police Department and UCI Health Public Safety Division support proactive crime prevention strategies working closely with community members to help create and maintain a safe environment at UCI and the UCI Health, including working with the Campus Assault Resources and Education (“CARE”) office. Crime prevention and security awareness programs begin with freshman orientation presentations and on-boarding of new employees. UCI Health introduces crime, workplace violence, and personal safety awareness during New Hire orientations and New Resident orientations. Topics of discussion include the student conduct code, sexual harassment, sexual violence (including sexual assault, dating violence, domestic violence, stalking), substance abuse, alcohol abuse, hate violence, and personal property safety. Throughout the year, the UCI Police Department gives various presentations and workshops regarding personal safety, self-defense, office safety/workplace violence, sexual violence prevention, vehicle security, residential security, and active shooter/workplace violence incidents. UCI Health Public Safety Division provides training in managing aggressive behaviors and non-violent crisis intervention.

The UCI Police Department’s effort to educate the campus community about incidents of crime, the importance of reporting crime, and the prevention of crime is performed on a continuous and on-going basis throughout each year. The CARE office, Title IX/Office of Equal Opportunity and Diversity (“OEOD”), the UCI Police Department, Student Affairs, Student Life and Leadership, UCI Student Housing, ACC Student Housing, Dean of Students’ office, Office of Academic Integrity &
Student Conduct, Center for Student Wellness and Health Promotion, among others all actively participate and contribute to this on-going effort. From the time in which a student begins freshman orientation to the time in which they graduate, students are presented with and offered a number of different safety and security programs and campaigns, designed to create safer campus environments both at UCI and at the UCI Health Medical Center. The above listed departments offer a combined average of 3-5 or more educational programs per month on a variety of topics, which may vary depending on requests by community members.

UCI Health and the UCI School of Medicine Human Resources Departments provide University, State, and Federal mandated competency training upon initial hire and annually based on position and licensure for employees within UC Irvine Health and those working at the UCI Health Medical Center.
5.1 Campus Safety and Security Education, Programming and Other Events

The UCI Police Department works closely with Campus Assault Resources and Education (“CARE”), Office of Equal Opportunity and Diversity (“OEOD”), UCI Student Housing, American Campus Communities (“ACC”) Student Housing, Student Affairs, Student Life & Leadership and other key campus departments to provide security and safety programs, presentations and workshops throughout the year. In addition, UCI Police Department, in conjunction with various campus partners, produce and publish brochures and pamphlets relating to various topics relating to crime prevention, personal safety, bystander intervention, and risk reduction strategies. The following are examples of the programs that were made available in 2017 to the UCI campus community from these various departments.

UCI Police Department Education, Programming and Events

The UC Irvine Police Department’s Operations Division personnel actively collaborates with UCI and UCI Health communities to help create a safe and secure learning environment through prevention, intervention, education and enforcement. Officers work in a diverse environment and take pride in delivering exceptional law enforcement services to the UCI and UC Irvine Health communities. The UC Irvine Police Department utilizes a community-oriented policing service philosophy that uses a synergistic approach to meeting the safety and security needs of the community that is served.

The UCI Police Department offered various programs designed to inform students, faculty and staff about campus security procedures and practices and programs to encourage students, faculty and staff to be responsible for their own security and the security of others as well as programs designed to inform students, faculty and staff about the prevention of crimes. These programs included:

- Health Education Center – Alcohol and Other Drug Peer Health Educator Training (annually)
- Peer Educators, Right to Know – Presentation on reporting incidents of sexual assault (bi-annually)
- Academic Integrity & Student Conduct Peer Advisor Group – Presentation on safety awareness and the UCI Police Department (bi-annually)
- Lecture presentation for the “Prisons, Punishment and Corrections” Class (annually)
- UCI Law School K9 and Terry Stop demonstrations with UCI Police Department and Newport Beach Police Department (annually)
• Lecture presentation for the Department of Psychology & Social Behavior, Naturalistic Field Research Class (annually)

• Associated Students UCI (ASUCI) – Presentation on the UCI Police Department and Fostering Communication (annually)

• UCI Resident Advisors ("RAs") in UCI Student Housing Communities - Safety and security presentations (bi-annually)

• UCI New Housing Assistants ("HAs") in American Campus Communities (ACC) Vista Del Campo, Vista Del Campo Norte, Camino Del Sol, and Puerta Del Sol Student Housing Communities - Safety and security presentations (bi-annually)

• Greek Life President’s Council – Safety and security awareness presentations, including topics on alcohol awareness, sexual assault, domestic violence, dating violence and narcotics (quarterly)

• International Student Orientation Anteater Resource Fair – Information booth on UCI Police Department, safety and security (annually)

• Workplace Violence and Active Shooter Safety Presentations – presentations to various UCI and UC Irvine Health Medical Center campus community academic schools, divisions, departments and units (On-going weekly / monthly / annually)

• Zone Crew Trainings (On-going)

• Standing with Anteaters to Foster Engagement & Responsibility ("SAFER") – a comprehensive community engagement program that helps foster a partnership between UCI Police Department Officers and community members and discusses issues relevant to community safety and security and help make the community a better place to live, work and play.
- June 2017: UCIPD Sponsored Movie in the Park for Palo Verde Student Housing residents.
- July 2017: UCI Police Department hosted a “Police Response & Continued Collaboration Opportunities” presentation for UCI Student Housing Undergraduate Residential Life Teams.
- August 2017: UCI Police Department participated hosted “Successful Strategies When Dealing with Law Enforcement” for the CAAP Legacy STEM Summer Residential Program.
- August 2017: UCI Police Department participated in “Meet & Greet” with American Campus Communities Community Assistants.
- September 2017: UCI Police Department participated in a panel discussion at the Graduate Student Welcome program entitled Making Wellness & Safety a Priority.
- September 2017: UCI Police Department hosted “Meet Your Police & Bike Registration” during Welcome Week on Ring Mall.
- September 2017: Presented “SAFER Program” to the academic core at the Dean’s Luncheon for the School of the Arts.
- September 2017: Hosted UCI’s Early Childhood Education Center field trip.
- September 2017: UCI Police Department participated and attended the Mesa Court Student Housing Carnival with over 1000 students in attendance.
- October 2017: Participated in University Hills Fiesta Event.
- October 2017: UCI Police Department hosted National Coffee with a Cop on Ring Mall.
- November 2017: Participated in the hiring/selection committee for the AOD Programs Manager for the UCI Center for Student Wellness and Health Promotions.
- December 2017: UCI Police Department hosted an Active Shooter Response Training with local law enforcements agencies participating.
- December 2017: UCI Police Department hosted “Light up the Night Safety Campaign”.
- December 2017: UCI Police Department partnered with UCI Athletics to host “Teddy Bear Toss” to benefit the UCIPD’s annual teddy bear drive.

- UC Irvine Organizations and Groups
  - Weekly: Core Committee Member of UCI’s Consultation Team.
  - Monthly: UCI Building Facility Managers Community Meeting – presentation on safety and security related updates and other initiatives related to facilities and buildings at UCI.
  - Quarterly: Core member of the UCI Constructive Engagement Team.
  - Quarterly: UCI Bicycle Advisory Group Meeting, Bicycle Education & Enforcement Program (“BEEP” Program).
  - December 2017: Presentation to UCI Greek Life President’s Council meeting – information on alcohol awareness, safety and other related education.
  - April 2017: CARE Office “Take Back the Night” Presentation
  - April 2017: UCI Police Department “Denim Day California” participation
• University Hills Community
  o October 2017: Participated in University Hills Fiesta Event.

• UCI Health Medical Center
  o Annually: University of California Office of the President’s Workplace Violence Prevention in Healthcare Core Committee Member
  o Annually: UC Irvine Health Medical Center Security Task Force Core Committee Member
  o Monthly: Core Committee Member of UCI Health Workplace Violence Prevention Consultation Team
  o Monthly: Site Security Task Force
  o Monthly: Access Controls Workgroup
  o Quarterly: Coffee with a Cop, Behind the Badge, Active Shooter (Code Silver) Training, Child Abduction (code pink/purple) training, and Self Defense & Public Safety Awareness Course

• UCI Police Department Participation in Local Community Events
  o April 2017: UCI Police Department participated in the Baker to Vegas event
  o May 2017: BLAC Scholarship and Awards Gala Event
  o May 2017: UCI Police Department participated in “Push Ups for Charity” event.
  o June 2017: Special Olympic Law Enforcement Torch Run Event
  o June 2017: Anti-Cancer Bike Ride Event

• UCI Police Department Community Service Officer (“CSO”) Presentation and Events – CSOs conduct multiple booth presentation events each year. During these events, CSOs hand out various safety brochures and quiz students about safety procedures and safety tips. During 2017-2018, CSOs provided the following safety information booth presentations:
  o July-August 2017- Safety Booth at Student Parent Orientation Program (SPOP)
Various UCI Campus Safety and Security Programs

The following are programs that were made available to the UCI and UC Irvine Health Medical Center campus communities in 2017:

- Learning Management System (LMS) - Security and Workplace Violence training (annually)
- Claire Trevor School of the Arts/EH&S Arts Safety Committee (bi-monthly)
- Claire Trevor School of the Arts safety card information (annually)
- Cross Cultural Center Affiliate Organization meetings - Safety Precaution Information (quarterly)
- University Extension International Program Orientation – Student safety (quarterly)
- School of Social Ecology – Emergency Preparedness (annually)
- School of Law campus security procedures and practices orientation for new students (annually)
- Student Conduct Peer Advisors workshops on illegal downloading, alcohol, theft and controlled substances (on-going)
- Verano Place Student Housing Safety & Security Programs (i.e. Home Disaster Preparedness, Domestic Violence and Healthy Relationship Program, Emergency Preparation Event, Mental Health Awareness, Welcome Day BBQ, Unannounced Fire Drill, Suicide Prevention Training, Managing Disruptive/Distressed Students, Stalking Awareness and Resources, Sexual Assault Awareness, Fire Safety, Bystander Awareness) (on-going)
- American Campus Communities (“ACC”) Student Housing – emails and paper pamphlet regarding safety guidelines and tips, (quarterly), Health and
Safety Week presentations and training (ongoing).

- Palo Verde (“PV”) Student Housing Safety & Security Programs (PV Playgroup, PV Infant and Toddler Tuesday, Block Parties (Intimate Partner Violence Education Program), Programs to HA World Cup (Strengthen Security and Safety of Others), UCI Partners Retreat, Evacuation Site Training, PV Trick or Treat Program, PV Meet and Greet, PV Picnic and a Movie, Information on Reporting Suspicious Activities or Persons, Information on Wildlife in the Neighborhood, Parking Lot Safety Information, Fire Safety Tips) (ongoing)

- UCI Libraries - review of emergency procedures, floor warden training program, new student assistant emergency preparedness & safety training, paper and digital signage display regarding theft risks (annually)

**Campus Assault Resources and Education (CARE) Programs and Events**

UCI Campus Assault Resources and Education (CARE) supports the goal of providing an educational environment free from violence and discrimination. Guided by the values of respect for diversity, human rights and community responsibility, the CARE office provides comprehensive programs to serve those affected by sexual assault, relationship abuse and stalking. CARE offers counseling, advocacy, prevention education, leadership and training opportunities, while working closely with the community on collaborative response and policy development. CARE provides awareness and prevention education and campaigns through various peer education programs, web-based trainings, campus-wide events and other educational campaigns. The following are some of the programs and events that CARE provided to the community in 2016 and 2017:

- First-Year Internet Required Safety Program (FIRST)
- Student Parent Orientation Program (SPOP) workshops and trainings
- International Student Orientation workshops
- On-going workshops and trainings for campus organizations, staff, and faculty
- Training for Housing staff
- Green Dot Bystander Intervention Training for all student athletes
- Green Dot Bystander Intervention program and trainings
- Greek Life New Member Education training
- Dating & Domestic Violence Awareness Month
  - CARE Package Donation Drive
  - Social Media Campaign
- Get Safe Self Defense Training
- Stalking Awareness Month
  - Stalking Education Tabling
- Girls Conference OC
- Sexual Assault Awareness Month
  - Take Back the Night
  - The Clothesline Project
  - Denim Day
- Dynamic Womyn of UCI Awards
- Yoga as Healing (Winter and Spring quarters)
• Peer Education Programs
  o Challenging All Men to Prevent Sexism (CHAMPS)
  o International Dots
  o Right to Know (RTK)
  o Greek Violence Intervention and Prevention (VIP)
  o Speakers Bureau

**Bicycle Education and Enforcement Program (BEEP)**

UCI Transportation and Distribution Services and the UCI Police Department have partnered to form the Bicycle Education and Enforcement Program (BEEP). The BEEP partnership offers various safety and security campaigns each year to offer educational opportunities and information to the UCI campus community, including:

• Pedestrian Safety – mutual respect between bicycles and pedestrians, walking bikes on Ring Mall, and inner ring safety;

• Bike Security – bike theft, bike registration, and information on how to lock your bike;

• Be Visible – biking at night, bike light giveaway;

• Protect Your Investment – wearing a helmet, how to put on a helmet properly, and bike helmet giveaway;

• Share the Lane – information about “sharrows” and signage that shows how bicycles can share the lane with vehicles.

  o Smart Cycling – League of American Bicyclists course taught by League Certified Instructors consisting of 3.5 hours in-class and 5.5 hours on-bike teaching the rules of the road, bicycle maintenance and best riding practices for all road conditions. Courses are free to the UCI community.

  o Bicycle Festivals – In fall and spring quarters, UCI hosts multi-day bicycle safety and education festivals in the most densely traveled part of the campus. Hundreds within the UCI community are educated on bicycle, vehicle and pedestrian safety each day of the event. The events are free to the UCI community.
Alcohol and Other Drug (AOD) Task Force and Health Education

UCI has a comprehensive drug and alcohol abuse prevention program available to all students and employees at UCI and the UC Irvine Health Medical Center, pursuant to the requirements within the Drug-Free Schools and Communities Act of 1989.

The UCI Center for Student Wellness & Health Promotion, including Peer Educators, are available to create and present programs and facilitate activities to meet your health promotion needs. Programs can be presented in an individual, group, workshop or training format.

The Center for Student Wellness & Health Promotion provides various training and program options to its community around the topic of alcohol.

Alcohol Awareness Class

The Center for Student Wellness & Health Promotion hosts a 90 minute class that provides students with information about alcohol physiology, BAC management, safe practices, how to handle alcohol, alcohol emergency and other valuable knowledge relating to alcohol awareness.

BASICS (Brief Alcohol Screening and Intervention for College Students)

BASICS is a two-session alcohol assessment and education program offered for free to all UCI students who want to explore their alcohol use on a more personalized level.

Alcoholics Anonymous Meetings

These are open meetings for students, staff, faculty and other community members.

UCI Alcohol and Other Drug Task Force

The UCI Alcohol and Other Drug ("AOD") Task Force meets once a quarter to discuss the issue of alcohol and other drugs on the UCI campus.
Alcohol & Other Drugs Education Programs

The Center for Student Wellness & Health Promotion promotes safe practices, responsibility and awareness around alcohol consumption and other drugs. A professional health educator is available to provide presentations on the following topics:

- Alcohol, Marijuana, Tobacco, Prescription Drugs, and other drugs of abuse
- Blood Alcohol Content (“BAC”)
- BASICS
- AA Meetings
- UCI Alcohol Task Force
- Safe Onto Sober Program
- Safe Practices
- Assess Your Alcohol Use (eChug)
- Assess Your Marijuana Use (eToke)

In addition to alcohol and other drugs, the Center for Student Wellness & Health Promotion has developed programs on the following topics:

- General Health & Wellness
- Body Image and Eating Disorders
- Emotional Wellness
- Nutrition and Physical Activity
- Sexual & Relationship Health
- Stress and Time Management

To request a workshop, please complete the Healthy-Tune Up Request Form at:
https://studentwellness.uci.edu/services/workshops

When requesting a workshop, the Center for Student Wellness & Health Promotion asks that you:

- Make the request at least two weeks before the workshop date;
- Get a minimum of 12 participants to attend;
- Communicate any changes in needs, logistics, or preferences for the workshop with us;
- Meet the facilitator(s) at the location at least 15 minutes prior to the program.

For more information, contact the Center for Student Wellness and Health Promotion at (949) UCI-WELL (949-824-9355)
UCI Police Department Available Brochures, Pamphlets and Handouts

The following brochures, pamphlets and handouts are available in the UCI Police Department main lobby Monday through Friday, 8:00 a.m. to 5:00 p.m. or online at http://www.police.uci.edu/campus-safety/safety-brochures/index.html

- Active Shooter
- Alcohol Safety
- Automobile Safety and Accidental Checklist
- Bicycle Safety
- Blue Light Phones
- Community Service Officer (“CSO”) Program
- Conflict Management
- Earthquake Preparedness for Faculty and Staff
- Earthquake Preparedness for Students
- Emergency Preparedness for Faculty and Staff
- Emergency Preparedness for Students
- Freedom of Expression
- Hate Crimes
- Identity Theft
- Marsy's Law
- Partying Rules and Guidelines
- Personal Safety Tips
- Residence Hall, Apartment, and Home Security
- Safeguarding Personal Property
- See Something, Say Something
- Sexual Assault Information
- Stalking, Dating Violence & Domestic Violence
- Suicide Prevention
- Victim’s Resource Guide

5.2 Campus Residents

UCI and UC Irvine Health Medical Center campus community members are reminded that crime can happen anywhere, at any time, to anyone and that the UCI and UC Health Medical Center campuses are not crime free zones. Students, staff and faculty must take their own personal safety very seriously. Since the UCI campus is open 24 hours each day, and visitation to campus housing facilities is mostly unrestricted, campus residents are advised to:

- Keep room and apartment doors locked at all times;
- Ask strangers to wait in the common areas and restrict access to private areas;
- Keep valuables out of plain sight;
- Not leave personal property in common areas;
- Report suspicious activity immediately to the UCI Police Department at (949) 824-5223.
5.3 Safety Escort Program

The UCI Police Department Community Service Officer (“CSO”) Safety Escort Program is a free service to members of the UCI community. Safety escorts are also available at the UC Irvine Health Medical Center provided by the UC Irvine Health Security & Parking Services Department. The objective of these safety escort programs is to provide a safe alternative to walking alone at night. Safety escorts will offer immediate (or as soon as possible) safety escorts on the UCI campus and UC Irvine Health Medical Center campus. Safety escort staff are trained in radio communication and dispatch procedures. They are equipped with two-way radios that allow them to keep in constant contact with the UCI Police Department Dispatch Center, which may be contacted 24 hours a day, 7 days a week. Safety Escorts on the UCI campus may be requested for free by dialing (949) 824-7233 (SAFE) and on the UC Irvine Medical Center campus by dialing (714) 456-5493.

Safety escort staff at the UCI campus can be identified by their blue jacket bearing “Community Service Officer” in reflective yellow lettering, a UCI Police Department CSO identification badge, a radio, and a flashlight.

Safety escort staff at the UC Health Medical Center can be identified by their Security or Parking Officer uniform and identification. If identification is not visible when the safety escort arrives, please feel free to request that the safety escort staff present their official identification to you prior to beginning the safety escort service.

Safety escorts are provided to the entire UCI campus community, including University Hills and American Campus Community (“ACC”) student housing facilities, and will extend to the residential complexes located in the University Town Center, if needed on a case-by-case basis. More information regarding UCI safety escorts can be located on the UCI Police Department webpage at: http://police.uci.edu/cso/safety_escort_faq.php

Public Safety Officer Escorts are available at the UC Health Medical Center from dusk until dawn or at any time if it is part of a threat management strategy under the Workplace Violence Prevention (“WPV”) Program and supported by the WPV Consultation Team. Safety escorts are provided to parking lots and parking structures both on and off the property of the UC Irvine Health Medical Center (located at 101 The City Drive, Orange, California). These safety escorts may be arranged by calling (714) 456-5493.

If you have any questions about these safety escort services, or would like to request brochures or additional information, please contact:

- Safety escorts at the UCI campus: UCI Police Department Dispatch Center at (949) 824-5223.
- Safety escorts at the UCI Health Medical Center campus: On-duty UC Irvine Health Security Department Supervisor at (714) 456-5493.
6.0 Emergency Management

6.1 Emergency Management Response and Evacuation Procedures

UCI Campus

UCI Police Department’s website (http://www.police.uci.edu/) contains information related to campus safety and emergency response. University departments are responsible for developing departmental emergency plans, policies, procedures, contingency plans, and continuity of operations plans for their staff and areas of responsibility. UCI conducts emergency response exercises each year, such as tabletop exercises, field exercises, and quarterly tests of the emergency notification systems on the UCI campus. These tests are designed to access and evaluate department emergency plans and capabilities of the institution, and educate the campus community on the systems they may encounter.

UCI emergency response personnel have received training in the principles of the Incident Command System and responding to critical incidents on the UCI campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually UCI Police Department, Orange County Fire Authority (“OCFA”), Irvine Police Department (“IPD”) and general services at UCI (i.e. Facilities Management, Environmental Health & Safety (“EH&S”), Transportation and Distribution Services, and Emergency Management). These entities work together to manage the incident. Depending on the nature of the incident, affected UCI departments and other local or federal agencies may also be involved through the provision of mutual aid. General information about the emergency response and evacuation procedures for UCI is publicized each year to the UCI community as part of the institution’s Clery Act compliance efforts, and that information is available on the UCI Police Department website (http://www.police.uci.edu/) or in hard copy.

UCI Campus Evacuation Guidelines

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. Should it become necessary to evacuate a building, an area, or the entire campus, the UCI campus has procedures in place. All members of the UCI campus community should familiarize themselves with the red Emergency Procedures flip charts posted prominently throughout the campus. The flip charts provide general guidance regarding response actions for many emergency situations including but not limited to evacuations. In addition, floor plans with emergency procedures and evacuation routes are posted in accordance with Title 19 of the California Code of Regulations near stairway and elevator landings, and inside public entrances to the buildings. The following information is a distillation of these procedures. Please also refer to campus recommendations on the evacuation of persons with disabilities, access and functional needs.

CAMPUS WIDE EVACUATIONS:

In a major emergency, the decision to implement evacuation procedures generally rests with the Chief of Police in consultation with the Chancellor’s Executive Policy Group. In situations requiring immediate action, public safety responders (i.e. Police and Fire) can also order an evacuation. When evaluating possible evacuation options, consideration will be given to the specific threat that exists (i.e. bomb, fire, storm, earthquake, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of public safety officials. In a major earthquake, individuals should “drop, cover, and hold”:

- take cover until the shaking stops, and then assess their surroundings for damage and injuries.
- If safe, remain in place.
- If unsafe, evacuate to their building’s predesignated assembly area and wait for information from campus emergency services personnel.

The procedures for a campus-wide evacuation will vary depending on the nature of the event. The UCI Police Department and Transportation and Distribution Services will take the lead in coordinating and conducting the evacuation. In all cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.
BUILDING EVACUATIONS:

These emergencies may include a building fire or fire drill, localized hazardous materials spill, or bomb threat. In a building-specific incident, follow these evacuation guidelines: When a fire alarm sounds, everyone must evacuate in accordance with California state regulations. In the event of a bomb threat, the UCI Police Department has authority to assess the credibility of the threat and determine whether to evacuate the site. For incidents involving hazardous materials, established department protocols for notification and response should be followed.

Zone Crew Members will ensure that all building occupants (including all students or visitors) proceed to the predesignated assembly area for their particular building. The Floor Wardens and other designated Zone Crew members will serve as liaisons with the Building Coordinators to assure that the building is appropriately secured and that all personnel are safely evacuated.

EVACUATION OF PERSONS WITH DISABILITIES, ACCESS, OR FUNCTIONAL NEEDS:

Persons with disabilities, access, or functional needs at the UCI campus and the UC Irvine Health Medical Center campus are urged to self-identify and work with their supervisor, colleagues, classmates, and Zone Crew members to determine evacuation routes and methods, areas of safe refuge, and other emergency planning needs before an emergency occurs.

Persons with disabilities which may prevent or impair a timely and safe evacuation from a building via a designated fire exit stairwell may be evacuated utilizing a specially designed evacuation chair with the assistance of one or two trained “buddies.” If no evacuation chair is available, or trained evacuation chair buddies are not available, the disabled person is to be moved to a fire exit stairwell and the Building Coordinator or Zone Captain is to be notified of the individual’s name and location so that responding fire or police may evacuate the disabled individual.

Departments at UCI needing to purchase evacuation chairs for self-identified persons with disabilities, access, and functional needs should contact the UCI Emergency Management Director at (949) 824-7147 for information on the recommended equipment and training. Departments at UC Health should contact the Director of Environmental Health & Safety at (714) 456-6738 for information on the recommended equipment and training.
UCI Emergency Management Plan:

Emergency Management Related Resources:

- Campus Evacuation Zones: http://www.ehs.uci.edu/em/zonemap.html
- Disaster Supplies and Kits: http://www.police.uci.edu/em/NexisUCFlyerDA.pdf
- Sign-Up for zotALERT Emergency Messaging: http://www.oit.uci.edu/zotalert/

- Zone Crew: http://www.police.uci.edu/em/ZoneCrew.html

For more information, please contact the UCI campus Emergency Management Director at (949) 824-7147.

UCI Health Medical Center

EMERGENCY MANAGEMENT RESPONSE:

The UCI Health Medical Center hospital’s Environmental Health and Safety website contains links for hospital safety and emergency response procedures. UCI Health Medical Center hospital departments are responsible for developing departmental emergency plans, policies, procedures, contingency plans, and continuity of operations plans for their staff and areas of responsibility. The hospital tests the Emergency Operations Plan (“EOP”) at least twice a year, and during disaster training events such as table top exercises and county-wide drills. These EOP activations are designed to evaluate the hospitals response to an event as well as any exercised department emergency plans, policies, procedures and/or other capabilities of the institution, and educate the organization on the systems they may encounter during an emergency response.

UCI Health has designated leaders who are trained in the principles of the Hospital Incident Command System (“HICS”) to manage emergency response efforts. When a serious incident occurs on-site that may cause a disruption to hospital services, the first responders to the scene are usually the UCI Health Security & Parking Services Department, UCI Police Department, Environmental Health and Safety and Facilities Services. These entities work together to manage the incident.
until the situation is resolved or until backup staff arrives to assist. Depending on the nature of the incident, affected UCI Health departments and other local or federal agencies may also be involved through the provision of mutual aid. General information about the emergency response and evacuation procedures for UCI Health is publicized each year as part of the institution’s Clery Act compliance efforts.

UCI Health Evacuation Guidelines

When a building or an area within a building has been rendered unsafe for occupancy or patient care, the appropriate response is evacuation.

Definitions:

Evacuation - The removal of patients, staff or visitors from a specific location or an entire building.

Stages of Evacuation:

- **Rescue** - The immediate removal of a person from the site of danger or risk.
- **Partial Evacuation** - To move from one location to another within the same building including:
  - **Lateral Evacuation** - Immediate response where distance and physical separation is essential; movement occurs horizontally, on the same floor.
  - **Vertical Evacuation** - When lateral evacuation is not appropriate, movement occurs vertically to other floors(s).
- **Building (Full) Evacuation** - When vertical evacuation is not appropriate; to move outside the affected building.

Evacuation Categories (as defined by the Orange County EMS)

1. **Ambulatory Patient** – A treated patient who is able to ambulate (walk) and capable of sitting up for extended periods of time; does not require intensive nursing care.
2. **Non-Ambulatory Patient** – A treated patient who is not able to ambulate (walk) and requires the use of a hospital bed; is incapable of sitting up for extended periods of time; however, does not require intensive nursing care.
3. **Critical Care Patient** – A treated patient who is seriously ill, incapable of ambulating (walking), and requiring intensive nursing care; possibly including sophisticated monitoring equipment.

If fire and smoke continue to propagate, lateral evacuation to another smoke compartment is essential to remove patients and staff from the danger of smoke.
Holding Areas are designated locations outside of the affected area where patients are evacuated to.

In the event that rescue requires partial evacuation, the individual staff members onsite must assess the situation and make the decision that evacuation is necessary to avoid risk to life.

When the danger is not immediate and various options exist, notify the AOC/House Supervisor who may activate a CODE TRIAGE - INTERNAL to provide a coordinated response.

Evacuation

The only individuals authorized to approve an evacuation of a hospital department are the Incident Commander, Senior Administrative Officer, or the ranking fire department official.

Evacuations should be done horizontally first to the next smoke compartment unless otherwise directed. Horizontal evacuation occurs only if fire and smoke continue to spread. Patients located nearest to the hazard should be evacuated first and expand out from there.

Non-Patient Care / Non-Treatment Areas:

All staff not involved in the fire control/containment shall evacuate the area.

Patient Care / Treatment Areas:

Department leader shall designate personal for:

1. Ambulatory/non-ambulatory patient evacuation
2. Census of patient evacuation status
3. Removal of patient records

Ambulatory Patients - Shall be assembled and evacuated by one staff member who shall remain with them and be prepared to account for them throughout the event.

Non-Ambulatory Patients - Shall be reassured and will be prepared for possible evacuation by remaining staff. Evacuation equipment is available for non-ambulatory patient movement.

6.2 Emergency Procedures

UCI Campus Procedures

Evacuation

EVACUATE when:

- A fire and/or life safety emergency occurs;
- The fire alarm activates (audible and/or visual);
- Notified to do so by emergency response personnel or Zone Crew members;
- Be aware of all exits from your area and building. Know the routes from your work area.
- When the fire alarm activates or you are told to leave, WALK quickly to the nearest marked exit and ask others to do the same. DO NOT RUN;
- DO NOT USE ELEVATORS unless directed to do so;
- ASSIST persons with disabilities, access or functional needs if you are willing and able;
- Notify emergency personnel if you suspect someone may be trapped in the building;
- Follow instructions given by Zone Crew members in red, yellow, or green vests or emergency personnel;
- Once outside, move to your designated assembly area. Keep streets and walkways clear for emergency vehicles and personnel;
- DO NOT return to an evacuated building until an all-clear message is given and you are directed to do so.
Violence or Crime in Progress

1. DO NOT TAKE UNNECESSARY CHANCES
   Do not interfere with:
   • Persons committing the crime/creating the disturbance
   • Law enforcement authorities on the scene

2. If you are the victim of, are involved in, or witness any on-campus violation of the law such as an assault, robbery, theft, stalking, etc. that is in progress:

   Call the UCI Police Department Emergency by dialing 9-1-1 or use a campus blue-light emergency phone IMMEDIATELY and provide the UCI Police Department Dispatcher with the following information:
   a) Nature of incident;
   b) Location of incident;
   c) Description of person(s) involved;
   d) Location of person(s) involved;
   e) If the person(s) left the scene, their direction of travel;
   f) What time the incident occurred;
   g) Your name, location, department, and extension number.

3. Get a good description of the suspect if personal safety allows. Note his/her height, weight, sex, race, approximate age, clothing, method and direction of travel, and name if known. This provides vital information to responding police officers. Should a suspect attempt to or get away in a vehicle, bicycle, etc., note the make and model, license plate number (if possible), color, outstanding characteristics (e.g. bumper stickers, dents, scratches, broken windows), etc.

4. Remain where you are until a police officer arrives.
Active Shooter

Active Shooter incidents, where a suspect has started shooting, are highly unpredictable and volatile. They are also very rare.

Here’s a list of actions that are recommended. Remember, use common sense and follow the instructions of emergency personnel.

RUN

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Follow the instructions of police officers.
- Do not attempt to move wounded people.

HIDE

- Remain out of the active shooter’s view.
- Your hideout should provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
- Blockade the door with heavy furniture, turn off the lights, close blinds, and silence cell phones.
- Your location shouldn’t trap you or restrict your options for movement.
- Remain quiet and do not answer the door until emergency personnel arrive.

FIGHT

- As a last resort, only when your life is in imminent danger, you may choose to attempt to take the active shooter down:
  - Act aggressively against him/her.
  - Throw items and improvise weapons.
  - Yell and fight.
  - Commit to your actions and follow through.
Secure-In-Place – Police Activity
A Secure-In-Place notification may be issued when the UCI Police Department determines that there is a potential threat to the campus. When notified to Secure-In-Place, initiate action immediately. Take ALL zotALERTS seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger.

How do I Secure-In-Place?

- REMAIN CALM!
- Find an interior room and lock or barricade the doors.
- If there are other employees, students/visitors with you or in the vicinity, tell them to go to the closest office/classroom/lab/residence hall.
- To minimize vulnerability, turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to provide added protection.
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- DO NOT leave until an all-clear message is received.

What if I am outside?

- If you are outside during a Secure-In-Place emergency, you should seek shelter in a nearby building.
- If you are unable to get inside a building, seek nearby shelter, e.g. large trees, walls, cars in a parking lot/garage, away from the danger area (if known).
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- Stay sheltered until an all-clear message is received.

What if I am in a classroom or lecture hall?

- Notify class of “Secure-In-Place” order (students: if your professor or TA does not see the alert, notify them).
- Lock or barricade the doors.
- Turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to provide added protection.
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- DO NOT leave until an all-clear message is received.
Utility Failure

MAJOR UTILITY FAILURE

1. NOTIFY A SUPERVISOR. Supervisor will contact: Facilities Management Service Desk, (949) 824-5444. This number is in operation 24 hours a day, 7 days a week.

2. IF A SUPERVISOR IS UNAVAILABLE, call (949) 824-5444 and give a brief, clear description of the problem.

3. If you are responsible for an area with a critical back-up generator and it does not begin to operate, contact (949) 824-5444.

4. REMAIN CALM.

5. FOLLOW DIRECTIONS OF EMERGENCY PERSONNEL.

6. If evacuation is directed by emergency personnel, follow their direction and provide assistance to others in accordance with your training.

7. Department heads may call Facilities Management at (949) 824-5444 for information regarding scope and expected length of outages.

UTILITY PROBLEMS

Call Facilities Management Service Desk, (949) 824-5444.

General Action Guide:

a) Gas Leaks: Vacate area.

b) Ventilation: If smoke or strong burning odors occur, evacuate immediately.

c) Elevator Failure: Push button on elevator intercom. Describe the problem. Remain calm until help arrives.

d) Plumbing/Flooding: If personal safety allows, shut off electrical equipment and evacuate area.

e) Electrical Failure: Call (949) 824-5444.

DO NOT RE-ENTER AREA/BUILDING UNLESS TOLD IT IS SAFE.

Persons in Distress

PERSONS WHO ARE DISRUPTIVE

If a person displays conduct that is reckless, disorderly, dangerous, threatening, including self-harmful behavior, and you are concerned for your safety or the safety of others, please dial 9-1-1.

• If the person is a UCI student, report the incident to the Office of Student Conduct.

• If the person is a UCI employee, report the incident to Human Resources.
PERSONS WHO ARE DISTRESSED

A person who is distressed displays persistent behaviors, such as: unduly anxious, sad, irritable, withdrawn, confused, lacks motivation and/or concentration, seeks constant attention, demonstrates bizarre or erratic behavior, or expresses suicidal thoughts.

- If the person is a UCI student, please contact the Counseling Center, Student Health Center, Campus Assault Resources and Education (CARE), or the UCI Police Department for help.
- If the person is a UCI employee, please contact Human Resources, Guidance Resources Employee Assistance Program, or the UCI Police Department for help.

For consultation regarding any of the above information, please contact the UCI Consultation Team through the Office of the Clinical Social Worker.

IMPORTANT PHONE NUMBERS:

Associate Vice Chancellor – Wellness Health & Counseling Services (949) 824-4642

Campus Assault Resources & Education (CARE) (949) 824-7273

Guidance Resources Employee Assistance Program (844) 824-3273

Clinical Social Worker (949) 824-1418

Counseling Center (949) 824-6457

Human Resources (949) 824-5210

Office of Academic Integrity & Student Conduct (949) 824-5181

Student Health Center (949) 824-5301

UCI Police Department (949) 824-5223
Suspicious Package

Suspicious Package/Mail

If you receive or discover a suspicious package, letter, or object under no circumstances should you touch it, tamper with it, or move it. Report it immediately to UCI Police Department Emergency by dialing 9-1-1.

Characteristics of suspicious letters and packages:

- **Origin** - Postmark doesn’t match the city of the return address, name of sender is unusual or unknown, or no return address is given.
- **Postage** - Excessive or inadequate postage.
- **Balance** - The letter is lopsided or an unusually thick weight - the letter or package seems heavy for its size.
- **Contents** - Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance.
- **Smell** - Particularly almond or other suspicious odors.
- **Writing** - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient, or cut-and-paste or rub-on-block letters are used. Common words, names, or titles are misspelled or special instructions like “fragile,” “confidential,” or “do not delay” are present.

If the letter or package is a mail bomb, the letter or package may also have:

- Protruding wires, strange odors, or stains.
- An unusual amount of tape.
- Buzzing, ticking, or a sloshing sound.
- Irregular shape, soft spots, or bulges.
- Excessive weight for its size.
- Letter bombs may feel rigid or appear uneven or lopsided

Hazardous Materials Incident

PERSONNEL EXPOSURES/CONTAMINATION

1. Remove exposed/contaminated individual(s) from the area, unless it is unsafe due to medical condition of victim(s), or potential hazards to rescuer(s).

2. Notify: For medical attention – Police dial 9-1-1
   a. During normal working hours – Environmental Health & Safety (EH&S) (949) 824-6200
   b. After hours – Police dial 9-1-1

3. Use nearest emergency eyewash/shower to flush contamination from eyes/skin.

4. Remove any contaminated clothing and place in a bag.

5. Administer First Aid as appropriate.

6. Stand by to provide information or assistance including the Material Safety Data Sheet (MSDS) to emergency response personnel in cases where they are dispatched.
SPILL/CONTAMINATION OF EQUIPMENT/FACILITIES

STOP THE SPILL – WARN OTHERS – ISOLATE THE AREA – MINIMIZE EXPOSURE

1. Avoid spreading contamination by restricting access to the equipment/area only to individuals who are properly protected and trained to deal with the type of hazard which exists (e.g., radioactive, corrosive, flammable, biological).

2. Notify: During normal working hours - EH&S (949) 824-6200
   a. After hours – Police dial 9-1-1

3. Evacuate all persons from the immediate area of the spill to a nearby location where they can be checked for contamination if deemed appropriate or directed by EH&S.

4. Do not attempt any clean up or decontamination procedures alone or without proper personal protective equipment (PPE). Persons performing decontamination of radioactive material need to have radiation monitoring equipment appropriate for the radiation emitted by the radionuclide involved in the spill.

5. Attempt spill clean-up if you feel it is safe, you are familiar with the properties of the spilled material, and are trained to handle spills.

6. If it is a liquid spill, attempt to contain it by using the appropriate absorbent material.

7. Decontaminate the equipment/area using appropriate methods under EH&S direction.

8. Dispose of waste material. Complete the appropriate Hazardous Waste Pick-up form online to request pick-up by EH&S. Temporarily store the bag of waste in the fume hood if material is volatile.

9. Stand by to provide information/assistance to emergency response personnel in cases where they are dispatched.

RELEASE TO THE ENVIRONMENT (AIR, WATER, SOIL)

1. Stop the release, if safe to do so.

2. Follow procedures described above for contamination of equipment/facilities.
Shelter-In-Place – Hazardous Materials

Shelter-In-Place simply means seeking immediate shelter inside a building. This action may be taken during a release of toxic chemicals, biological or radioactive materials to the outside air or other emergency. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, Shelter-In-Place events usually last only a few hours. Emergency supply kits of food, water, and other items can be used during Shelter-In-Place events.

Immediate Shelter-In-Place:

- When the release is nearby and the need to seek shelter is immediate.
- Stay inside a building.
- If outside, enter nearest building.
- Remain in place until advised by emergency personnel that it is safe to leave.

Delayed Shelter-In-Place:

- When a release occurs off campus and there is time (30 minutes or more) to move people to large, enclosed areas.
- See list of delayed Shelter-In-Place locations at http://www.police.uci.edu/emerg.html, Shelter-In-Place Annex.
- Follow directions of emergency personnel to move quickly to a delayed Shelter-In-Place location.
- Remain in place until advised by emergency personnel that it is safe to leave.
- Information Sources include, but are not limited to:
  - Designated Zone Crew members will receive phone notifications.
  - Zot Mail and zotALERT text messages will be sent campus wide.
Additional Procedures:

- Move to floors above ground level. Shelter-In-Place in an interior room without windows or with the least number of windows.
- Shut and lock all windows. Shut exterior and interior doors. Limit use of telephones to emergency calls only.
- If in a laboratory, reduce all operations to a safe condition as quickly as possible. Follow instructions of Lab Manager or Principle Investigator.
- Do not use elevators. Movement of elevators pumps significant amounts of air in and out of the building.
- Many buildings’ ventilation systems are remotely controlled by Facilities Management. If necessary, locally turn off heat, fans, air conditioning, or ventilation systems. Close vents as you are able.
- Follow instructions of Zone Crew members.
- Make yourself comfortable. Look after one another.

All Clear:

- Zone Crew members, beginning with Zone Captains, will be advised of the all clear.
- Open doors and windows.
- Return ventilation system to normal operations.

Evacuation of Persons with Disabilities, Access or Functional Needs

EVACUATION OF PERSONS WITH DISABILITIES, ACCESS OR FUNCTIONAL NEEDS:

1. Persons with disabilities, access or functional needs are urged to self-identify and work with their supervisor, colleagues, classmates and Zone Crew members to determine evacuation routes and methods, areas of safe refuge, and other emergency planning needs before an emergency occurs.

2. In many cases, evacuation from the building may not be necessary or advisable. Evacuate when the fire alarms are activated, directed by emergency personnel, or danger is imminent.

3. Proceed to the nearest safe exit. Implement your individual emergency plan. Request assistance from others in the area if exit is difficult or obstructed.

4. If unable to evacuate the building:
   - Take safe refuge in a fire-rated stairwell. Close the door to keep smoke out. OR
   - Evacuate ‘horizontally’ to a room away from hazards. Close the doors. Signal rescuers by placing a sign in the window. Place wet clothes around and under the door to
If you are exposed:
- Immediately wash exposed area with soap and water for 15 minutes, or flush eyes with water for 15 minutes at the nearest eye wash station.
- Notify your supervisor.
- Seek medical attention at one of the locations listed below and notify EH&S of your exposure at (949) 824-6200.

ASSISTING PERSONS WITH DISABILITIES, ACCESS OR FUNCTIONAL NEEDS DURING EVACUATION:

Persons with mobility limitations:
- Listen to the individual; he/she is the expert regarding his/her own disability. Always ask the individual how you can help before attempting any rescue technique or giving assistance.
- Wheelchairs have many movable or weak parts that were not constructed to withstand the stress of lifting. Ask the individual for the safest method for lifting/carrying them.
- Persons with visual disabilities:
  - Tell the person the nature of the emergency, how and where to exit.
  - Offer to guide him or her by having them take hold of your elbow.
  - As you walk, say where you are and advise of any obstacles.
- Persons with hearing loss and/or speech impairments:
  - Turn the light switch on and off, tap the individual on the shoulder or make eye contact to get the individual’s attention.
  - For those who read lips, clearly state the problem. Use gestures and pointing as visual instructions.
  - Write concise notes. Example: “FIRE! Go to exit now.”

Blood Exposure and Medical Emergency
An exposure is defined as contact with blood or other potentially infectious materials to the eyes, nose, mouth and other mucous membranes, or non-intact skin.
Medical Emergency
DIAL 9-1-1 if the condition is LIFE THREATENING or REQUIRES IMMEDIATE MEDICAL ATTENTION BEYOND FIRST AID
For Infectious Agent Exposure call (714) 456-7890 request the Infectious Disease Fellow On-Call If poisoning is suspected, contact the Poison Control Center at (800) 222-1222.
This information is updated periodically. Call UCI Worker’s Compensation Desk at (949) 824-9152 for the most current information. Notify your supervisor if condition is not life threatening and seek medical attention as follows:

Students (non-UCI employees)
Campus: Go to the Student Health Center (East Peltason & Pereira) or call (949) 824-5301. Hours: 8:00 a.m. - 5:00 p.m., Monday – Friday.
After hours: Go to the nearest urgent care center or emergency room. Contact Student Health Center for follow-up care as soon as possible.
For further information, contact the UCI Student Health Center Health Insurance Program (GSHIP) or (USHIP) (949) 824-5301 or see the GSHIP or USHIP web site available at the Student Health Services website http://www.shs.uci.edu/.

Students with private health insurance instead of GSHIP or USHIP will be charged for services rendered at the Student Health Center and provided a receipt to obtain reimbursement.

ALL WORK RELATED INJURIES MUST BE REPORTED via the On-line Incident Form available at the Human Resources website at www.hr.uci.edu from the Workers Compensation link, by phone at (949) 824-9152 or by email at wcdm@uci.edu.

Employees, all student-employees, and volunteers with work-related injuries:
Employees and supervisors must contact UCI Worker’s Compensation Desk at (949) 824-9152 during regular working hours to obtain medical authorization within 24 hours of any injury. In the event that a Supervisor or Department Administrator is not available, go directly to a clinic listed below.

- Newport Urgent Care, (949) 752-6300. 1000 Bristol Street North, Suite 1-B, Newport Beach (Bristol & Jamboree) Hours: 8:00 a.m. - 9:00 p.m., Monday - Friday; 8:00 a.m. - 8:00 p.m., Saturday – Sunday; call for after-hours physician.
- Occupational Health Clinic, located at the UC Irvine Health Medical Center, (714) 456-8300.
- ProCare Work Injury Center, Irvine location (949) 752-1111.
• Kaiser Occupational Health Center, Irvine location (949) 932-5899, Santa Ana location (714) 830-6660.
• UC Irvine Health Medical Center: (714) 456-6011. 101 City Drive South, Orange. Hours: 24 hours / 7 days per week.
• Occupational Services, Long Beach Memorial Hospital location (562) 933-0085.

If you are unable to seek medical attention at one of these clinics, please contact the Workers’ Compensation Unit at (949) 824-9152 for a clinic referral.

If you have any questions, please contact an expert in the Workers’ Compensation & Disability Management Unit at (949) 824-9152, Fax (949) 824-9299 or email wcdm@uci.edu.

Notice: University policies, procedures and applicable collective bargaining agreements supersedes information in this document or elsewhere.

Bomb Threats

Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a legitimate danger to the UCI campus population.

By Telephone:
1. Take the caller seriously, but remain calm.
2. Ask a lot of questions. Use the checklist below as a guide.
3. Take notes on everything said and on your observations about background noise, voice characteristics, etc.
4. If possible, get a co-worker, classmate or other person nearby to call UCI Police Department by dialing 9-1-1 while you continue talking to the caller.
5. Call UCI Police Department Emergency 9-1-1 immediately after the call.
6. Notify your supervisor/department head.
7. UCI Police Department will determine if evacuation is necessary. If you do evacuate, take your personal belongings with you and move to an evacuation assembly area. If weather conditions permit, it may be preferable to move to another building.
8. Do not re-enter the area until instructed to do so.

Bomb threat questions to ask:
Fire

When fire or smoke is discovered, RACE to respond.

- **RESCUE OR REMOVE** anyone (including yourself) who is in immediate danger from the fire to the closest safe area. Simultaneously notify other building occupants to evacuate the area. Use the stairs. Do not use elevators.
- **Activate the ALARM** by pulling the nearest fire alarm pull station and dial 9-1-1.
- **CONFINE OR CONTAIN** the fire by closing all doors and windows in and around the fire area to prevent the spread of smoke and fire. Shut off all appliances and other equipment if safe to do so.
- **EXTINGUISH** the fire with a portable fire extinguisher if safe. **EVACUATE** the area. Use fire extinguishers on small fires only – trash cans or smaller. After extinguishing a fire, back away and watch for re-ignition. Attend fire extinguisher training (sign up via www.uclc.uci.edu, search words: fire extinguisher).

To operate a Portable Fire Extinguisher

- **PULL** the pin to release the handle.
- **AIM** - the extinguisher at the base of the flames.
- **SQUEEZE** - the handle to release the extinguishing agent.
- **SWEEP** - back and forth across the base of the flames, and if the fire does not seem to be getting any smaller, **LEAVE THE AREA IMMEDIATELY** and call for help.

**IF YOU CAN’T EVACUATE:**

- Move to a safe location with fire-rated walls, doors, and few interior openings.
- Use a phone to dial 9-1-1 for assistance.
- Place wet towels or other materials around or under doors to keep smoke out.
- Display a sign or signal in the window to alert others to your location.
- Heat and smoke rise so stay as low as possible. Breathe shallowly through nose and use clothing as a filter.
- If clothing catches fire: **Stop, Drop, and Roll**.

Earthquake

During an earthquake:

If inside:

- **Drop** – Drop down on the floor
- **Cover** - Take COVER under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
- **Hold** - If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.
  - Do not run outdoors.
  - Do not use elevators.
  - Follow directions of emergency personnel.

If in a Crowded Stadium, Theater, or Lecture Hall:

- Stay in your seat, protect your head and neck.
- Do not rush for the exits.

Follow directions of emergency personnel. If in an Elevator:

- If power fails, elevators will stop and lights will go off.
- Be patient. Emergency personnel will rescue you as soon as possible.
- If Outside:
  - Move to a clear area if safe to do so. Avoid falling hazards.
  - Drop, cover, and hold in an open area. Protect your head and neck.
- Follow directions of emergency personnel. If in a Vehicle:
  - Pull over and stop in clear area. Avoid overpasses, power lines, and structural hazards.
  - Stay with your vehicle.
AFTER THE SHAKING STOPS:

If inside a UCI campus building:

• Expect aftershocks over the next hours or days.
• Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel.
• Use your training to provide first aid, use fire extinguishers, clean up spills, etc.
• Assess your surroundings, check for damage and hazardous conditions. Report them to supervisor or emergency personnel.
• Phone systems may be severely impacted. Limit phone use to emergency calls only.
• DO NOT EVACUATE AUTOMATICALLY. Outdoor hazards may be greater than indoor hazards.
• If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items, and emergency supplies only if convenient and safe to do so.
• Follow directions of emergency responders.

• Do not re-enter building until told it is safe. If outdoors on the UCI campus:
  • Stay clear of buildings, trees, or other falling hazard areas.
  • Move to evacuation assembly areas.
  • Follow directions of emergency personnel.

WHEN TO GO HOME:

In the event of a major earthquake, be prepared to stay on the UCI campus. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel, and most emergency conditions have been stabilized. UCI is prepared to provide emergency care and shelter in partnership with the American Red Cross.
Emergency Preparedness

Are you prepared for an emergency situation? Take these simple steps to improve the preparedness of you, your family and your work colleagues / classmates.

GET A KIT

- WATER – one gallon per person per day for at least 3 days for drinking and sanitation
- FOOD – at least a 3 day supply of non-perishable food
- Battery operated RADIO and FLASHLIGHT with extra batteries
- FIRST AID KIT
- WHISTLE to use as a signaling device
- Simple TOOLS such as wrench, pliers, can opener
- Basic SANITATION items like disinfectant wipes, garbage bags, tissues
- Change of CLOTHES including sturdy SHOES

MAKE AN EMERGENCY PLAN

- Have an OUT-OF-TOWN contact for all family members to report in to
- ICE your cell phone – identify who to call in case of an emergency
- Be prepared to LIMIT PHONE USE to essential calls only
- Select a FAMILY MEETING LOCATION in case your house is not safe or accessible

BE INFORMED

- Get to know the Zone Crew members in your area. They are vital members of the comprehensive UCI response and recovery plan
- Know the emergency plan for your department
- Inquire about the emergency plan for family members’ work and school
- Go to https://www.ready.gov/ for more preparedness guidance
- For workplace preparedness, go to http://police.uci.edu/em/faculty-staff/index.html
- Sign up to receive zotALERT text messages at http://www.oit.uci.edu/zotALERT/

Emergencies can come without warning – natural disasters, human caused events, deliberate or accidental. The information included in this guide is intended to cover most emergency situations but is not all-inclusive. No matter what the incident, THINK before you ACT, then act swiftly to minimize your exposure to danger.

UCI Emergency Information Line: 866-IRV-NEWS. After a large scale emergency, UCI will activate this emergency information line. Information regarding the status of the campus, employees, and students will be available through this number. DO NOT CALL THIS NUMBER TO REPORT AN EMERGENCY.

For area wide emergency information and instructions, tune to the Emergency Alert System:

- Local KUCI: http://www.kuci.org/ and 88.9 FM
- UCI Zot Radio: WQTB 1690 AM
- Orange County Radio Station: KWVE 107.9 FM
- Los Angeles County Radio Stations: KFI 640 AM, KNX 1070 AM, KFWB 980 AM

Safety of faculty, staff, and students is of primary importance when emergencies occur. Follow the instructions of your supervisor, Zone Crew members, and Emergency Responders. Plans have been made to protect the life and health of all persons on campus and all essential campus functions. Personnel and facilities may be operating on a limited basis. UCI will work to restore normal operations as quickly as possible.

GET INVOLVED:

- To become a Zone Crew member, contact your Zone Captain. See http://www.police.uci.edu/em/ZoneCrew.html for information on the Zone Crew.
- To become a Campus Search and Rescue Team Member (C-SAR), See https://portal.uci.edu/uPortal/f/welcome/p/web proxy-cms-file-view.u201n201/max/render.uP?pP_cmsUri=public%2FEnvironmentalHealthSafety%2FGeneralSafety%2FInfoPageCSAR.xml for training sessions and more information.
- For First Aid and CPR training: The ARC offers free or low cost classes conducted by the American Red Cross. Go to http://www.campusrec.uci.edu, Classes and Clinics for details.
UC Irvine Medical Center Procedures

CODE SILVER – HOSTAGE/WEAPON/ACTIVE SHOOTER

A Code Silver will summon security or police assistance and should be activated when there is a real or perceived threat of immediate danger including the use of a weapon and/or a hostage situation.

A Code Silver can be activated by:

- Pushing a Panic Device (if available)
- Calling the hospital Operator at (714) 456-6123

<table>
<thead>
<tr>
<th>Active Shooter</th>
<th>Four – A’s</th>
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<tbody>
<tr>
<td>☐ Accept - It’s important to accept the situation you find yourself in as real and actually taking place.</td>
<td></td>
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<tr>
<td>☐ Assess – Begin your personal assessment process. Evaluating the event allows you to take appropriate survival action.</td>
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</tr>
<tr>
<td>☐ Act – Consider implementation of three basic options - Avoid, Barricade, or Fight. The last option applies ONLY if you find yourself face-to-face with the shooter and with no way to Avoid or Barricade.</td>
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</tr>
<tr>
<td>☐ Alert – When you get out, immediately alert authorities as to what’s going on following the notification protocols described here.</td>
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</tbody>
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<thead>
<tr>
<th>All Staff and Faculty</th>
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<tbody>
<tr>
<td>☐ If a person is found or suspected of having a weapon, dial 9-1-1 (if an emergency and you cannot speak and can only dial the number and set the phone down), call (714) 456-6123, or push a panic wall panel/button.</td>
</tr>
<tr>
<td>☐ If someone is being held hostage, see item above.</td>
</tr>
<tr>
<td>☐ If you call, describe your location, number of subjects and hostages, and the type of weapon(s) involved.</td>
</tr>
<tr>
<td>☐ If you use panic device, attempt to immediately follow-up with a call to (714) 456-6123 to speak to someone about the incident in progress.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff in the Affected Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following will serve as recommendations for those in the affected area(s).</td>
</tr>
<tr>
<td>☐ Do not panic.</td>
</tr>
<tr>
<td>☐ Do not try to negotiate with the subject or attempt to take the weapon away.</td>
</tr>
<tr>
<td>☐ Do not stay in the area unless your escape could cause harm to yourself or others.</td>
</tr>
<tr>
<td>☐ Do not allow anyone to pass through the affected area.</td>
</tr>
<tr>
<td>☐ Do make mental records of the area, subject and weapons to assist law enforcement as a credible witness.</td>
</tr>
<tr>
<td>☐ Do lock doors to the affected area only if the subject(s) are alone in the area and to keep anyone else from entering.</td>
</tr>
<tr>
<td>☐ Avoid the affected area at all costs.</td>
</tr>
</tbody>
</table>
CODE GREY – DISORDERLY PERSONS

A Code Gray will summon security assistance and should be activated when there is a real or perceived threat of immediate danger such as a violent/combative patient, visitor or staff member.

A Code Gray can be activated by:

- Pushing a Panic Device (if available).
- Calling (714) 456-6123.
- If confronted by a verbally aggressive or violent and threatening subject, staff should initiate a Code Gray by pushing a panic device (activation devices could be wall mounted panels or under the counter buttons) or using a phone to call (714) 456-6123.
- If possible move to a safe location to place call for assistance. If a panic panel/button is activated, attempt to call (714) 456-6123 as well to provide verbal instructions to identify assaultive person, current location, and if a weapon or hostage are involved.
- If panic devices are used, immediately call (714) 456-6123 to describe the incident.
- If a weapon or hostage is involved, follow procedures outlined in the Code Silver policy.
- Make mental notes or as quickly as possible write out notes to be used to pass on to a supervisor or an Event Report.
- Do not take unnecessary chances.

Do not interfere with:

- Persons committing the crime/creating the disturbance.
- Law Enforcement Authorities on the scene.
HAZARDOUS MATERIALS INCIDENT – CODE ORANGE

If the spill contains radioactive material, also see RADIATION INCIDENT section.

Small Spill - Spill does not pose a threat to human health and the environment and can be mitigated at the time of release by the employees in the immediate release area.

| Remove Exposed Individuals | Eyes - Immediately flush eyes with water (approximately 15 minutes), and remove any contact lenses immediately.  
Skin/Clothing - Flush contaminated skin with water and remove contaminated clothing.  
Medical Attention - Seek the appropriate medical care from Occupational Health or the Emergency Department. |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Isolate                    | Isolate and remove individuals from the immediate area.  
• Do not allow spill to enter drains.  
• Remove all ignition sources. |
| Notify                     | The area Supervisor/Manager and contact EH&S (714) 456-6475 if assistance is needed. |
| Contain / Neutralize Clean Up | If safe to do so;  
1. Put on the (PPE) Personal Protective Equipment (at minimum, gloves, gown and goggles).  
2. If applicable, neutralize the spill (e.g. acetic acid) with a neutralizing agent (sodium bicarbonate/baking soda) to eliminate vapors from the chemical.  
3. Use absorbents to contain/clean up the spill.  
4. Collect, package, and label spill residue. All absorbed spill material must be collected in double plastic bags or plastic containers with secure lids and disposed of as hazardous waste.  
5. Contact Safety Office to coordinate pick up. |
| Incident Report            | Complete SQIS report and forward the report to Environmental Health & Safety |

HAZARDOUS MATERIALS INCIDENT – CODE ORANGE (cont.)

Other Incident - Spill may pose a threat to human health and/or the environment.

| Notification | Notification  
Call EH&S at (714) 456-6475 on days or (714) 456-6123 on nights and weekends and report the following:  
**Code Orange**  
• Type of chemical or substance involved, if known  
• Quantity of chemical or substance, if known  
• Any special hazards such as flammability, corrosivity, toxic fumes, etc.  
• Any special difficulties with the spill  
• Any injuries to personnel |
| Evacuate       | Evacuate persons from the area if the spill cannot be contained or fumes are spreading. |
| Remain at a Safe Distance | Remain at a safe distance (and upwind of the area, if applicable). |
| Identify Yourself | Identify yourself to responding EH&S personnel as they arrive.  
• If possible, have the Safety Data Sheet (SDS) available for responding EH&S personnel. |
| Incident Report | Restrict Area - the incident area should be considered a “Restricted Area” until the area is deemed safe for re-occupancy. |

In the event of a major spill, EH&S will make the decision whether to proceed with the clean up under EH&S direction or to call in an outside contractor to clean up the spill.
## RADIATION INCIDENT

<table>
<thead>
<tr>
<th><strong>Rescue and/or Administer First Aid to Injured Personnel</strong></th>
<th>Seek immediate medical attention for major or life threatening injuries.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call for Assistance</strong></td>
<td>Call Radiation Safety at (714) 456-5607 on days and the Operator at (714) 456-6123 on nights and weekends. State that assistance is needed from Radiation Safety. State your name, phone extension, location, and spilled material.</td>
</tr>
</tbody>
</table>
| **Contain the Spill** | Notify persons in immediate area that a spill has occurred. Cover the spill with absorbent paper, cloth, or other suitable material to confine the spread of contamination. If spill involves therapy activities;  
- Switch off fans and/or air conditioning.  
- Evacuate the room (see below).  
- Close and post a notice on the door. |
| **Evacuation** | Evacuate all involved personnel from immediate area of spill to a nearby area or room where they may be surveyed for contamination. **Limit the movement of involved persons to confine the spread of contamination.** |
| **Decontamination** | If personnel are known to be contaminated with radioactive material:  
- Immediately remove all contaminated clothing.  
- Rinse contaminated skin areas with small amounts of tepid water, then wash with water and mild soap.  
**Note:** Always work from a clean area inward to the center of the contaminated area. |
| **Note** | Additional decontamination of personnel and/or facilities should be performed only by individuals who are properly trained, protected, and have appropriate monitoring equipment for the type of material involved. Refer to the “Management of Radiation Incidents” section of the UC Irvine Medical Center Radiation Safety Manual for further information. The manual may be found on the Radiation Safety Share-Point page. |
### BOMB THREAT – CODE YELLOW

<table>
<thead>
<tr>
<th>If you receive a telephone bomb threat:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✑ Do not hang up.</td>
</tr>
<tr>
<td>✑ Remain calm.</td>
</tr>
<tr>
<td>✑ Try to prolong the conversation and get as much information as possible.</td>
</tr>
<tr>
<td>✑ Note what you hear.</td>
</tr>
<tr>
<td>- Are there background noises, such as music, voices, or cars?</td>
</tr>
<tr>
<td>✑ How does the caller’s voice sound?</td>
</tr>
<tr>
<td>- Any accent? What sex? What age? Any unusual words or phrases?</td>
</tr>
<tr>
<td>✑ Does the caller seem to know about the facility?</td>
</tr>
<tr>
<td>- How is the bomb location described? Does the caller use a person’s name? Does the caller give his/her name?</td>
</tr>
<tr>
<td>✑ When the call is over, contact the Hospital Operators <em>(714) 456-6123</em> immediately, stay on the line while resources are being dispatched and be prepared to answer questions.</td>
</tr>
<tr>
<td>✑ Notify your supervisor. Stand by for further instructions.</td>
</tr>
</tbody>
</table>

**When Security arrives, they will assess the situation.**

- Follow their directions and assist if asked.
- You may be asked to assist in a search because you are familiar with the area.
- When searching, look for objects out of place or suspicious in nature.
- If it is deemed necessary to evacuate, you will be notified by Security or your supervisor. *(See Emergency Procedures Flipchart - Code Red Evacuation)*
- Evacuate via the primary route for your area, or by the alternate route if so directed.

<table>
<thead>
<tr>
<th>If you discover a suspicious item:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✑ Call <em>(714) 456-5493</em> to request Security assistance.</td>
</tr>
<tr>
<td>✑ Leave it untouched and secure area until Security arrives.</td>
</tr>
<tr>
<td>✑ Do not use any electronic communications devices.</td>
</tr>
<tr>
<td>✑ Security will provide further direction.</td>
</tr>
</tbody>
</table>

**All Clear**

- When it has been determined that there is no threat, and if Security or the Police Department gives instructions, the AOC *(Administrator on Call)* will notify the Hospital Operator to announce an “All Clear”.
- All departments will then return to normal duties.
HOSPITAL FIRE PLAN – CODE RED

WHEN FIRE OR SMOKE IS DISCOVERED

- Remove persons in immediate danger.
- Activate Fire Alarm closest to fire.

- On Site Locations – Phone (714) 456-6123 to notify the Hospital Operator

- Off Site Locations – Dial 9-1-1 to notify the Fire Department
  - Specific location of fire
  - What is on fire

- Close all doors and windows.

- Extinguish with portable fire extinguisher if possible, remember P A S S
  - Pull the pin
  - Aim at the base of the fire
  - Squeeze the handle
  - Sweep in a back and forth motion

- Clear corridors of all obstructions in preparation for possible evacuation.

- Notify “Senior Staff” to assume command, pass information quickly, and account for all staff, patients and visitors.

- Identify yourself and provide responding support staff the following information:
  - Security / Facilities
  - Where / What is on fire / How long fire has been burning
  - Need for assistance with patient evacuation if necessary
  - Need for utility / sprinkler shut off
  - Number & location of patients on Oxygen

- Medical Gas shall be shut off only by the person in charge (or designee).

- When Facilities arrives, responsibility for fire control / containment is passed to them along with overall command, and then to the responding Fire Department upon their arrival. For any incident that requires fire suppression operations from the fire department and/or the evacuation of patients, the AOC (Administrator on Call / House Supervisor) will activate the Hospital Incident Command System (HICS) as appropriate.
EARTHQUAKE RESPONSE

During an Earthquake

<table>
<thead>
<tr>
<th>S – Stay in Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>H – Hold onto or hide under Something Sturdy</td>
</tr>
<tr>
<td>A – Assess Your Environment – Report Injuries / Damage</td>
</tr>
<tr>
<td>K – Keep Calm</td>
</tr>
<tr>
<td>E – Evacuate if Necessary (e.g., you are in danger, building is damaged)</td>
</tr>
</tbody>
</table>

After the Shaking Stops

- Be prepared for aftershocks. They can occur at any moment and could be as powerful as the original earthquake. Stay out of damaged buildings.
- Move cautiously and observe your surroundings for potentially hazardous situations.
- Check for injured people. Do not move seriously injured people unless they are in immediate danger.
- Check for fire hazards.
- If you think the building has been damaged, evacuate. After-shocks can level severely damaged buildings.
- Do not use the telephone except to report an emergency. If a call is necessary, call (714) 456-6123 and report the emergency situation to the Operator. Be sure to give your name, building, room number, and telephone extension.
- Do not use plumbing or anything electrical (including elevators) until after the utility and electrical lines have been checked.
- Open doors carefully, watching for falling objects that may fall.
- Do not use matches, lighters, or open flames until it is assured that no gas leaks exist.
- Wait for a clearance from Facilities Management before flushing toilets. Sewage lines must be checked to assure they are intact.
- Facilities Management will inspect all damage from the earthquake and determine priority of repair work needed.
- Immediately clean-up spilled medicines, drugs and other potentially harmful materials.
- The Medical Center external disaster plan will be activated if necessary.

GENERAL EMERGENCY PROCEDURES – CODE TRIAGE

Code Triage is the basic emergency response that activates the hospital’s emergency operations plan (EOP). The four types of Code Triage announcements are as follows:

<table>
<thead>
<tr>
<th>ALERT</th>
<th>Informs appropriate staff that an event has occurred, or may occur, that could potentially impact the facility.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNAL</td>
<td>Activation of the organization’s Emergency Operations Plan (EOP) to respond to an event that has occurred within the facility. (E.g. Fire, Flood, Utility Outage, Code Pink, Code Silver, etc.).</td>
</tr>
<tr>
<td>EXTERNAL</td>
<td>Activation of the organization’s Emergency Operations Plan (EOP) to respond to an external event that has disrupted, or may disrupt, the facility’s normal operations. (e.g. Earthquake, Mass Casualty Incident, Area Hospital Evacuation, etc.).</td>
</tr>
<tr>
<td>SURGE</td>
<td>Activation of the UC Irvine Health Medical Center’s Surge Plan when;</td>
</tr>
<tr>
<td></td>
<td>• A disaster event that would require a large influx of patients which requires patient triage to occur an alternate location.</td>
</tr>
<tr>
<td></td>
<td>• A disaster impacts patient care delivery due to unique staffing requirements</td>
</tr>
</tbody>
</table>
A Code Triage is to inform hospital personnel that activation of the Hospital's Emergency Operations Plan (EOP) may be occurring. A Code Triage provides an appropriate response to all hazards and events that may potentially have a significant impact on the normal operation of the hospital; i.e. natural or manmade disasters, internal utility failures, supply shortages, acts of terrorism, disease outbreak, etc.

UC Irvine Health utilizes the Hospital Incident Command System (HICS) as an organizational tool to respond to all disasters. This guide outlines the appropriate steps staff should follow during Code Triage activation. Staff who may be selected for a HICS position during a disaster may find information for their assigned role in their Job Action Sheet in the Emergency Operations Center.

6.3 Methods of Emergency Communications across the Campuses

When large scale emergencies, urgent crisis situations or other dangerous situations occur on the UCI campus and/or the UC Irvine Health Medical Center campus, there may be a need to deliver emergency notifications to the campus and establish stable, secure communications within and beyond the campus to gather information, direct emergency responders and inform the campus communities and the public. The goal with emergency communications is to have significant redundancy to effectively disseminate desired messages in a timely manner. Listed herein are descriptions of a myriad of communication channels that can be used to facilitate communications. For more information, please visit [http://www.police.uci.edu/em/](http://www.police.uci.edu/em/)

1. UCI and UC Irvine Health Medical Center: Campus Voice Mail
2. UCI and UC Irvine Health Medical Center: Zot Mail (Campus-wide email)
3. UCI and UC Irvine Health Medical Center: zotALERT SMS Text Messaging and Email
4. UC Irvine Health Medical Center: Everbridge
5. UC Irvine Health Medical Center: Internal Intranet Homepage
6. UCI and UC Irvine Health Medical Center: Social Media Websites (e.g. blog, Facebook, Twitter, Nixle, Google+)
7. UCI: Alertus Desktop Notifications & Classroom Beacons
8. UC Irvine Health Medical Center: Desktop Marquee Banner Desktop Notifications
9. UC Irvine Health Medical Center: Computer Terminal Screen Savers
10. UCI: UCI Preparedness Website
11. UCI and UC Irvine Health Medical Center: Hotline 866 IRV-NEWS
12. UCI and UC Irvine Health Medical Center: 800 MHz Radios with Campus Channels
13. UCI: 800 MHz Radios with OC Channels
14. UCI: Zot Radio AM 1690 and KUCI Radio FM 88.9
15. UCI: Marquee Message Boards
16. Call Experts Call Center

The following systems are available to members of the larger community who are interested in receiving notification information regarding emergencies on the UCI campus:

- Zot Radio AM 1690
- KUCI Radio FM 88.9
- Facebook [http://facebook.com/UCIrvinePD](http://facebook.com/UCIrvinePD)
- Twitter [http://twitter.com/UCIrvinePD](http://twitter.com/UCIrvinePD)
6.4 Testing Emergency Response and Evacuation Procedures

UCI tests its emergency response and evacuation procedures on an annual basis in compliance with the Clery Act. A “test” for Clery Act purposes includes regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. A test may be announced or unannounced. The UCI Police Department Emergency Management Division designs at least one scheduled exercise\(^1\) and drill\(^2\) each year to test emergency response and evacuation on a campus-wide scale\(^3\). The test is designed to address UCI’s plan for evacuating all of the buildings on campus and reviewing the plans for the evacuation of each building.

This test is announced to the campus community each year in conjunction with publication to the UCI campus community of emergency response and evacuation procedures. The UCI Police Department Emergency Management Division drafts and sends out a UCI community-wide email utilizing the ZotMail email system in conjunction with the test each year, in compliance with the Clery Act regulations for addressing emergency response and evacuation on a campus-wide scale. The campus-wide email contains a link to UCI’s emergency response and evacuation procedures. The test contains follow through activities managed by the Emergency Management Director in the form of an After Action Report and gathering feedback from participants. Furthermore, this test is designed for assessment of emergency plans and capabilities at UCI with defined and measurable goals. The test is designed such that once it is completed and an assessment has been done, the Emergency Management Division, in conjunction with other campus partners, can determine whether the test met its goals.

The UCI Emergency Management Division, in conjunction with other campus partners, performs a number of other various tests, including a wide variety of drills and exercises, throughout each calendar year. Each test is documented and kept in the Emergency Management Division records, with the following information documented: (a) a description of the test, (b) the date the test was held, (c) the time the test started and ended, and (d) whether the test was announced or unannounced.

UC Irvine Health tests the emergency response and evacuation procedures at least twice a year during scheduled Emergency Operation Plan (“EOP”) activations, and during disaster training events such as tabletop exercises and county-wide drills. These EOP activations are designed to evaluate the UC Irvine Health Medical Center’s hospital response to an event as well as any exercised department emergency plans, policies, procedures and/or other capabilities of the institution, and educate the organization on the systems they may encounter during an emergency response. Multiple training, exercise and drill activities are coordinated each year, including activation of the Hospital Command Center (HCC) and participation in state and county wide disaster planning activities. All
EOP activations are evaluated by trained observers, critiqued by all participants, include a debrief to add feedback from any involved party, and contain ongoing follow-through activities that are monitored by the UC Irvine Health Emergency Management Committee, designed to assess and evaluate UCI Health’s emergency plans and capabilities. All UCI Health EOP activation after action reports, which contain an improvement plan follow-through activities, are available upon request from the Emergency Management Department at UCI Health. A UCI Health (UCI Health Medical Center) community-wide email utilizing the ZotMail email system is sent out in conjunction with at least one of the tests each calendar year.

7.0 Emergency Notifications ("zotALERTS")

The Clery Act requires all colleges and universities to have an emergency notification policy and procedures in place in accordance with emergency notification criteria, in compliance Clery Act guidelines. Emergency notifications must be issued to the UCI campus and/or UC Irvine Health Medical Center campus communities upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student and employees occurring on either of the campuses. As described below, the UCI Police Department has developed a comprehensive emergency notification policy that sets forth university guidelines in issuing an emergency notification, generally known as a “zotALERT” notification at UCI and the UCI Health Medical Center. The zotALERT text message and email notification systems for the UCI campus and the UCI Health Medical Center campus are separate systems given the geographic distance and difference in student, staff and faculty populations between the two campuses. Both emergency notification systems may be activated separately or together at the same time, depending on the situation.

7.1 zotALERT General Policy

UCI Police Department will, without delay, and taking into account the safety of the community, determine

An “exercise” for Clery Act purposes is a test involving coordination of efforts (e.g. a test of the coordination of first responders, including police, firefighters and emergency medical technicians.

A “drill” for Clery Act purposes is an activity that tests a single procedural operation (e.g. a test of initiating a cell phone alert system or a test of campus security personnel conducting a campus lockdown).

“Campus-wide” scale means that tests must address the plan for evacuating all of the campus buildings (not necessarily all at once).
7.2  zotALERT Sign-Up Information and Troubleshooting

All students, staff and faculty are encouraged to sign-up to receive zotALERT emergency text message notifications. Each zotALERT notification message will be sent as a text message to the cell phones of those students, staff and faculty who sign up and opt-in to receive such notifications. Additionally, all students, staff and faculty with “uci.edu” email addresses will receive zotALERT notification messages as an email sent to their “uci.edu” email inbox regardless of whether they opt-in to receive zotALERT text message notifications.

**Students**

Students are strongly encouraged to sign up for zotALERT text message notification messages. In order to do this, each student will need a "text-enabled" cell phone (standard data fees and text message charges may apply). The following steps involved in the sign-up process must be followed:

1. Login to StudentAccess located at [https://www.reg.uci.edu/access/student/welcome/](https://www.reg.uci.edu/access/student/welcome/). Click “Click here to Login” and sign in with your unique UCInetID username and password.
2. Click Contact Information
3. Update your Mobile Phone and provide your cell phone number.
4. Click Submit Changes button and close the web browser.

**Staff and Faculty**

Staff and faculty are also strongly encouraged to sign up for zotALERT notification messages. In order to do this, each staff and faculty member will need a "text-enabled" cell phone (standard data fees and text message charges may apply). The following steps involved in the sign-up process must be followed:

1. Login to PhUpdate located at [http://www.uci.edu/phupdate](http://www.uci.edu/phupdate). Sign in with your unique UCnetID username and password.
2. Enter your cell phone number in the Emergency Cell field.
3. Click the Submit Change Request button and close the web browser.

**UC Irvine Health zotALERT Sign-Up Information and Troubleshooting**

All UC Irvine Health staff are encouraged to sign-up to receive UC Irvine Health zotALERT emergency text message notifications. Each zotALERT notification message will be sent as a text message to the cell phones of those staff who sign up and opt-in to receive such notifications. Additionally staff with “uci.edu” email addresses will receive the zotALERT notification message as an email sent to their “uci.edu” email inbox regardless of whether they opt-in to receive zotALERT text message notifications.

**UC Irvine Health Staff**

UC Irvine Health Staff are strongly encouraged to sign up for UC Irvine Health zotALERT text message notification messages. In order to do this, each staff member will need a "text-enabled" cell phone (standard data fees and text message charges may apply). The following steps involved in the sign-up process must be followed:

1. Login to UC Irvine Health zotALERT located at [https://intranet2.ha.uci.edu/zotalert/](https://intranet2.ha.uci.edu/zotalert/).
2. Update your Primary Cell, Secondary Cell number and Secondary Email into the form.
3. Click Update button and close the web browser.

**zotALERT Troubleshooting**

Students, staff, and faculty who may be having trouble receiving zotALERT text message notifications are encouraged to contact the OIT Help Desk at oit@uci.edu or at (949) 824-2222. Additionally, the following steps may assist in resolving a particular problem:

1. Verify that the emergency cell phone number entered is correct. There have been instances where a telephone number entered was a home telephone, was a disconnected telephone number, contained the incorrect area code, or was one digit off, etc.
2. Ensure that the cell phone number listed can receive text messages. If text messaging on a
particular cell phone is not used on a regular basis, confirm with the cellular service provider that the service plan includes text messaging capabilities. Cell phone plans vary among cellular service providers. Not all cell phone plans include text messaging as a part of the plan. If you do not receive a zotALERT text message notification, the first troubleshooting step to try is to verify text messages are being received by sending a test text message to the cell phone device, or asking someone else to send a test text message to the cell phone device. Note: Users of Google Voice must enter cell phone numbers provided by the cellular carrier. Google Voice does not directly accept text messages from service providers who use short codes to send text messages.

3. Ensure that the cell phone device does not have text messaging blocked. Some cellular carriers will allow peer-to-peer text messaging, but they may block text messages from third party mass marketing services or zotALERT system messages. For the zotALERT text messages to arrive successfully, no blocking should be on the account.

4. If using a pre-paid or pay-as-you-go cellular plan, ensure that sufficient credits are available to receive a zotALERT text message.

7.3 Standard for Issuing zotALERTS

A zotALERT emergency notification message will be issued to the UCI and/or UCI Health Medical Center campus communities immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the UCI main campus and/or UCI Health Medical Center campus.

“Confirmation” means that an official(s) has verified that a legitimate emergency or dangerous situation exists. This does not mean that all the pertinent details are known or even available at the time that an emergency or dangerous situation is confirmed. An “immediate threat” means an imminent or impending threat.

7.4 Process to Confirm a Significant Emergency or Dangerous Situation and Determine zotALERT Notifications

The types of incidents that may present an immediate threat to the UCI and/or UCI Health Medical Center communities may include, but are not limited to, emergency or dangerous situations involving an: in-progress serious or violent crime, earthquake, active shooter, hostage/barricade situation, riot/civil unrest, bomb threat, suspicious package with confirmation of a device, tornado, fire/explosion, homicide or suspicious
death, structural damage to a UCI or UCI Health Medical Center owned or controlled facility, biological threat, significant flooding, gas leak, hazardous materials spill (e.g. chemical, biological, radiological, nuclear), armed intruder, and/or illness outbreak. Other types of emergencies or dangerous situations may arise at any time and will be analyzed on a case-by-case basis.

When a significant emergency or dangerous situation has been reported to the UCI Police Department that involves criminal activity or public safety, the UCI Police Department Watch Commander on-duty has primary responsibility to confirm that a reported emergency or dangerous situation is legitimate and poses an immediate threat to the health or safety of students and employees occurring on the UCI and/or UCI Health Medical Center campus. In addition to the Watch Commander on-duty, the UCI Police Department Patrol Bureau Lieutenant, Investigations Division Lieutenant, Emergency Management Director and Chief of Police may also confirm that a significant emergency or dangerous situation exists. A confirmation decision will be made given all of the information that has been reported to the UCI Police Department and that is known at that time.

Additionally, the confirmation process for confirming other types of significant emergencies or dangerous situations, not directly related to criminal activity or public safety situations, not directly related to criminal activity or public safety situations, may involve input and consultation from additional UCI and UC Irvine Health Medical Center departments and personnel:

**At UCI**

- Significant emergencies or dangerous situations involving a disease or illness outbreak on the UCI campus may be confirmed by members of the UCI Public Health Advisory Committee, UCI Student Health, UCI Emergency Management Division, Orange County Health Care Agency (OCHCA) and/or UCI Environmental Health & Safety (EH&S).
- Significant emergencies or dangerous situations involving weather on the UCI campus may be confirmed by members of the UCI Emergency Management Division, the Orange County Operational Area, and/or sources from the National Oceanic and Atmospheric Administration (NOAA) and/or the National Weather Service (NWS).
- Significant emergencies or dangerous situations involving hazardous materials on the UCI campus may be confirmed by the UCI EH&S Department, UCI Facilities Management, the UCI Emergency Management Director, the UCI Police Department Watch Commander on-duty, and/or personnel from Orange County Fire Authority (OCFA).

**At UC Irvine Health Medical Center**

- Significant emergencies or dangerous situations involving a disease or illness outbreak at the UCI Health Medical Center may be confirmed by members of the UCI Health Medical Center EH&S Department, UC Irvine Health Epidemiology and Infection Program (EIP), Orange County Health Care Agency (OCHCA), the California Department of Public Health, and/or the Center for Health and Human Services.
- Significant emergencies or dangerous situations involving weather at the UCI Health Medical Center may be confirmed by members of the UC Irvine Health EH&S Department, the Orange County Operational Area, and/or sources from the National Oceanic and Atmospheric Administration (NOAA) and/or the National Weather Service (NWS).
- Significant emergencies or dangerous situations involving hazardous materials at the UC Irvine Health Medical Center may be confirmed by UC Irvine Health Medical Center EH&S Department, UCI Health Medical Center Facilities Management, the UCI Police Department Watch Commander on-duty, and/or personnel from Orange County Fire Authority (OCFA), City of Orange Fire Department or the City of Anaheim Fire & Rescue Department.
7.5 Procedure to Issue and Send Out zotALERT Notifications

Once the UCI Police Department Watch Commander on-duty, other authorized individual or other departments and/or personnel have confirmed that an emergency or dangerous situation poses an immediate threat to the health or safety of students or employees occurring on either campus, the Dispatcher(s) on-duty will draft the message and initiate the zotALERT notification system. Notification to the UCI Police Department Chain of Command to issue a zotALERT notification is not necessary when time is of the essence. In the event of an extreme circumstance or other emergency situation, and as an absolute last resort, if the Dispatcher(s) on-duty is unable to draft and initiate sending out the zotALERT notification, additional personnel at the UCI Police Department may be contacted to assist with drafting and sending out the zotALERT notification: Dispatch Supervisor, Emergency Management Director, Patrol Division Lieutenant, and Investigations Division Lieutenant.

zotALERT text messages are limited to 160 characters (including spaces) per message sent and therefore brevity is important. A second zotALERT message will be issued if more than 160 characters in the first zotALERT message are necessary. The Office of Information Technology (OIT) will automatically convert the text message and distribute it via email to all valid UCInetID email accounts depending on which campus the zotALERT notification is issued to (i.e. the UCI campus and/or the UC Irvine Health Medical Center campus email accounts).
7.6 Notification to Specific Segments of the UCI Community

While the Clery Act allows for flexibility in alerting only the segment of the UCI and/or UCI Health Medical Center campus population that is determined to be at risk, when a significant emergency or dangerous situation that poses an immediate threat to the health or safety of students or employees is confirmed, the zotALERT notification system by default notifies the entire UCI and/or UCI Health Medical Center campus communities via community-wide email and text messaging (text messages for students, staff and faculty who have opted-in to receive text messages). The zotALERT email and text messaging system will not be segmented to send a notification only to a specific population within the community. Rather, the zotALERT email and text messaging system will send a notification to all registered students, staff and faculty who have signed up to receive text message notifications and all student, staff and faculty uci.edu email addresses will receive a campus-wide email of any zotALERT notification that is sent out. The zotALERT text message and email notification systems are separate systems at the UCI campus and the UCI Health Medical Center campus. Both emergency notification systems may be activated separately or together at the same time, depending on the situation.

7.7 Content of the zotALERT

When a zotALERT notification is drafted, the following information may be included in the zotALERT message, if available: (a) the beginning of the message will state, “zotALERT,” (b) the type of emergency or dangerous situation that poses an immediate threat to the UCI and/or UCI Health Medical Center campus community, (c) the time and location of the incident, (d) general guidance on action to take given the situation, and (e) suspect description information, if relevant and determined to be necessary by UCI Police Department. In accordance with federal law, no victim name or personally identifying information for or about the victim is allowed. Depending the situation, other information may be included in the zotALERT message.

UCI Police Department has developed standardized script templates, based on various types of emergency or dangerous situation incidents, to serve as a reference guide for on-duty UCI Police Department staff to issue emergency notifications to the UCI and UCI Health Medical Center campus communities via the zotALERT notification system.

7.8 Responsibility for Issuing zotALERTS

The UCI Police Department is responsible for issuing zotALERT notifications to the UCI and/or UCI Health Medical Center campus communities. Specifically, the UCI Police Department Watch Commander on-duty has the primary responsibility for confirming that conditions exist for issuing a zotALERT notification. The UCI Police Department Dispatcher(s) on-duty have the primary responsibility to draft the zotALERT message and initiate the notification system. In addition to the Watch Commander on-duty, the Patrol Division Lieutenant, Investigations Lieutenant, Emergency Management Director and Chief of Police have the authority to make a determination as to whether a zotALERT notification should be issued. Once this determination has been made, additional personnel who have authority to draft and initiate the zotALERT notification procedures include the Dispatch Supervisor, Emergency Management Director, Patrol Division Lieutenant and Investigations Division Lieutenant. Additionally, for any emergency notifications issued to the UCI Health Medical Center, the Dispatcher, Watch Commander or other police department management personnel who may be involved in the issuance of the zotALERT notification will notify and coordinate with the UC Irvine Health Security and Parking Services Director (or other designee) and/or the UCI Health Director of Environmental Health & Safety / Emergency Manager to issue additional notifications as needed.

Other types of emergency notifications may also be issued by UCI Health Medical Center emergency management personnel or other on-duty officials at the UCI Health Medical Center in certain situations utilizing the various forms of other emergency notification communications available (other than the zotALERT email and text message notification system).
7.9 Follow Up Information and Closure Message
When a zotALERT notification is issued, additional notification messages will be issued if and when new information becomes available, until such time that a zotALERT notification closure message is issued. Once the UCI Police Department has determined that there is no longer an emergency or dangerous situation that poses an immediate threat to the UCI and/or UC Health Medical Center, a zotALERT closure message will be issued. This includes situations when there is no longer an immediate threat, the situation is under control, and/or the guidance provided in the zotALERT is no longer required.

7.10 Limited Exceptions to Issuing a zotALERT
As allowed by federal law, the only exceptions to issuing a zotALERT notification message are whether a notification will, in the judgment of the UCI Police Department first responders (including other first responders who may respond to a given situation) and/or UCI Police Department management team (i.e. Chain of Command), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. This exception to issuing zotALERT notification messages will not be construed broadly and is a very narrow exception that may apply in limited circumstances.

7.11 zotALERT Dissemination Methods
zotALERT email and text message notifications will be disseminated using a commercial mass notification system. Specifically, the zotALERT notification system sends an email message to “uci.edu” email addresses as well as a cell phone text message to all students, staff and faculty that have opted-in to receive such text messages. This system is used to ensure that the zotALERT message is likely to be received by as broad of a group of community members at UCI and/or the UC Health Medical Center as possible. Depending on the circumstances of each situation, additional emergency
Some or all of these additional methods of communication may be activated in the event of an emergency or dangerous situation that poses an immediate threat to the health or safety of students or employees occurring on the UCI and/or UC Health Medical Center campus.

Moreover, the following communication methods are available to members of the larger community who are interested in receiving notification information regarding emergencies on the UCI campus:

- Zot Radio AM 1690
- KUCI Radio FM 88.9
- Facebook [http://facebook.com/UCIrvinePD](http://facebook.com/UCIrvinePD)
- Twitter [http://twitter.com/UCIrvinePD](http://twitter.com/UCIrvinePD)

communication methods and systems may be used, as described in section 7.12 below.

### 7.12 Other Emergency Communication Methods and Systems

There are other emergency communication methods and systems in place at both the UCI and UC Health Medical Center campuses, in addition to the zotALERT mass email and text message notification system. Such other methods and systems include:

- UCI and UC Irvine Health Medical Center: Campus Voice Mail
- UCI and UC Irvine Health Medical Center: Zot Mail (Campus-wide email)
- UCI and UC Irvine Health Medical Center: zotALERT SMS Text Messaging and Email
- UC Irvine Health Medical Center: Everbridge
- UC Irvine Health Medical Center: Internal Intranet Homepage
- UCI and UCI Health Medical Center: Various Social Media Websites (e.g. blog, Facebook, Twitter, Nixle, Google +)
- UCI: Alertus Desktop Notifications & Classroom Beacons
- UCI Health Medical Center: Desktop Marquee Banner Desktop Notifications
- UCI Health Medical Center: Computer Terminal Screen Savers
- UCI: UCI Preparedness Website
- UCI and UC Irvine Health Medical Center: Hotline 866 IRV-NEWS
- UCI and UCI Health Medical Center: 800 MHz Radios with Campus Channels
- UCI: 800 MHz Radios with OC Channels
- UCI: Zot Radio AM 1690 and KUCI Radio FM 88.9
- UCI: Marquee Message Boards
- UCI: Call Experts - Call Center
- UCI and UCI Health Medical Center: Building Fire Alarm Systems
8.0 Timely Warnings ("Crime Alerts")

8.1 Crime Alert General Policy

In order to help safeguard the UCI and UC Irvine Health Medical Center communities, to increase crime awareness and to meet the Clery Act Timely Warning (Crime Alert) requirements, a Crime Alert may be issued following the reporting of a Clery Act crime to the UCI Police Department that meets the standard for issuance set forth below. Issuance of a Crime Alert is not required based on the same circumstances, factors and criteria as a zotALERT emergency notification.

8.2 Reporting Clery Act Crimes to UCI Police Department

All crimes should be reported immediately to the UCI Police Department on the UCI and/or the UC Irvine Health Medical Center campuses by dialing 9-1-1 (for all emergencies) or calling the UCI Police Department Dispatch Center 24 hours a day, 7 days a week at (949) 824-5223 (for all non-emergencies), which is located at 410 East Peltason Drive, Irvine, CA 92697. Clery Act crimes include homicide/non-negligent manslaughter, negligent manslaughter, sex offenses (including rape, fondling, incest and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, hate crimes, dating violence, domestic violence, and stalking.

8.3 Responsibility for Issuing Crime Alerts

The UCI Police Department has the responsibility for issuing Crime Alerts at UCI and at the UC Irvine Health Medical Center campuses. UCI Police Department will alert the community about certain Clery Act crimes in a manner that aids in the prevention of similar crimes. Although the Clery Act does not define the word “timely,” because the intent of a warning regarding a criminal incident(s) is to allow people to take precautions for their personal safety, a Crime Alert for a reported Clery Act crime that rises to the level of requiring the issuance of a Crime Alert should be issued as soon as pertinent information about the crime is available. Therefore, even if not all of the facts surrounding a criminal incident(s) are available, UCI will issue a Crime Alert for any Clery Act crime that meets the Crime Alert criteria set forth below.

8.4 Standard for Issuing Crime Alerts

A Crime Alert is a notification to the UCI and/or UC Irvine Health Medical Center campus communities based on a report of a Clery Act crime where such crime is reported to the UCI Police Department or to a Campus Security Authority ("CSA"), who in turn reports such crime in a timely manner to the UCI Police Department, and the crime is considered by the UCI Police Department to represent a serious or continuing threat to students and employees at the time of the report. The determination to issue a Crime Alert is made on a case-by-case basis in light of all of the facts surrounding a reported crime including, but not limited to such factors as the nature of the crime, the continuing danger to the campus community, the possible risk of compromising law enforcement efforts, whether a suspect has been apprehended and/or arrested, whether there has been a pattern or series of similar crime(s), and the potential risk of others becoming a victim of similar crimes.

8.5 Determination to Issue Crime Alerts

The decision to issue a Crime Alert should be determined by UCI Police Department personnel, in the following order (but may be made by any of the individuals listed below as deemed necessary under the circumstances) when a Clery Act crime is reported to the UCI Police Department: (1) Chief of Police, (2) Investigations Division Lieutenant, (3) Patrol Division Lieutenant, (4) Emergency Management Director and (5) Clery Act Compliance Program Manager.

The UCI Police Department may elect not to issue a Crime Alert in very limited circumstances. First, if the UCI Police Department or other law enforcement agency apprehends the suspect(s) of a Clery Act crime and the serious or on-going threat to students and employees of the UCI and/or UC Irvine Health Medical Center community has been mitigated and/or removed by the apprehension or arrest of such suspect(s), or if it is otherwise determined by a member of the UCI Police Department (who holds Crime Alert Decision Making Authority) that a serious or on-going threat does not exist after the report of a Clery Act crime is made to the UCI Police Department, a Crime Alert may not be issued. Second, if a crime report was not filed with the UCI Police Department or if the UCI Police Department was not notified of a Clery Act crime report in a manner that would allow the UCI Police Department to issue a
timely warning to the UCI and/or UCI Health Medical Center community, a Crime Alert may not be issued. The determination as to “timeliness” will be made on a case-by-case basis for each reported Clery Act crime. The UCI Police Department will follow the departmental policy regarding Crime Alerts in making these determinations.

The UCI Police Department may elect to delay issuing a Crime Alert if it is determined that such issuance may jeopardize a criminal investigation.

The UCI Police Department will give consideration to notifying crime victims before Crime Alerts are issued to the UCI community.

8.6 Procedure for Drafting and Composing Crime Alerts

During normal business hours (generally Monday through Friday, 8:00 a.m. to 5:00 p.m.), any member of the UCI Police Department who learns of a reported Clery Act crime will bring such crime to the attention to the Emergency Management Director and/or the Clery Act Compliance Program Manager so that a Crime Alert issuance determination may be made by a UCI Police Department designated individual who has Crime Alert decision making authority as listed in section 8.5 above. If the Emergency Management Director and/or the Clery Act Compliance Program Manager is unavailable at the time of such report, a member of the UCI Police Department management team must be notified so that a Crime Alert determination may be made.

Once a determination is made to issue a Crime Alert, either the Emergency Management Director or the Clery Act Compliance Program Manager will draft a Crime Alert based on all of the available information at that time. If either of these individuals are unavailable, another member of the UCI Police Department management team will draft the Crime Alert.

The following items of information will typically be included in the draft of the Crime Alert, if available, unless issuing any of this information would risk compromising law enforcement efforts: (1) description of the incident (i.e. type of crime, date occurred, time
occurred, and general location (unless providing a location would otherwise identify a victim)), (2) physical description of the suspect, if relevant and deemed necessary (no crime victim name or personally identifying information for or about the crime victim is allowed per federal law) (3) possible connections to previous reported incidents, (4) information limited to whether the victim is affiliated / not affiliated with UCI or the UCI Health Medical Center, and whether injuries / no injuries were sustained, to the extent this information is relevant, (5) information and tips that will promote safety and potentially aid in the prevention of similar crimes (i.e. crime prevention and safety tips), (6) date and time the Crime Alert was issued, (7) UCI Police Department contact information, and (8) any other information as deemed appropriate by those vested with Crime Alert decision making authority..

Once the Crime Alert draft has been prepared, it will be reviewed for approval by members of the UCI Police Department management team as well as the office of the Vice Chancellor, Administrative and Business Services (if time and circumstances permit).

After normal business hours (generally Monday through Friday, 8:00 a.m. to 5:00 p.m.), on weekends and during holidays, if a Clery Act crime is reported to the UCI Police Department, the Watch Commander on-duty will notify and make contact with the Patrol Division Lieutenant to provide notification of the reported Clery Act crime, immediately or as soon as practicably possible. A Crime Alert determination will be made as soon as possible by the Patrol Division Lieutenant and, if warranted, a Crime Alert will be issued to the UCI and/or the UCI Health Medical Center community before normal business hours resume. If the Patrol Division Lieutenant is unavailable or cannot be reached after normal business hours, the Watch Commander on-duty will contact the following individuals, in order, so that a Crime Alert determination may be made after normal business hours: (1) Strategic Services Division Lieutenant, (2) Emergency Management Director, (3) Clery Act Compliance Program Manager, (4) Chief of Police.

Once the Crime Alert draft has been reviewed, revised as necessary and approved, a UCI community-wide email. Specific individuals who have authority and access to login and send Zot Mail emails for approved Crime Alerts include: (1) Patrol Division Lieutenant, (2) Investigations Division Lieutenant, (3) Emergency Management Director, (4) Clery Act Compliance Program Manager, (5) Director of Administration, and (6) Office of the Vice Chancellor, Finance and Administration.
8.7 Crime Alert Distribution Methods

Each Crime Alert will be sent community-wide at the UCI campus and/or UCI Health Medical Center campus (depending on which campus the crime occurred) via the Zot Mail email system.

The Crime Alert distribution process may also include physical postings of Crime Alert bulletins in impacted areas by local personnel (e.g. in residential areas by residential life / student housing staff) and/or electronic postings on the UCI Police Department website at http://www.police.uci.edu/. It is the general policy of the UCI Police Department to post Crime Alerts on the UCI Police Department webpage under the calendar year in which they were reported, unless determined otherwise by UCI Police Department management. Crime Alerts may be also be posted on social media pages, which include but are not limited to Facebook, Twitter, and Nixle accounts.

In certain circumstances, Crime Alerts may also be posted in UCI and/or UCI Health Medical Center campus buildings, when deemed necessary by the UCI Police Department. When a Crime Alert is posted in campus buildings, it may be posted in general/common areas clearly visible to students/staff and in staff break rooms, etc., unless determined otherwise by the UCI Police Department based on the facts and circumstances of a particular case. Crime Alerts will also be made available to any students, staff and faculty that may not frequent the general / common areas in which Crime Alerts may be posted.

8.8 Confidentiality of Victim Identifying Information

All Crime Alerts will withhold as confidential the names and other identifying information of victims, as defined in section 40002(a) (20) of the Violence Against Women Act of 1994.

8.9 Exemption for Pastoral and Professional Counselor Reporting

Under the Clery Act, the issuance of a Crime Alert is not required with respect to crimes reported to a pastoral counselor or professional counselor who is practicing within the scope of his / her license, or such person who is otherwise determined to be exempt or otherwise not required to report crimes under the Clery Act. Definitions of a “pastoral counselor” and “professional counselor” may be found in the Other Defined Terms, section 15.4 below.

8.10 Community Advisories

Depending upon the circumstances of a particular case, incident or crime report, notification of particular crimes that are not Clery Act crimes, or incidents that do not rise to the level of where a Crime Alert may be required may be made by the UCI Police Department to specific segments of the UCI and/or UCI Health Medical Center communities as determined by the UCI Police Department. A community advisory may be issued for a specific campus population and/or segment of the community and may be sent out to key UCI and/or UC Irvine Health Medical Center department contact personnel for notification to their respective populations, as deemed necessary by the UCI Police Department. Community Advisories will be issued by UCI Police Department personnel as deemed necessary on a case-by-case basis.
9.0 Sexual Violence Prevention and Response — Statement of Policy

The University of California Irvine, prohibits Sexual Violence including sexual assault, dating and domestic violence, stalking, and other forms of prohibited sexual misconduct through the UC Policy on Sexual Violence and Sexual Harassment (“Policy”) as implemented in the UCI Guidelines for Reporting and Responding to Reports of Sex Offenses (“Guidelines”).

The University of California, Irvine is committed to creating and maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits Sexual Violence that violates law and/or University policy. The University will respond promptly and effectively to reports of Sexual Violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy on Sexual Violence.

For purposes of the UCI Annual Security Report, the term “Sexual Violence” includes incidents of dating violence, domestic violence, sexual assault, and stalking. Additionally, reference to UCI in this section includes both the UCI campus community and UC Irvine Health community, including UC Irvine Health Medical Center. The terms “Respondent” and “Complainant” are used in this document when referring to administrative proceedings, the Policy and the Guidelines. The terms “Suspect” and “Victim” are used in this document when referring to criminal proceedings.

In compliance with state and federal laws, UCI has adopted policies and procedures to prevent and respond to incidents of Sexual Violence involving members of our UCI community. The Policy and Guidelines are available online at http://www.oecd.uci.edu/policy.html. Additionally, written information about Complainants’ rights,
options, and resources as well as policies, procedures, education and training, risk reduction, and reporting information are available at http://sexualviolence.uci.edu/.

UCI’s Title IX Officer is Kirsten Quanbeck. The Title IX Officer directs the Office of Equal Opportunity and Diversity (OEOD) and is responsible for the University’s compliance with Title IX and administrative investigations of Sexual Violence. OEOD is located at 103 Multipurpose Science and Technology Building, Suite 103, (949) 824-5594, http://www.oecd.uci.edu/.

9.1 Definitions

The following definitions are per the UCI Policy and the Guidelines. Local jurisdictional definitions and Clery Act definitions.

A. Consent

Consent is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of both persons an affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence, do not alone constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity. The existence of a dating relationship or past sexual relations between the persons involved should never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct).

The Respondent’s belief that the Complainant consented shall not provide a valid excuse where:

1. The Respondent’s belief arose from the Respondent’s own intoxication or recklessness;

2. The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or

3. The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
   a. Asleep or unconscious;

   b. Due to the influence of drugs, alcohol, or medication, unable to understand the fact, nature, or extent of the sexual activity; or
   c. Unable to communicate due to a mental or physical condition.

B. Sexual Violence

1. Sexual Violence:

   a. Sexual Assault - Penetration: Without the consent of the Complainant, penetration, no matter how slight, of the vagina, anus, or mouth by a penis; or the vagina or anus by any body part or object.

   b. Sexual Assault - Contact: Without the consent of the Complainant, touching an intimate body part (genitals, anus, groin, breast, or buttocks) (i) unclothed or (ii) clothed.

   Note: As this definition encompasses a broad spectrum of conduct, not all of which constitutes Sexual Violence. The Title IX Officer will determine whether the allegation should be treated as Sexual Violence or sexual harassment.

   Note: Sexual Assault - Penetration and Sexual Assault - Contact are aggravated when it includes the following:

   Overcoming the will of Complainant by:
   
   • Force (the use of physical force or inducing reasonable fear of immediate or future bodily injury);
   • Violence (the use of physical force to cause harm or injury);
   • Menace (a threat, statement, or act showing intent to injure);
   • Duress (a direct or implied threat of force, violence, danger);
   • Hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity, taking into account all circumstances including age and relationship, to do or submit to something that they would not otherwise do);
   • Deliberately causing a person to be incapacitated (through drugs or alcohol);
   
   • Intentionally taking advantage of the other person’s incapacitation (including voluntary intoxication).
Recording, photographing, transmitting, or distributing intimate or sexual images without the prior knowledge and consent of the parties involved.

C. Relationship Violence:

1. Dating Violence: Conduct by a person who is or has been in a romantic or intimate relationship with the Complainant that intentionally, or recklessly, causes bodily injury to the Complainant or places the Complainant in reasonable fear of serious bodily injury. The nature of the relationship between the Complainant and Respondent is determined by the length, type, and frequency of interaction between them.

2. Domestic Violence: Conduct by a current or former spouse or intimate partner of the Complainant; or a person with whom the Complainant shares a child in common, that intentionally, or recklessly, causes bodily injury to the Complainant or another, or places the Complainant or another in reasonable fear of serious bodily injury.

3. Stalking: Repeated conduct directed at a Complainant (e.g., following, monitoring, observing, surveilling, threatening, communicating or interfering with property), of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress. Stalking of a non-sexual nature is addressed by other University policies including but not limited to the Policy on Student Conduct and Discipline Section 102.10.
D. Other Prohibited Behavior

1. Invasions of Sexual Privacy

   a. Without a person’s consent, watching or enabling others to watch that person’s nudity or sexual acts in a place where that person has a reasonable expectation of privacy;

   b. Without a person’s consent, making photographs (including videos) or audio recordings, or posting, transmitting or distributing such recorded material depicting that person’s nudity or sexual acts in a place where that person has a reasonable expectation of privacy; or

   c. Using depictions of nudity or sexual activity to extort something of value from a person.

      i. Sexual intercourse with a person under the age of 18.

      ii. Exposing one’s genitals in a public place for the purpose of sexual gratification.

      iii. Failing to comply with the terms of a no-contact order, a suspension of any length, or any order of exclusion issued under this Policy.

D. Retaliation

Retaliation includes threats, intimidation, reprisals, and/or adverse employment or educational actions against a person based on their report of Sexual Violence or participation in the investigation, report, remedial, or disciplinary processes provided for in this Policy.

In addition to the University’s prohibition against retaliation, the Clery Act also prohibits retaliation. An institution, or an officer, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under the Clery Act.

9.2 Educational Programs and Campaigns to Promote the Awareness of Sexual Violence

Prevention / Education

UCI is committed to the prevention of Sexual Violence through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention education as part of their orientation, and returning students and current employees receive ongoing training and related programs. UCI’s education and prevention programs reflect comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end Sexual Violence. These programs are also designed to consider environmental risk and protective factors as they affect individuals, relationships, institutions, communities and society. Prevention education focuses on the elimination of Sexual Violence on the campus, emphasizing the role of respect and communication in relationships and the absence of violence, abuse and manipulation. Prevention education is consistent with the CDC-endorsed social-ecological model, addressing factors at individual, relationship, community and societal levels. Additionally, prevention programs span the range of primary, secondary and tertiary levels throughout the year. The model is based upon lessons learned from effective prevention strategies, and an understanding of complex sociocultural dynamics and lessons learned from the fields of marketing and advertising, stressing repeated messaging.
All UCI students and employees are provided with programming, initiatives, strategies, and campaigns intended to prevent and end sexual assault, domestic violence, dating violence and stalking and to train individuals on how to best respond to disclosures. These programs are tailored to UCI’s community and the needs of students and employees. Additionally, these programs are culturally relevant, inclusive and responsive to the entire community and are informed by research. UCI makes a good faith effort to reach all incoming students and new employees and provide active notification about these programs. Online and in-person training opportunities are provided utilizing a multi-pronged approach, including interactive workshops, theater performances, presentations, online interactive modules, and more. Additionally, prevention efforts consist of online safety modules and in-person orientations for first-year students, response protocol trainings for student staff and professional staff, sexual assault, dating and domestic violence, and stalking prevention workshops, bystander trainings, educational workshops, guest lectures, resources fairs, passive displays, speaker’s bureau events, and large campus-wide events.

The UC system-wide curriculum, tailored to each audience, educates our community about Sexual Violence, how to prevent it, the role of intervention and available local resources. While ongoing trainings review and expand on initial programming content, programs for new students and employees include the following information:

- A clear statement that UCI identifies sexual assault, dating violence, domestic violence and stalking as prohibited conduct as those terms are defined by the Clery Act.
- Definitions of sexual assault, dating violence, domestic violence and stalking as defined in the local jurisdiction and in the Guidelines as well as examples of behaviors that constitute such offenses.
- Definition of consent, in reference to sexual activity, as that term is defined in UCI’s jurisdiction and in the Guidelines.
- Social norms, including the attitudes and beliefs that normalize violence.
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is risk of sexual assault, dating violence, domestic violence or stalking against a person other than the bystander. See below for more information about Bystander Intervention.
- Information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks. See below for more information about Risk Reduction.
- How to respond to Sexual Violence using methods that acknowledge the impact of violence and trauma on survivors’ lives.
• Information about the procedure utilized when a crime is reported and the subsequent investigatory and disciplinary proceedings involved.

• Local resources, including confidential support for survivors of Sexual Violence and appropriate services for those accused of Sexual Violence.

• Rights and options about reporting Sexual Violence.

**Bystander Intervention**

Bystander intervention consists of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is risk of an occurrence of Sexual Violence. It includes recognizing situations of potential harm, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene. UCI bystander intervention programs include UCI Green Dot and Step UP UCI. Green Dot is a bystander intervention program that is informed by concepts and lessons learned from bodies of research and theory across disciplines including: violence against women, diffusion of innovation, public health, social networking, psychology, communications, bystander dynamics, perpetration, and marketing/advertising. Components of UCI’s Green Dot Bystander Intervention Program include day-long student bystander trainings, bystander intervention overview workshops, promotional campaigns, and educational programs. The Green Dot curriculum focuses on providing students with tools to intervene and supporting a culture that communicates that violence will not be tolerated and that everyone has a role in preventing violence.

**Risk Reduction**

Risk reduction consists of options designed to decrease perpetration and bystander inaction and to increase empowerment in an effort to promote safety and to help individuals and communities address conditions that facilitate violence. Some risk-reduction strategies include the following:

• Trust your intuition;

• Let a friend or roommate know where you will be;

• Utilize services, such as the Safety Escort Program through the UCI Police Department;

• If you feel threatened on campus or in nearby areas, look for a blue light emergency phone or call 9-1-1;

• Your voice and your body are your best weapons. Learn effective ways to use them by taking a self-defense class, and bring a friend with you;

• Look out for one another.
UCI offers primary prevention and awareness programs directed at all incoming students and new employees as well as ongoing prevention and awareness campaigns for existing students and employees.

The University offered the following primary prevention and awareness programs for all incoming students from October 1, 2017 to June 1, 2018**:

<table>
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<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Office</th>
<th>Audience/Location</th>
<th>Number</th>
<th>Format</th>
<th>Content</th>
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<td>CARE</td>
<td>General Campus Community</td>
<td>250</td>
<td>In-person</td>
<td>DDV</td>
</tr>
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<td><strong>Month Tabling and Outreach</strong></td>
<td></td>
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*DDV means Dating/Domestic Violence, SA means Sexual Assault, SH means Sexual Harassment, S means Stalking

The University offered the following ongoing awareness and prevention programs for all students from October 1, 2017 to June 1, 2018**:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Month Held</th>
<th>Office</th>
<th>Audience/Location</th>
<th>Number</th>
<th>Format</th>
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</table>

*DDV means Dating/Domestic Violence, SA means Sexual Assault, SH means Sexual Harassment, S means Stalking*
The University offered primary prevention and awareness program online and in-person training for all new employees (staff and faculty) from October 1, 2017 to September 30, 2018. Specifically, the Office of Equal Opportunity and Diversity (OEOD) offered training to 20,000 plus UCI academic schools, divisions and departments covering topics of Dating Violence, Domestic Violence, Sexual Assault and Stalking.

<table>
<thead>
<tr>
<th>Name of Program</th>
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<th>Audience / Location</th>
<th>Number</th>
<th>Content</th>
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<td>Discrimination Prevention</td>
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<td>Discrimination, Sexual Harassment, Sexual Violence Prevention &amp; Response</td>
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<td>Title IX</td>
<td>Student Affairs: Multiple Departments</td>
<td>40</td>
<td>SASHDDVS</td>
</tr>
</tbody>
</table>

*DDV means Dating/Domestic Violence, SA means Sexual Assault, SH means Sexual Harassment, S means Stalking
9.3 Immediate Assistance and Procedures to Follow For Victims of Sexual Violence

Victims of Sexual Violence are encouraged to take the following steps:

1. Safety
   Victims of Sexual Violence are strongly encouraged to immediately contact the UCI Police Department (UCIPD) to ensure immediate safety. UCIPD is located at 410 E. Peltason Drive, Irvine, CA and available 24 hours a day, 7 days a week. Call 9-1-1 or (949) 824-5223.

2. Confidential Support Services
   The CARE (Campus Assault Resources and Education) Office offers a confidential Advocate during regular business hours. Community Service Programs, Inc. (CSP) offers a confidential 24-hour hotline to assist Victims in crisis and to assist Victims with obtaining Sexual Assault Forensic Exams and/or reporting to the police. For a complete list of on and off campus resources, please see the on and off campus Resources section below. CARE (Campus Assault Resources and Education) (949) 824-7273. Community Services Program, Inc.’s (CSP’s) 24-hour hotline: (949) 831-9110 or (714) 957-2737.

3. Preserve Evidence
   Even if a Victim is not sure about pursuing an investigation or sanctions against the alleged Suspect, they are encouraged to preserve evidence. It is important to preserve physical evidence because it can assist in criminal prosecution in proving that the criminal offense occurred or obtaining a protection order. For example, Victims of sexual assault should make every effort to save anything that might contain the Suspect’s DNA. Therefore, the Victim should try not to bathe or shower, use the restroom or douche, change clothes, comb hair, clean up the crime scene or move anything the offender might have touched. Evidence of sexual assault is most effectively collected via a Sexual Assault Forensic Exam (“Exam”) within approximately 96 hours after an assault. To obtain the Exam, a Victim can call the police by dialing 9-1-1 or Community Services Program, Inc. (CSP) on its 24-hour hotline: (949) 831-9110 or (714) 957-2737. The Exam is conducted at the Anaheim Regional Medical Center. A police report is not required to obtain an Exam. To obtain an exam without a police report, survivors must call Community Service Programs, Inc. (CSP) at 949-831-9110 or (714) 957-2737 to be connected to the Forensic Nurse Specialist Team. The Exam will help preserve evidence in case the Victim decides at a later date to file a police report.

Victims of Sexual Violence can also preserve evidence by saving text messages, instant messages, social networking pages, photographs, and other documents that could be useful to the police or UCI’s investigators.

4. Medical Attention
   Health providers can examine and treat physical injuries and provide pregnancy tests and testing for sexually transmitted diseases. The UCI Student Health Center provides medical care for all registered students. Employees may obtain medical attention through their medical provider.

   It is important to note that any health center or physician treating the Victim of a violent crime is obligated by law to report the crime to the police. Student Health Center and UC Irvine Health Medical Center do not conduct Sexual Assault Forensic Exams. UCI will protect the privacy of individuals involved in a report to the extent possible under law and UCI policy.

9.4 Reporting Options Overview

Below is a description of reporting options for Victims of Sexual Violence.

a. Reporting to the UCI Police Department
   UCIPD is located at 410 E. Peltason Drive, Irvine, CA and available 24 hours a day, 7 days a week. Call 9-1-1 or (949) 824-5223.

   The UCI Police Department (UCIPD) provides a timely response for staff, students, faculty, and members of the community who have experienced Sexual Violence. In addition to emergency response, UCIPD conducts trauma-informed investigations of Sexual Violence. For Sexual Violence that occurs off campus, local police should be contacted. The preservation of evidence is essential to the successful investigation and prosecution of Sexual Violence.
UCIPD personnel have been specially trained in the proper handling, identification, collection and preservation of such evidence. UCIPD can assist victims by arranging for medical evidentiary examinations in order to provide admissible evidence when the person reporting the act of Sexual Violence desires prosecution through the criminal justice system.

Although it is never too late to file a police report, it is highly recommended to report Sexual Violence as soon as possible in order to allow for the collection of evidence. When a report is made to the UCIPD, an investigating officer trained in Sexual Violence cases will be dispatched to the scene and will explain the police procedures. If it is determined that a Sexual Assault Forensic Exam is advisable, the police will assist with transportation and contacting the Sexual Assault Nurse Examiner, who will conduct the exam. The officer will inform the Victim that he or she has the right to have a support person present during the investigative interview. Detectives will assist with the investigation and proper evidence collection. Victim Advocates are available to accompany Victims to Sexual Assault Forensic Exams and any meetings with UCIPD.

At the conclusion of the police investigation, the case may be forwarded to the Orange County District Attorney’s (OCDA’s) office for review. The OCDA’s office makes the final decision whether to criminally prosecute the Suspect. If the OCDA’s office does not move forward with the complaint, the Victim may request that a victim advocate accompany them to the OCDA’s office for a meeting to discuss the decision.

A Victim may make a police report or participate as a witness in the court proceedings at his or her own discretion.

If a Victim chooses to file a police report, the Victim/Witness Assistance Program which is funded by the State of California, is available free of charge. Its services include counseling, court escort, advocacy and financial assistance.

If the Sexual Violence occurred off-campus, the Victim may file a report with the appropriate law enforcement agency with police jurisdiction in the area where the crime occurred.
UCIPD encourages the UCI community, including students, to immediately contact them by dialing 9-1-1 or (949) 824-5223 to report Sexual Violence. The UCI Police Department is available 24 hours a day, 7 days a week.
Address: 410 E. Peltason Dr. Irvine, CA 92697
Phone: (949) 824-5223 or 9-1-1.

To encourage reporting by Victims, the UCI Police Department is committed to the following investigation procedures:

• UCIPD will meet with Victims privately at a location where they are comfortable when feasible.
• UCIPD will only notify Victim’s parents*, spouse, or significant other if the victim asks us to do so.
• UCIPD will treat Victims and their concerns with courtesy, sensitivity, dignity, understanding, and professionalism.
• UCIPD will openly listen with no prejudgment and Victims will not be blamed for what occurred.
• UCIPD will absolutely consider cases regardless of Victim’s gender, gender identity, gender expression, sexual orientation, or the gender or status of the suspect.
• UCIPD will assist Victims in arranging for any necessary hospital treatment or other medical needs. If needed, we also will assist Victims with the resources to obtain emergency housing.
• UCIPD will assist Victims in coordinating advocacy support, privately contacting confidential counseling, and/or other available resources.
• UCIPD will investigate cases, while keeping Victims regularly updated.
• UCIPD will discuss and explain the criminal justice court process, as well as provide a video explaining all aspects of the investigation. Ultimately, it is the Victim’s choice to participate in criminal prosecution.

• UCIPD will continue to be available to answer Victims’ questions, to explain options, and to explain rights.

*If Victims are a minor aged 17 or younger, their parent may be notified.

Victim advocates from UCI’s Campus Assault Resources and Education (CARE) (949-824-7273) are available to assist Victims in notifying law enforcement authorities and accompanying victims to meetings with police if the Victim so chooses. UCI will comply with any Victim’s request for assistance in notifying campus officials, UCIPD, local police or other local authorities.

Victims may also report any of these incidents to the local municipal police departments. Victims on the UCI campus may contact the Irvine Police Department, 1 Civic Center Plaza, Irvine, CA 92606 (949) 724-7000. Victims at the UC Irvine Health Medical Center may contact the Orange Police Department, 1107 N. Batavia St., Orange, CA 92867 (714) 744-7444.

b. Reporting to the Title IX Coordinator at the Office of Equal Opportunity and Diversity (OEOD)
OEOD, 103 Multipurpose Science & Technology Building, Irvine, CA. (949) 824-5594—available Monday through Friday, 8:00 a.m. to 5:00 p.m.

UCI encourages all Complainants to report acts of Sexual Violence to the Title IX Office/OEOD as soon as possible after it occurred, regardless of whether it occurred on or off campus, in order for appropriate and timely action to be taken. Complainants may request an administrative investigation from OEOD whether or not a report has been filed with the police. OEOD is the UCI office responsible for conducting neutral, administrative (i.e., non-criminal) investigations of all reports of Sexual Violence to determine if the Policy or Guidelines have been violated. See Procedures for Administrative Reporting to Title IX / OEOD Office & Responding to Sexual Violence below for information about OEOD’s investigation procedures.

OEOD investigators meet with Complainants to discuss their rights, options, and any interim and
protective measures appropriate (see Interim Measures & Remedies section below). If a Complainant wishes to file a complaint, OEOD investigators will perform an investigation and produce an Investigative Report with a determination of whether the preponderance of the evidence supports that the Guidelines were violated. The Investigative Report will be submitted to the appropriate University official to adjudicate (see Student Adjudication Process and Employee Adjudication Process sections below).

Any Complainant who reports Sexual Violence regardless of whether the offense occurred on or off campus, will be provided with a written explanation of their rights, options and resources. This information is continuously accessible at http://sexualviolence.uci.edu/

The Title IX Officer, in coordination with the Case Management Team will make an immediate assessment concerning the health and safety of the Complainant, other affected parties, and the campus community, implement interim measures or protective measures immediately necessary including but not limited to No Contact Orders / Stay Away Orders, changes to housing or course assignments, and safety escorts.

Many campus offices can assist Complainants with obtaining interim measures and protective measures, such as UCIPD, UCI Student Housing, Counseling Center, CARE, Office of Student Conduct, Disability Services Center, Human Resources, etc. Interim and protective measures can include No Contact/Stay Away Orders, safety escorts, financial aid assistance, visa and immigration assistance, counseling and advocacy resources, referrals to legal services, physical and mental health services, academic accommodations, employment accommodation, leave, as well as changes to academic, living, transportation and/or working situations. Complainants with questions, concerns, or complaints about their ability to obtain requested interim measures or protective measures should contact the Title IX Office/OEOD. The Title IX Office/OEOD will grant a Complainant’s reasonable request for interim measures or protective measures if the Complainant requests them and if they are reasonably available, regardless of whether the Complainant chooses to report the crime to UCIPD or local law enforcement. Factors that might be considered during this process include, but are not limited to:

- The specific need expressed by the Complainant;
- The age of the students involved;
- The severity or pervasiveness of the allegations;
- Any continuing effects on the Complainant;
- Whether the Complainant and alleged Respondent share the same residence hall, dining hall, class, transportation or job location; and
- Whether other judicial measures have been taken to protect the Complainant (e.g. civil protection orders).

c. **Option to decline all reporting** Although UCI encourages the timely reporting of all crimes, Complainants of Sexual Violence are not required to report to police, OEOD, or any other campus office.

d. **Resources** Regardless whether a Complainant chooses to report Sexual Violence to UCIPD or OEOD, on- and off-campus support resources are available to help. Below are charts of on- and off-campus resources for students and employees (See also Comprehensive List of Resources section below).
<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Contact Information</th>
<th>Types of Resources</th>
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<tbody>
<tr>
<td>CARE (Campus Assault Resources and Education)</td>
<td>The CARE office supports members of the UCI community who have been directly or indirectly impacted by sexual assault, relationship abuse, stalking, child abuse and/or family violence. CARE offers advocacy, holistic healing programs, counseling, and prevention education.</td>
<td>G320 Student Center, Monday through Friday, 8:00 a.m. to 5:00 p.m. <a href="http://www.care.uci.edu">www.care.uci.edu</a> 949-824-7273</td>
<td>Counseling Resources; Victim Advocacy Resources</td>
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<tr>
<td>UCI Counseling Center</td>
<td>The Counseling Center provides students with a broad range of mental health services, including individual, couples, family, and group counseling, as well as urgent care, crisis response, consultation, and outreach programs.</td>
<td>203 Student Services 1, Monday through Friday, 8:00 a.m. to 5:00 p.m. <a href="http://www.counseling.uci.edu">www.counseling.uci.edu</a> 949-824-6457</td>
<td>Counseling Resources; Mental Health Resources</td>
</tr>
<tr>
<td>Office of the Ombudsman</td>
<td>The Office of the Ombudsman provides a safe environment to discuss complaints, concerns or problems confidentially. When appropriate, the office will initiate an informal intervention with the goal of facilitating a resolution that is acceptable to all parties involved. The Office of the Ombudsman serves all students, faculty, staff and administrators of the UCI community.</td>
<td>205 Multipurpose Science &amp; Technology Building, Monday through Friday, 8:00 a.m. to 5:00 p.m., <a href="http://www.ombuds.uci.edu">www.ombuds.uci.edu</a> 949-824-7256</td>
<td>Advocacy Resources</td>
</tr>
<tr>
<td><em>Respondent Services</em></td>
<td>If you have been accused of sexual violence, sexual assault, sexual harassment, dating/domestic violence or stalking, the Respondent Services Coordinator (RSC) can assist with understanding your rights and the investigation and adjudication process.</td>
<td>949-824-5208 By appointment only <a href="http://www.chs.uci.edu/respondentservices/">http://www.chs.uci.edu/respondentservices/</a></td>
<td>Campus &amp; Irvine Community Resources</td>
</tr>
<tr>
<td><em>Student Health Center</em></td>
<td>The Student Health Center is a comprehensive outpatient clinic staffed with licensed primary care physicians, dentists, a physician assistant, registered nurse practitioners, and registered nurses. Medical specialists from various disciplines provide on-site consultation on a regular basis.</td>
<td>501 Student Health, Irvine, CA 92697 (949) 824-5301 Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m. Closed weekends and holidays. <a href="http://www.shs.uci.edu">http://www.shs.uci.edu</a></td>
<td>Health Resources</td>
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<tr>
<td>Social Workers</td>
<td>Social workers offer private support for individual students, staff, or faculty during a medical, physical, familial and/or emotional crisis. They may also mobilize necessary campus and community resources to maximize the person’s physical, social and/or emotional well-being. Helps students navigate their</td>
<td>Campus Social Worker (by referral): 641 Aldrich Hall, Irvine, CA 92697-2215 <a href="mailto:campussocialworker@uci.edu">campussocialworker@uci.edu</a> (949) 824-1418 Social workers are also available through the UCI Counseling Center or UCI Student Health Center.</td>
<td>Advocacy Resources; Immigration Assistance Resources</td>
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### Students: Community Confidential Resources (Off Campus)

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<th>Resource</th>
<th>Description</th>
<th>Contact Information</th>
<th>Type of Resource</th>
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<tbody>
<tr>
<td>Community Services Programs, Inc. (&quot;CSP&quot;)</td>
<td>Certified Sexual Assault Counselors respond 24 hours a day, seven days a week via a rape crisis hotline, to police departments and hospitals, and through two rape crisis centers. Comprehensive and confidential services are provided to victims of rape and other sexual assaults, sexually abused children, and their family members.</td>
<td>949-831-9110 or (714) 957-2737</td>
<td>Counseling Resources</td>
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<td><a href="https://www.cspinc.org">https://www.cspinc.org</a></td>
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<tr>
<td>Human Options</td>
<td>Human Options provides assistance, such as emergency shelter, counseling, and legal advocacy, to victims of domestic and dating violence.</td>
<td>24-hour hotline: 877-854-3594</td>
<td>Counseling Resources; Victim Advocacy Resources; Legal Assistance Resources</td>
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<td><a href="http://www.humanoptions.org">www.humanoptions.org</a></td>
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### Staff: University Confidential Resources (On Campus)

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<th>Resource</th>
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<tr>
<td>CARE (Campus Assault Resources and Education)</td>
<td>The CARE office supports members of the UCI community who have been directly or indirectly impacted by sexual assault, relationship abuse, stalking, child abuse and/or family violence. CARE offers advocacy, holistic healing programs, counseling, and prevention education.</td>
<td>G320 Student Center, Monday through Friday, 8:00 a.m. to 5:00 p.m.</td>
<td>Counseling Resources; Victim Advocacy Resources</td>
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<td><a href="http://www.care.uci.edu">www.care.uci.edu</a></td>
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<td>949-824-7273</td>
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<tr>
<td>Employee Assistance Program (&quot;EAP&quot;)</td>
<td>EAP is a free, confidential counseling program for UCI employees.</td>
<td>Company ID: UCI-EAP3 1-844-UCI-EAP3 824-3273 TDD: 1-800-697-0353</td>
<td>Counseling Resources</td>
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<td><a href="http://www.guidanceresources.com">http://www.guidanceresources.com</a></td>
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<td>949-824-5208</td>
<td>Counseling Resources</td>
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<td>Provides consultative services for a wide range of issues including: work-related stress, grief and loss, relationship/couples issues, alcohol, drug and other addictions and depression, anxiety, and other emotional concerns.</td>
<td><a href="http://www.chs.uci.edu/facultystaffmh/">http://www.chs.uci.edu/facultystaffmh/</a></td>
<td>Counseling Resources</td>
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<tr>
<td>Coordinator of Faculty &amp; Staff Mental Health Care</td>
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<td>205 Multipurpose Science &amp; Technology Building, Monday through Friday, 8:00 a.m. to 5:00 p.m.,</td>
<td>Advocacy Resources</td>
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<td><a href="http://www.ombuds.uci.edu">www.ombuds.uci.edu</a></td>
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<td>949-824-7256</td>
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<tr>
<td>Office of the Ombudsman</td>
<td>The Ombudsman provides students, faculty, and staff a safe place to confidentially discuss concerns, explore options, and make informed decisions.</td>
<td>205 Multipurpose Science &amp; Technology Building, Monday through Friday, 8:00 a.m. to 5:00 p.m.,</td>
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<td><a href="http://www.ombuds.uci.edu">www.ombuds.uci.edu</a></td>
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## Staff: Community Confidential Resources (Off Campus)

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<tr>
<td><strong>Community Services Programs, Inc. (“CSP”)</strong></td>
<td>Certified Sexual Assault Counselors respond 24 hours a day, seven days a week via a rape crisis hotline, to police departments and hospitals, and through two rape crisis centers. Comprehensive and confidential services are provided to victims of rape and other sexual assaults, sexually abused children, and their family members.</td>
<td>949-831-9110 or 714-957-2737 <a href="https://www.cspinc.org">https://www.cspinc.org</a></td>
<td>Counseling Resources; Legal Assistance Resources</td>
</tr>
<tr>
<td><strong>Human Options</strong></td>
<td>Human Options provides assistance, such as emergency shelter, counseling, and legal advocacy, to victims of domestic and dating violence.</td>
<td>24-hour hotline: 877-854-3594 <a href="www.humanoptions.org">www.humanoptions.org</a></td>
<td>Counseling Resources; Victim Advocacy &amp; Legal Resources</td>
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</table>
### National Confidential Resources

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<th>Resource</th>
<th>Description</th>
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<th>Type of Resource</th>
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<tbody>
<tr>
<td>RAINN Rape, Abuse &amp; Incest National Network (RAINN)</td>
<td>RAINN is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help victims, and ensure that perpetrators are brought to justice.</td>
<td>(800) 656-HOPE (4673), confidential, 24/7</td>
<td>Counseling Resources; Victim Advocacy Resources</td>
</tr>
<tr>
<td>National Center for Victims of Crime (NCVC)</td>
<td>Nonprofit organization that advocates for victims' rights, trains professionals who work with victims, and serves as a trusted source of information on victims' issues.</td>
<td>855-4-VICTIM (855-484-2846) Online and service referrals: <a href="http://www.victimconnect.org/">http://www.victimconnect.org/</a></td>
<td>Counseling Resources; Victim Advocacy Resources</td>
</tr>
<tr>
<td>National Coalition Against Domestic Violence (NCADV)</td>
<td>NCADV is the voice of victims and survivors. We are the catalyst for changing society to have zero tolerance for domestic violence. We do this by affecting public policy, increasing understanding of the impact of domestic violence, and providing programs and education that drive that change.</td>
<td>800-799-7233 (SAFE) or 1-800-787-3224 (TTY), anonymous, confidential, 24/7.</td>
<td>Victim Advocacy Resources</td>
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### Legal Resources

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<th>Resource</th>
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<tr>
<td>Legal Aid Society of Orange County &amp; Community Legal Services of Southeast Los Angeles County</td>
<td>Provides free and low-cost civil legal services to low-income families, individuals and senior citizens in Orange and Southeast Los Angeles Counties. Operates under a three-tier service delivery model.</td>
<td>1-800-834-5001; 714-571-5200</td>
<td>Legal Assistance Resources</td>
</tr>
<tr>
<td>ARAG Legal Insurance Plan (Staff)</td>
<td>Much like consumers use health insurance to pay for the cost of visiting a doctor, legal insurance covers the cost of working with an attorney.</td>
<td>800-828-1395</td>
<td>Legal Assistance Resources</td>
</tr>
<tr>
<td>Public Law Center</td>
<td>The Public Law Center’s 35 staff members work with over 1,500 Orange County lawyers, paralegals, law students and other volunteers annually to provide free civil legal services, including: counseling, individual representation, community education, and strategic litigation and advocacy to challenge societal injustices</td>
<td>(714) 541-1010</td>
<td>Legal Assistance Resources</td>
</tr>
<tr>
<td>Orange County Bar Association (“OCBA”)</td>
<td>The mission of OCBA is to enhance the system of justice, to support the lawyers who serve it, and to assist the community served by it.</td>
<td>(949) 440-6700</td>
<td>Legal Assistance Resources</td>
</tr>
<tr>
<td>Community Services Programs, Inc. (“CSP”)</td>
<td>Certified Sexual Assault Counselors respond 24 hours a day, seven days a week via a rape crisis hotline, to police departments and hospitals, and through two rape crisis centers. Comprehensive and confidential services are provided to victims of rape and other sexual assaults, sexually abused children, and their family members.</td>
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</tr>
<tr>
<td>Human Options</td>
<td>Human Options provides assistance, such as emergency shelter, counseling, and legal advocacy, to victims of domestic and dating violence.</td>
<td>24-hour hotline: 877-854-3594</td>
<td>Legal Assistance Resources</td>
</tr>
</tbody>
</table>
## Visa and Immigration Assistance

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Contact Information</th>
<th>Type of Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCI International Center</td>
<td>The International Center advances and facilitates international engagement at UCI to enhance the academic and personal experience of the international community. The International Center staff is committed to serving campus constituents through advising, immigration services, programming, advocacy, and outreach.</td>
<td>G302 UCI Student Center</td>
<td>Irvine, CA 92697-5255</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:internationalcenter@uci.edu">internationalcenter@uci.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(949) 824-7249</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hours: 8am to 5pm, Monday to Friday</td>
<td></td>
</tr>
</tbody>
</table>

## Student Financial Aid

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Contact Information</th>
<th>Type of Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCI Student Financial Aid Office</td>
<td>Provides information and assistance with the various options for student financial aid.</td>
<td>(949) 824-8262</td>
<td>Financial Aid Resource</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:finaid@uci.edu">finaid@uci.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
9.5 Interim Measures and Remedies

Regardless of whether a Victim / Complainant of Sexual Violence pursues an investigation with police or OED, upon request, UCIPD, OED, and/or CARE personnel will help Victims/Complainants obtain interim measures and remedies. Victims with questions, concerns, or complaints about their ability to obtain requested interim measures or remedies should contact the Title IX Office (OED) at (949) 824-5594. The Title IX Office (OED) will grant, facilitate, and ensure the enforcement of reasonable interim measures or remedies if the Complainant requests them and if they are reasonably available, regardless of whether the Complainant chooses to report the crime to UCIPD or local law enforcement. Interim measures or remedies can include the following:

i. Interim Measures / Accommodations for students:
   - Complainants may contact OED (949) 824-5594 and/or CARE (949) 824-7273 for assistance in obtaining Academic support including tutoring, extra time, extension, and withdrawals, and class or schedule changes. Physical and mental health services, counseling, family planning services, disability accommodation services, victim advocacy. Campus accommodations such as, housing relocation and assistance, safety escorts, Visa assistance, and financial aid assistance. If a campus service is not generally available or a fee is imposed, access may be arranged or fees waived when appropriate.

ii. Interim Measures / Accommodations for Employees, Including Student Employees:
   - Complainants may contact OED (949) 824-5594 and/or CARE (949) 824-7273 for assistance in obtaining changes to schedule, work location, housing, parking, department, or position as well as physical and mental health services, disability accommodation services, victim advocacy, and leave time.

iii. Interim Measures / Protective Measures:
   - Administrative stay-away order or no-contact order. Complainants may contact OED and CARE (in person, by phone, or in writing) for assistance in obtaining a non-criminal, administrative UCI no contact and stay away order. These orders are enforced by the Office of Academic Integrity & Student Conduct for students and by the applicable management and Human Resources for staff. For assistance enforcing the orders Complainants may contact OED (949) 824-5594, Human Resources (949) 824-5011, or the Office of Student Conduct (949) 824-5181.
   - Criminal order. If a Complainant/Victim reports to law enforcement, UCI Police Department (949) 824-5223 may assist him or her in obtaining a no-contact/stay-away order from a criminal court. Complainants/Victims may also receive assistance obtaining criminal orders from
victim Advocates at CARE (949) 824-7273 or CSP 949-831-9110 or (714) 957-2737.

- Civil order. Victims may contact a court directly to obtain a civil protective order. For complete information about civil protective orders and court locations and hours, visit the Orange County Superior Court’s website at [http://www.occourts.org/self-help/restrainingorders](http://www.occourts.org/self-help/restrainingorders).

Complainants/Victims may also receive assistance obtaining criminal orders from victim Advocates at CARE (949) 824-7273 or CSP (949) 831-9110 or (714) 957-2737.

- Orders of Protection
  - **Emergency Protective Order**: Protects Victims of abuse, serious harassment, or stalking. An emergency protective order is available 24 hours a day from the UCI Police Department (949) 824-5223.
  - **Domestic Violence Restraining Order**: Protects individuals from family members, spouse or former spouse, parties that have a child together, or parties that have a current or past dating relationship. Domestic Violence Assistance Program Office. (714) 935-7956.
  - **Civil Harassment Restraining Order**: Protects individuals from others than those listed in a Domestic Violence Protective Order. Varies by Court Location.
  - **Elder and Dependent Adult Abuse Restraining Order**: Protects elders and dependent adults from physical and financial abuse, neglect, isolation, abduction, harm, or deprivation by a caregiver. Domestic Violence Assistance Program Office. (714) 935-7956.
  - **Criminal Restraining Order**: Protects Victims and witnesses from the defendant in a criminal case. Community Services Programs, Inc. (“CSP”) (949) 831-9110 or (714) 957-2737. See also [http://www.occourts.org/self-help/shselfhelp.html](http://www.occourts.org/self-help/shselfhelp.html).
  - **Juvenile Restraining Order**: A Juvenile Restraining Order is a court order to protect a person suffering unlawful violence or credible threats of violence from a juvenile. Orange County District Attorney’s Office at Lamoreaux Justice Center. (714) 935-7624. See also [http://www.occourts.org/self-help/shselfhelp.html](http://www.occourts.org/self-help/shselfhelp.html).

For more information regarding obtaining and enforcing Orders of Protection visit: [http://www.occourts.org/self-help/restrainingorders/](http://www.occourts.org/self-help/restrainingorders/). Additionally, see information below under the Section Court Locations, Hours, and Locations to Request Restraining Orders.

Other restrictions, which may be recommended by Title IX Officer or decided by the Office of Student Conduct or Human Resources, or by agreed to by the parties:

- Allow the Complainant to take the regular sections of courses while arranging for the Respondent to take the same courses online or through independent study;
- Moving the Respondent to a different residence hall;
- Forbidding the Respondent to participate in specific athletic or extracurricular events or social clubs (including fraternities or sororities);
- Requiring that the Respondent observe no contact orders from the Complainant for a period of time;
- Prohibiting the Respondent from attending classes for a period of time, or transferring the Respondent to another campus; and
• If a Respondent presents an ongoing safety risk, excluding the Respondent from campus.

For more information about obtaining and enforcing interim and protective measures, contact the UCI Police Department 9-1-1 or (949) 824-5223, OEOD (949) 824-5594, or CARE (949) 824-7273. UCI will honor all requests for information on rights, options, and resources. UCI will comply with any orders that are obtained.
9.6 Protecting Victim Confidentiality

UCI recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. UCI is committed to protecting the privacy of any individual who makes a report. Different officials and personnel are able to offer varying levels of privacy protection to Complainants. Complainants may request that directory information on file with UCI be withheld by request. This request may be made by contacting the Office of Information Technology, (949) 824-2222, oit@uci.edu. Regardless of whether a Complainant has opted-out of allowing UCI to share directory information, personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know (i.e. those who are investigating / adjudicating the report or those involved in providing support services to the Complainant, including accommodations and protective measures (see section below on “Interim and Protective Measures”).

a. Reports made to confidential on-campus resources: Professionals at CARE, the Counseling Center, the Campus Social Worker, the Office of the Ombudsman, and the Employee Assistance Program may talk to Complainants without revealing any identifying information about them to anyone else at the University, including the Title IX Officer or the UCI Police Department, without the Complainant’s consent. Except under certain limited circumstances (such as risk of imminent harm to the Complainant or others), Complainants can seek assistance and support from these counselors and advocates without triggering an administrative or police investigation.

b. Reports made to a Responsible Employee: Any University employee who is not a Confidential Resource and who receives, in the course of employment, information that a student (undergraduate, graduate, or professional) has suffered Sexual Violence shall promptly notify the Title IX Office / OEOD. This includes Resident Assistants, Graduate Teaching Assistants, and all other student employees, when disclosures are made to any of them in their capacities as employees.

In addition, the following who, in the course of employment, receive a report of Sexual Violence from any other person affiliated with the University shall notify the Title IX Office / OEOD:

- Campus Police
- Human Resource Administrators, Academic Personnel, and Title IX Professionals
• Managers and Supervisors including Deans, Department Chairs, and Directors of Organized Research Units (ORU)

• Faculty members

c. Reports made to OEOD: OEOD makes every reasonable effort to protect the privacy of all individuals throughout all phases of the complaint resolution process. While OEOD cannot guarantee absolute confidentiality, disclosure of facts to parties and witnesses is limited to what is reasonably necessary to conduct a fair and thorough investigation or to deliver resources or support services to the parties. Also, any OEOD Investigation Report is redacted to protect the confidential information.

d. Reports made to law enforcement: A Victim who reports to the UCI Police Department may request to be treated as a “Confidential Victim”, which means that the Victim’s name and other identifying information will not appear in its public records. If a Victim consents, UCIPD will share the Victim’s information with the CARE Advocate and the Title IX Office / OEOD so that Victims can be provided with information regarding their rights, options, and available resources.

e. Case Management Team (CMT): UCI’s CMT is comprised of the Title IX Officer, UCIPD, Office of Academic Integrity & Student Conduct (OAISC), and CARE. This team maintains consistent and confidential coordination of all reported Sexual Violence cases, ensures all cases are addressed promptly and equitably, and ensures the campus’s response is trauma-informed.

f. Interim and Protective Measures: UCI will maintain as confidential any interim or protective measures provided to parties, to the extent such confidentiality does not impair UCI’s ability to provide the interim or protective measures. In some cases, UCI may need to disclose some information about a Complainant to a third party to provide necessary accommodations or protective measures. OEOD is responsible for determining what information about a Complainant should be disclosed and will make this decision based on the need to properly provide a Complainant with interim or protective measures.

g. Adjudication: The Office of Academic Integrity & Student Conduct and Human Resources disclosures are limited to what is reasonably necessary to conduct the fair and compliant adjudication of cases or to deliver resources or support services to the parties. Any disclosures will be made consistent with University policy and state and federal law.

h. Timely Warnings (“Crime Alerts”): If a Timely Warning (“Crime Alert”) is issued on the basis of a report of Sexual Violence, the name of the Complainant/Victim and other personally identifiable information about the Complainant/ Victim will be withheld.

i. Clery Act and Other Public Records: Publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without including personally identifying information about the Complainant / Victim. Also, UCI does not publish the name of crime Victims as part of its Clery Act-mandated reporting (including annual crime statistics that are disclosed in compliance with the Clery Act), nor does it house identifiable information regarding Victims in the UCIPD’s Daily Crime and Fire Logs or online. In addition, UCI policy regarding access to public records may require disclosure of certain information concerning the report of Sexual Violence. In such cases, every effort is made to redact or limit the record as appropriate to protect the privacy of all parties and witnesses. UCIPD has various policies and procedures with respect to record keeping and reporting to ensure that personally identifying information about a Victim is not included in publicly available recordkeeping.
9.7 Procedures for Administrative Reporting To Title IX / OEOD Office & Responding to Sexual Violence

This section provides an overview of the administrative procedures UCI uses to respond to reports of Sexual Violence. While the Title IX Officer has general responsibility for oversight of the reporting process and investigation of a report, other offices will be involved and consulted as necessary.

**Reporting**

Any person may make a report, including anonymously, of Sexual Violence to the Title IX Officer / OEOD, or to any Responsible Employee, or to another appropriate office such as the Academic Personnel Office, Student Affairs, Office of the Provost, or to the Human Resources Office. The report shall be sent forward to the Title IX Officer. If the person to whom a report normally would be made is the Respondent, reports may be made to another Responsible Employee or the Title IX Officer. Reports made to the Title IX Officer / OEOD can be made in writing or orally and should contain all pertinent information known to the reporter, including names, date, location, and allegations.

**Timelines for Making Reports**

While there is no time limit for reporting, reports of Sexual Violence should be brought forward as soon as possible. All incidents should be reported even if significant time has elapsed but prompt reporting will better enable the University to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate.

**Initial Assessment of a Report**

As soon as practicable after receiving a report, the Title IX Officer will make an initial assessment of the report to determine whether (i) the report, on its face, alleges an act of Sexual Violence; and (ii) such conduct has a sufficient nexus with the University for it to intervene. The Title IX Officer may consult with appropriate academic officers for faculty and other academic appointees’ complaints, with Student Affairs Offices for student complaints, and with Human Resources, or Employee and Labor Relations Offices for staff complaints.

a. **Immediate Health and Safety**

The Title IX Officer, in coordination with the Case Management Team, shall make an immediate assessment concerning the health and safety of the individual and the campus community, implement interim or protective measures immediately necessary (including no contact orders), and provide to the Complainant a written explanation of rights and reporting options (including the right to make reports to the police), and available campus and community resources.

b. **Jurisdiction over Reports of Sexual Violence**
The University has jurisdiction over alleged violations of Sexual Violence that occur on University property (such as offices and residence halls) or in connection with University activities, programs, or events. In addition, the University may exercise jurisdiction over conduct that occurs off-campus (i) but affects the learning or working environment; or (ii) that would violate other University Policies had it occurred on campus.

**Required Notifications**

a. Individuals making reports shall be informed about:
   - Confidentiality of reports, including when reports cannot be kept confidential.
   - The range of possible outcomes of the report, including Health and Safety measures, remedies, and disciplinary actions that may be taken against the Respondent, and information about the procedures leading to such outcomes.

b. If the report results in a Formal Investigation after the conclusion of the investigation, the Complainant and Respondent will be simultaneously informed in writing of:
   - The outcome of the investigation and its rationale;
   - Any available appeal rights and procedures; and;
   - How to obtain a copy of the Investigation Report, which may be redacted as necessary to protect privacy rights.

c. If the matter results in a disciplinary proceeding, at the conclusion of that proceeding the Complainant and the Respondent will be simultaneously informed in writing of:
   - The result of the disciplinary proceeding, including the final determination with respect to the alleged offense, any sanction that is imposed, and the rationale for the results;
   - Any available appeal rights and procedures; and
   - Any subsequent change to the results and when results will become final.
The Complainant will be sent a notice documenting any individual remedies offered to the Complainant, and other steps taken to eliminate the effects of the violation. The Respondent will be informed of no contact orders affecting them, but should not be notified of other individual remedies offered or provided to the Complainant. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Overview of Resolution Processes

Any person may make a report, including anonymously, of Sexual Violence to the Title IX Officer / OEOD, or to any Responsible Employee, or to another appropriate office such as the Academic Personnel Office, Student Affairs, Office of the Provost, or to the Human Resources Office. The report shall be sent forward to the Title IX Officer. If the person to whom a report normally would be made is the Respondent, reports may be made to another Responsible Employee or the Title IX Officer. Reports made to the Title IX Officer / OEOD can be made in writing or orally and should contain all pertinent information known to the reporter, including names, date, location, and allegations.

Reports of Sexual Violence may be addressed through Alternative Resolution, Formal Investigation or, a separate employee grievance or complaint process.

a. Alternative Resolution - 103 Multipurpose Science & Technology Building, Irvine, CA, 92697, (949) 824-5594, oeod@uci.edu

After a preliminary assessment of the facts, and, if useful, in consultation with other offices depending on whether the Complainant and Respondent are faculty, other academic appointees, staff, student employees, or students, the Title IX Officer may initiate an Alternative Resolution process, which may include:

• Separating the parties;
• Providing for safety;
• Referring the parties to resources;
• Referral for disciplinary action;
• Conducting targeted preventive educational and training programs; and
• Conducting a follow-up review to ensure that the resolution has been implemented effectively.

Alternative Resolution may be especially useful when: a report is made by a third party or anonymously; a Formal Investigation is not likely to lead to a resolution; both parties prefer an informal process; or a case involves less serious violations. The Complainant has the right to request a Formal Investigation at any time, but the Title IX Officer has final authority for determining whether to initiate a Formal Investigation or Alternative Resolution. Both the Complainant and Respondent may be accompanied by an advisor throughout the process.

b. Formal Investigation - 103 Multipurpose Science & Technology Building, Irvine, CA, 92697, (949) 824-5594, oeod@uci.edu

If the Complainant requests that no investigation occur, the Title IX Officer shall determine whether the allegations nonetheless require an investigation to mitigate a potential risk to the campus community. If proceeding with an investigation without the participation of a Complainant, the Title IX Officer shall attempt to maintain the identity of the Complainant confidential from the Respondent or inform the Complainant that such confidentiality cannot be maintained. If determining not to proceed with an investigation, the Title IX Officer shall inform the Complainant that the ability to provide remedies may be limited, but the Title IX Officer shall nonetheless afford such remedies as are consistent with maintaining confidentiality and the absence of an administrative finding.

When the Title IX Officer determines to conduct a Formal Investigation, the Complainant and Respondent will be provided with a written summary of the allegations, the procedures that will be followed, resources available to them, and a copy of these Guidelines.

The investigation shall be completed promptly, typically within 60 business days of its initiation, unless extended by the Title IX Officer for good cause followed by written notice to the Complainant and Respondent of the reason for the extension and the projected new timeline. If
the alleged conduct is also the subject of a criminal investigation, the Title IX Office will coordinate its investigation with the police, but must nonetheless act promptly without delaying its investigation until the conclusion of the criminal investigation.

The investigation is conducted by an investigator who receives annual training on issues related to Dating Violence, Domestic Violence, Sexual Assault and Stalking and on how to conduct an investigation that protects the safety of victims and promotes accountability generally includes interviews with the Complainant, the Respondent, and witnesses, if available, and a review of documents as appropriate. Disclosure of facts to persons interviewed shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation may be advised to maintain confidentiality when essential to protect the integrity of the investigation.

The Complainant or Respondent may have an advisor of their choice present when personally interviewed and at any related meeting. Other support persons may be allowed under other policies. Other witnesses may have an advisor present at the discretion of the investigator or as required by University policy or collective bargaining agreement.

In cases where the investigation contemplates issues of academic merit or academic freedom, the investigator shall consult with the appropriate academic officer for relevant academic judgment.

c. Grievance / Complaint Procedures for Employees

Instead of, or in addition to, reporting to the Title IX Officer or other Responsible Employee, a University employee who believes they have been subjected to Sexual Violence may file a grievance or complaint. That grievance or complaint must meet all of the requirements, including time limits for filing, under the applicable complaint resolution or grievance procedure listed below. Any such grievance or complaint will be forwarded to the Title IX Officer for processing, and the grievance or complaint procedure will be held in abeyance pending resolution under the Policy. After completion of the process under the Policy, the grievance or complaint may be reactivated but only as a means of appeal.
The following are the University’s disciplinary policies / procedures for faculty and staff:

- **The Faculty Code of Conduct (APM - 015)**
  - [http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-015.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-015.pdf)

- **University Policy on Faculty Conduct and the Administration of Discipline (APM - 016),**
  - [http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-016.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-016.pdf)

- **Non-Senate Academic Appointees/Corrective Action and Dismissal (APM - 150)**
  - [http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-150.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-150.pdf)
  - [http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-150.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-150.pdf)

- **Appendix E: Sexual Violence and Sexual Harassment Student Adjudication Framework Policy on Student Conduct and Discipline,**
• Personnel Policies for Staff Members
  o PPSM-62: Corrective Action
    ▪ http://policy.ucop.edu/doc/4010411/PPSM-62
    ▪ http://www.policies.uci.edu/personnel/personnel62.html
  o PPSM-63: Investigatory Leave
    ▪ http://policy.ucop.edu/doc/4010412/PPSM-63
    ▪ http://www.policies.uci.edu/personnel/personnel63.html
  o PPSM-64: Termination of Career Employees – Professional and Support Staff
    ▪ http://policy.ucop.edu/doc/4010413/PPSM-64
    ▪ http://www.policies.uci.edu/personnel/personnel64.html
  o PPSM-65: Termination of Career Employees - Managers & Senior Professionals, Salary Grades I through VII
    ▪ http://policy.ucop.edu/doc/4010414/PPSM-65
  o PPSM-66: Termination of Career Employees – Managers & Senior Professionals, Salary Grades VIII and IX
    ▪ http://policy.ucop.edu/doc/4010416/PPSM-67
    ▪ http://www.policies.uci.edu/personnel/personnel67.html
  o PPSM II-64: Termination of Appointment
    ▪ http://policy.ucop.edu/doc/4010578/PPSM-II-64
    ▪ http://policy.ucop.edu/manuals/smg-hr-policies.html

• ACAOS-100
  ▪ http://policy.ucop.edu/doc/2710530/ACAOS-100

• Index
  ▪ https://aisc.uci.edu/policies/pacaos/index.php
Additional information from each of these policies / procedures are provided in this document below, under the Section titled, Employee Adjudication Process.

**The Title IX / OEOD Investigative Report**

In the event that a Formal Investigation is conducted, the investigator will prepare a written report that includes a statement of the allegations and issues, the positions of the Complainant and Respondent, a summary of the evidence, an explanation why any proffered evidence was not investigated, and findings of fact and an analysis of whether a violation has occurred. When both parties are students, the report will include a recommendation to the Student Conduct Officer regarding whether there are any policy violations. (See Student Adjudication Process) For all other matters the report will include an analysis and determination by the investigator of whether these Guidelines have been violated. The investigator will apply the preponderance of evidence standard.

**Remedy**

If the Investigative Report finds that it is more likely than not that Sexual Violence occurred in violation of these UCI policy, UCI shall take prompt and effective steps reasonably calculated to stop the violation, prevent its recurrence, and, as appropriate, remedy its effects. Remedies include:

a. **Campus Services Generally: Academic support** including tutoring, counseling, disability services, health and mental health services, family planning services, survivor advocacy, housing assistance, legal assistance, information about the right to report a crime to campus or local law enforcement, and written materials prepared by the Title IX Officer pursuant to V.B of the Policy.

b. **Campus Services Modified for Students:**
   - If a campus service is not generally available or a fee is imposed, access may be arranged or fees waived when appropriate.
• Comprehensive, holistic survivor services including additional medical, counseling and academic support services.
• Any other accommodations or interim measures that are reasonably available once a Complainant has requested them.

c. Additional Educational Remedies for Students:
• Change advisors, class sections and similar schedule adjustments.
• Arrange extra time to complete academic requirements of a class or program, to re-take a class or withdraw from a class and to do without an academic or financial penalty if the University delayed such accommodations after it reasonably should have known of the violation.
• Review any disciplinary actions taken against the Complainant subsequent to the alleged violation to determine whether there is a causal connection between the violation and the Complainant’s misconduct.

d. Remedies Available to Employees, Including Student Employees:
• Change to a different workstation, schedule, work location, unit, department, or position for which the employee is qualified provided that, in the case of a Complainant the change is voluntary and equitable.

e. Training and Education of the Respondent: The Respondent may be required to undergo training, including sexual harassment prevention training, anger management training, and periodic refresher classes.

f. No Contact Remedies:

a. Complainant and Respondent Options:
• The Title IX Officer will ensure the Complainant and Respondent have been notified of options to avoid contact and assist the Complainant and Respondent to change academic and extracurricular activities or living, transportation, dining, and working situations as appropriate,
• When appropriate, arrange for effective escort services to ensure that the Complainant and Respondent can move safely between classes and activities.

b. Respondent’s Restrictions (some of which may be recommended by Title IX Officer, all of which may be implemented by agreement, and the more serious of which may be imposed only pursuant to Discipline):
• Allow the Complainant to take the regular sections of courses while arranging for the Respondent to take the same courses online or through independent study;
• Moving the Respondent to a different residence hall;
• Forbidding the Respondent to participate in specific athletic or extracurricular events or social clubs (including fraternities or sororities);
• Requiring that the Respondent observe no contact orders from the Complainant for a period of time (up to the Complainant’s graduation or other departure from the campus) via scheduling or class changes;
• Prohibiting the Respondent from attending classes for a period of time, or transferring the Respondent to another campus; and
• If a Respondent presents an ongoing safety risk, excluding the Respondent from campus.

To the extent that the remedy has not already been provided, the Title IX Officer, in consultation with appropriate administrators, will oversee the implementation of this remedy.
9.8 Student Adjudication Process

UCI’s student conduct procedures emphasize education, personal growth, accountability, and ethical behavior – upholding standards of responsible conduct to protect the welfare of the University community. When formal fact-finding procedures are used, the procedures are designed to provide a prompt, fair and impartial resolution of the matter.

The following describes UCI's procedures for resolving complaints of Sexual Violence where the Respondent is a student.

Administrative Meeting

The Administrative Meeting is a meeting between a Student Conduct Officer and the Complainant, or between the Student Conduct Officer and the Respondent, to review and discuss the recommendation in the OEOD Investigative Report and the student’s perspective. At the Administrative Meeting, the Student Conduct Officer will explain the student conduct process to the Complainant and Respondent. The Student Conduct Officer will also provide each party an opportunity to review the OEOD’s recommendations, explain the parties’ rights, review the range of sanctions, and the appeal process. The following provisions apply to Administrative Meetings:

- Attendance of an advisor and/or support person. Respondents and Complainants are entitled to be assisted by an advisor and/or support person (a UC Irvine student, faculty member, staff member, attorney, or any other person) during the student conduct process. Advisors/Support persons are allowed to be present at all administrative conduct meetings, but only to confer with their advisee. Advisors cannot speak on behalf of the student.

- Confidentiality. Administrative Meetings are closed to the public. No audio or video recording device is permitted for use by the Respondent, Complainant, witnesses, or advisors.

- Failure to attend administrative meeting. If, after proper and timely notice, the Complainant or Respondent do not appear at the scheduled date
and/or time, the Student Conduct Officer may move forward with determining a policy violation and impose sanctions, if appropriate, based on the information in the Student Conduct Officer’s possession without the Complainant’s and/or Respondent’s participation.

a. If the Office of Academic Integrity & Student Conduct determines that disciplinary sanctions are appropriate, the sanctions will be determined in accordance with the sanctioning guidelines discussed below.

b. The Office of Academic Integrity & Student Conduct may consult with the Title IX office at any point in the decision-making process.

c. Within ten (10) business days of the notice of findings and recommended determinations, the Office of Academic Integrity & Student Conduct will send simultaneous written notice to the complainant and Respondent setting forth the decision on whether the charges have been substantiated and any sanctions to be imposed. The written notice will include the following:

1. A description of the determinations on whether the charges have been substantiated and any policies have been violated, and if so, a description of the sanctions;

2. The rationale for the determinations and the sanctions;

3. A statement of the right to appeal, the procedures for submitting an appeal, the procedures that will be followed in hearing the appeal, the grounds upon which the appeal may be based, and the office to which the appeal may be submitted; and

4. An explanation that both the complainant and Respondent will receive a copy of any appeal prior to a hearing. The Title IX investigation and the Office of Academic Integrity & Student Conduct’s determination of responsibility and sanctions will be completed within 60 business days from Title IX’s receipt of a report absent an extension for good cause, as determined by a Title IX Officer. If there is an extension of timeframes for good cause, written notice will be provided to the Complainant and the Respondent of the delay and reason for the delay.

**Decision on Responsibility and Disciplinary Sanctions**

a. Upon completion of the Title IX Investigation, the Title IX Officer and the Office of Academic Integrity & Student Conduct will jointly send to the complainant and the Respondent: a) written notice of the investigation findings and the investigator’s recommended determinations, and b) a copy of the Investigation Report. The Investigation Report may be redacted if necessary to protect student privacy rights. All OAISC conduct proceedings, whether the conduct occurred on or off campus, are intended to provide a prompt, fair, impartial and timely resolution. In addition, the proceedings are conducted by personnel who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct a hearing process that protects the safety of victims and promotes accountability.

b. The written notice of the findings and recommended determinations will include the following:

1. A statement of the factual findings and recommendations regarding whether the charge(s) have been substantiated, including whether policies have been violated;

2. An admonition against intimidation or retaliation;

3. An explanation of any interim measures that will remain in place;

4. A statement of the right to appeal that will be explained further in the notice of decision;

5. A statement that the Office of Academic Integrity & Student Conduct will determine whether the charges have been substantiated and policies have been violated and, if so, assess the disciplinary sanctions and inform the complainant and
Respondent of the sanctions within ten (10) business days of the notice of findings; and

6. A statement that the complainant and/or Respondent may schedule a meeting with the Office of Academic Integrity & Student Conduct and/or submit a statement in writing to be heard on the question of the findings of any policy violations and the discipline prior to the decision and the imposition of sanctions.

Appeal Process

A. The complainant and Respondent may contest the decision and/or the sanctions by submitting an appeal. The appeal should identify the reason(s) why the party is challenging the outcome under one or more of the following grounds:

1. There was procedural error in the process that materially affected the outcome, such as the investigation was not fair, thorough or impartial;

2. The decision was unreasonable based on the evidence;

3. There is new, material information that was unknown and/or unavailable at the time the decision was made that should affect the outcome;

4. The disciplinary sanctions were disproportionate to the findings.

B. An appeal must be submitted in writing to the designated campus office, as designated in the written letter of notice from the Student Conduct Officer within ten (10) business days following written notice of the decision and disciplinary sanctions, if imposed. The appeal must identify the grounds for appealing and contain a brief statement of the reasons supporting each ground for appeal.

C. If an appeal is submitted, any disciplinary sanctions ordinarily will not be imposed until the appeal process is completed. Interim measures, such as no contact orders, academic accommodations, interim suspensions, etc. will remain in effect during the appeal process.

D. The Appeal Body will review the information and decide whether it contains sufficient information
concerning the grounds for appeal and the reasons related to those grounds. The purpose of this review is not to decide the merits of the appeal, but to identify the nature and scope of the issues to be addressed in the hearing. If the written appeal is defective or incomplete, the appealing party should be given one opportunity to correct and resubmit the appeal.

E. The appeal will be decided at a hearing by an Appeal Body composed of one to three individuals who may be University staff or academic appointees, or non-University officials, such as administrative law judges or experienced investigators. The Appeal Body will be appropriately trained. A Hearing Coordinator may assist the Appeal Body with the administration of the process.

F. Conducting the Appeal Hearing

1. Pre-Hearing Procedures
   a. Not less than ten (10) business days before the appeal hearing, the Hearing Coordinator will send written notice to the complainant and Respondent of the hearing date, time, location and procedures. The notice will include a copy of the appeal(s) to be considered at the hearing.
   b. Prior to the hearing, the complainant and Respondent will submit to the Appeal Body the information they intend to present at the appeal, including all documents to be presented, the names of all witnesses, and a brief summary of all witnesses’ expected testimony. The Appeal Body reserves the right to call additional witnesses.
   c. At least two days prior to the appeal hearing, the complainant and Respondent will receive copies of all the information that will be considered at the appeal hearing, including the names of potential witnesses and a summary of the information they are expected to provide.
   d. Prior to the appeal hearing and/or during the hearing, the Appeal Body may:
      i. Exclude information and/or witness testimony that is irrelevant in light of the grounds for appeal, not in dispute, or unduly repetitive.
      ii. Decide any procedural issues for the appeal hearing.
      iii. Make any other determinations necessary to ensure an orderly, productive, and procedurally proper appeal hearing.

2. Appeal Hearing Procedures:
   a. The Title IX investigator will be present at the appeal hearing. The Appeal Body may question the investigator, the complainant, the Respondent, and any witnesses as may be appropriate. The Investigation Report and any supporting documents or materials will be entered as evidence at the appeal hearing.
   b. The Appeal Body may allow the complainant, Respondent, and/or witnesses to be visually or physically separated during the appeal hearing. This may include, but is not limited to, the use of a physical partition, a separate physical location, videoconference and/or any other appropriate technology. The Appeal Body must be able to see the complainant, Respondent and any witnesses when they are presenting information.
   c. Complainant, Respondent and any witnesses when they are presenting information.
   d. The complainant and Respondent will have the opportunity to present the information they submitted pursuant to Section VI.F.1.b (unless excluded by the Appeal Body pursuant to Section VI.F.1.d.).
   e. The complainant and Respondent have the right to hear all individuals who
testify at the hearing and to propose questions to be asked of all individuals who testify at the hearing.

f. The Appeal Body will determine the order of questioning. Whenever possible, the Appeal Body will ask the questions as they are submitted by the complainant and Respondent and will not rephrase or change them. The Appeal Body may, however, exclude questions that are unduly repetitive, clearly not relevant, or unduly time consuming.

g. The appeal hearing will be audio recorded. Other than the official audio recording made at the direction of the Appeal Body, no other mechanical or electronic devices for recording or broadcasting are permitted.

h. Formal rules of evidence will not apply. The Appeal Body may consider the form in which information is presented, as well as the credibility of any party or witness, in weighing the information and reaching findings.

Appeal Decision

1. The Appeal Body will deliberate in private and reach a decision based on a preponderance of the evidence standard. The Appeal Body shall attempt to reach consensus on a decision, but the majority shall make the decision if consensus cannot be reached.

2. The Appeal Body shall take into account the record developed by the investigator and the evidence presented at the hearing, and may make its own findings and credibility determinations.

3. The Appeal Body may:
   a. Uphold the findings and disciplinary sanctions;
   b. Overturn the findings or sanctions; or
   c. Modify the findings or sanctions.

4. The Appeal Body will summarize its decision in a written report that includes the following:
   a. A statement of the grounds for the appeal;
   b. A summary of the process undertaken by the Appeal Body;
   c. A summary of the information considered by the Appeal Body; and
   d. The decision of the Appeal Body and the rationale for the decision including, where the findings or sanctions are overturned or modified, an explanation of why the findings were not reasonable or the sanctions were disproportionate, either at the time they were made or in light of the evidence considered by the Appeal Body.

5. The Hearing Coordinator will send the Appeal Body’s written decision to complainant and Respondent.
   a. If the findings and the sanctions are upheld, the Hearing Coordinator will inform the Respondent and complainant that the matter is closed with no further right to appeal.
   b. If the findings or sanctions are overturned or modified, the Hearing Coordinator will inform the Respondent and complainant of the right to submit a written appeal to the Chancellor’s designee within five (5) business days based on:
      i. Procedural error that materially affected the outcome, or

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4 The student has 5 business days to meet with the Office of Student Conduct (OSC). Five (5) business days after the administrative meeting with the Complainant and Respondent, OSC will send notices of the decision.

5 If the Office of Student Conduct adopts the investigator’s recommended determinations, the notice may incorporate the Investigation Report by reference as the rationale for the decision. If the determinations differ from the investigator’s recommendations, then the notice will explain the rationale for that decision.
ii. A sanction that is disproportionate to the findings.

   c. If an appeal is submitted, the other party will receive a copy of the written appeal and may submit a written statement as well.

6. The Chancellor’s designee will issue a written decision to the Complainant and Respondent, normally within ten (10) business days. There is no further right to appeal.

The appeal process described above, including the appeal hearing and any appeal to the Chancellor’s designee, will normally be completed within 60 business days of the date of the notice of decision and sanctions (where imposed).

I. INTRODUCTION

These standards are intended to ensure the consistent application of disciplinary sanctions by the University of California in responding to conduct that violates the UCI Guidelines for Reporting and Responding to Reports of Sex Offenses and UC’s Policy on Sexual Violence and Sexual Harassment, Policies Applying to Campus Activities, Organizations, and Students (PACAOS) Section 100 (Policy on Student Conduct and Discipline). The following describes the University’s procedures for assigning disciplinary sanctions when the Respondent is a student.

II. PRINCIPLES

A. The administration of student discipline will be consistent with the UC PACAOS Policy on Student Conduct and Discipline.

B. When a student is found responsible for violating the UCI Guidelines for Reporting and Responding to Reports of Sex Offenses and UC’s Policy on Sexual Violence and Sexual Harassment and the UC PACAOS Policy on Student Conduct and Discipline, the University will assign disciplinary sanctions that are appropriate to the violation, taking into consideration the context and seriousness of the violation.

C. When a student is found not responsible for violating the UCI Guidelines for Reporting and Responding to Reports of Sex Offenses and UC’s Policy on Sexual Violence and Sexual Harassment and the UC PACAOS Policy on Student Conduct, the University is committed to taking reasonable efforts to assist any student who has been disadvantaged with respect to employment or academic status as a result of the unsubstantiated allegations.

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6 This supplements the Policies Applying to Campus Activities, Organizations and Students (PACAOS, 5/10/2012). In the event of any conflict this document shall take precedence.
D. Disciplinary sanctions are designed to hold a student accountable for violating University standards of conduct and to promote personal growth and development.

E. Disciplinary sanctions also serve the purpose of stopping the behavior that violated this policy and preventing its recurrence.

F. The University of California recognizes that acts of Sexual Violence and Sexual Harassment are contrary to its goals of providing an educational environment that is safe and equal for all students.

G. University of California campuses are permitted to inform other UC campuses of a student's disciplinary record for violating the UCI Guidelines for Reporting and Responding to Reports of Sex Offenses and UC’s Policy on Sexual Violence and Sexual Harassment and the UC PACAOS Policy on Student Conduct and Discipline.

Disciplinary Sanctions for Students

Minimum Student Sanctions for Dating Violence, Domestic Violence, Sexual Assault and Stalking

A. When a Respondent student has been found in violation, the University will provide written notice of the assigned disciplinary sanctions and a brief rationale for the sanctions.

B. Disciplinary sanctions for students will be assigned as follows:

1. Sexual assault, domestic/dating violence, or stalking in which one or more of the following factors are present will result in a minimum sanction of Suspension for at least two years, up to dismissal:
   i. Force, violence, menace, or duress;
   ii. Deliberately causing a person to become incapacitated or deliberately taking advantage of a person’s incapacitation; or
   iii. Recording, photographing, transmitting, viewing, or distributing intimate or sexual images without consent.

2. Sexual assault involving penetration, domestic/dating violence, or stalking will, absent exceptional circumstances, result in a minimum sanction of Suspension for two years, up to dismissal.

3. Other sexual contact in violation of policy will, absent exceptional circumstances, result in a minimum sanction of Suspension for one year.

C. Assigned disciplinary sanctions and the factors considered for each case will be documented and reported to the University of California Office of the President on a quarterly basis. The report is to ensure a reasonable level of consistency from campus to campus.
Factors Considered in Determining Disciplinary Sanctions

In determining the appropriate sanction, the following factors may be taken into account:

1. Seriousness of violation: location and extent of touching; duration of conduct; single or repeated acts; multiple policy violations in connection with the incident; verbal or physical intimidation; presence of weapons, use of force, violence, physical injury.

2. Intent or motivation behind violation: no intent to cause harm; passive role in violation; pressured or induced by others to participate in the violation; use of authority to abuse trust or confidence; planned or predatory conduct; deliberately causing a person to become incapacitated or deliberately taking advantage of a person's incapacitation; recording, photographing, transmitting, viewing, or distributing intimate or sexual images without consent; hate or bias based on the complainant's membership or perceived membership in a protected group as defined in UC PACAOS Section 104.90.

3. Response following violation: voluntarily acknowledged wrongdoing at early stage of the process; failure to follow no contact order; attempt to influence witnesses; obstructed or disrupted the process.


5. Impact on others: input from the complainant, protection or safety of the community.

A. University disciplinary sanctions for students include, but are not limited to:

1. **Dismissal from the University of California:** Termination of student status for an indefinite period. Readmission to the University shall require the specific approval of the Chancellor of the campus to which a dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.

2. **Suspension from the campus:** Termination of student status at the campus for a specified period of time with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the student is otherwise qualified for reinstatement. Violation of the conditions of Suspension of University policies or campus regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.

3. **Interim suspension from the campus:** Exclusion from classes, or from other specified activities or areas of the campus, as set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in University activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus. A student placed on Interim Suspension shall be given prompt notice of the charges, the duration of the Interim Suspension, and the opportunity for a prompt hearing on the Interim Suspension. Interim Suspension shall be reviewed by the Chancellor within twenty-four hours. If a student is found to have been unjustifiably placed on Interim Suspension, the University is committed to a policy whereby reasonable efforts are taken to assist an individual who has been disadvantaged with respect to employment or academic status.

4. **Exclusion from Areas of the Campus or from Official University Functions:** Exclusion of a student as part of a disciplinary sanction from specified areas of the campus or other University-owned, -operated, or -leased facilities, or other facilities located on University property, or from official University functions, when there is reasonable cause for the University to believe that the student's presence there will lead to

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7 In accordance with federal regulations, UCI is not prohibited from using a sanction not listed in this statement. If a sanction not listed above is used by the Office of Academic Integrity & Student Conduct during the year after this policy statement is published, UCI will update this policy statement to include any additional sanctions used for the next published annual security report.
physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.

5. **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and activities for a specified period of time. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of University policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.

6. **Restitution:** A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the University or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, through group or concerted activities, participates in causing the damages or costs.

7. **Probation:** A status imposed for a specified period of time during which a student must demonstrate conduct that conforms to University standards of conduct. Conditions restricting the student’s privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.

8. **Censure / Warning:** Written notice or reprimand to the student that a violation of specified University policies or campus regulations has occurred and that continued or repeated violations of University policies or campus regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.

9. **Revocation of Awarding of Degree:** Subject to the concurrence of the Academic Senate, revocation of a degree obtained by fraud. Such revocation is subject to review on appeal by the Chancellor.

10. **Other actions as set forth in University policy and campus regulations:** Other disciplinary actions, such as monetary fines, community service, or holds on requests for transcripts, diplomas, or other student records to be sent to third parties, as set forth in campus regulations. Additionally, other disciplinary actions in the form of education, personal growth, accountability, and ethical behavior counseling may be used.

When, as a result of violations of the Policy on Student Conduct and Discipline, a student is suspended or dismissed, a notation that the discipline was imposed must be posted on the academic transcript for the duration of the suspension or dismissal. Thereafter, notations of Suspension or Dismissal reflected on a student’s transcript may be removed as set forth in campus regulations.
9.9 Employee Adjudication Process

If an OEOD investigation determines that a UCI employee violated the Guidelines, OEOD notifies the parties simultaneously, in writing, of its findings. In addition, the Investigative Report is submitted to a UCI official with authority to implement appropriate action, typically the Respondent’s supervisor. The parties are also offered the opportunity to obtain a redacted copy of the Investigative Report after the conclusion of the investigation.

The following are the University’s disciplinary procedures pursuant to relevant faculty and staff policies:

A. **The Faculty Code of Conduct (APM - 015),** as approved by the Assembly of the Academic Senate and by The Regents establishes the ethical and professional standards which University faculty are expected to observe.

Because the forms of unacceptable behavior listed in The Faculty Code of Conduct also apply to Sexual Violence or Sexual Harassment, a violation of the University’s Policy on Sexual Harassment and Sexual Violence may constitute a violation of the Faculty Code of Conduct.

B. **The University Policy on Faculty Conduct and the Administration of Discipline (APM – 016),** as approved by the Assembly of the Academic Senate and by The Regents, outlines sanctions and disciplinary procedures for faculty. The present policy is to be read in conjunction with the Faculty Code of Conduct (APM-015 above).

The types of discipline that may be imposed on a member of the faculty are as follows, in order of increasing severity:

1. **Written Censure:** A formal written expression of institutional rebuke that contains a brief description of the censured conduct, conveyed by the Chancellor. Written censure is to be distinguished from an informal written or spoken warning, and must be delivered confidentially to the recipient and maintained in a designated personnel file or files indefinitely or for a lesser period of time specified in the writing. Informal written or spoken warning is not an official disciplinary action.

2. **Reduction in Salary:** Reduction to lower salary without change in rank or step. The authority to reduce the salary of any faculty member rests with the Chancellor. This authority may not be re-delegated. The amount and duration of the reduced salary shall be specified.

3. **Demotion:** Reduction to lower rank or step with corresponding reduction in salary. Demotion as a disciplinary action should be imposed in a manner consistent with the merit based system for advancement. Generally, demotion is an appropriate sanction when the misconduct is relevant to the academic advancement process of the faculty member. The authority to reduce the rank of a faculty member who does not have tenure or security of employment rests with the Chancellor. The authority to reduce, within rank, the step of any faculty member to a lower step rests with the Chancellor. This authority may not be re-delegated. Authority for demoting a faculty member with tenure or with security of employment to a lower rank, also with tenure or with security of employment, rests with the President, on recommendation of the Chancellor. Demotion of a faculty member with tenure or with security of employment to a lower rank without tenure or security of employment is not an option.

4. **Suspension:** Suspension of a faculty member without pay for some stated period of time from the continuance of the appointment on its normal terms. Unless otherwise noted, the terms of a suspension will include loss of normal faculty privileges such as access to University property, participation in departmental governance, voting rights, administration of grants, supervision of graduate students, and use of University administrative staff, and may include loss of other campus privileges such as parking and library privileges. The degree and duration of the suspension shall be specified. Authority for the suspension of a faculty member rests with the Chancellor and may not be re-delegated. Suspension as a disciplinary action is to be distinguished from involuntary leave, which is a precautionary action.

5. **Denial or Curtailment of Emeritus Status:** Denial or curtailment of current or future emeritus status of a faculty member, including the privileges associated with the emeritus status. The denial or curtailment of emeritus status does
not affect the faculty member’s entitlement to earned retirement benefits. Authority for the denial or curtailment of emeritus status of a faculty member rests with the President, on recommendation of the Chancellor.

(6) Dismissal from the Employ of the University: The Chancellor has authority to dismiss a faculty member who does not have tenure or security of employment. This authority may not be re-delegated. Authority for dismissal of a faculty member who has tenure or security of employment rests with The Regents, on recommendation of the President, following consultation with the Chancellor. Prior to the imposition of any disciplinary sanction(s) as described above, the Chancellor may waive or limit any or all disciplinary sanction(s) on the condition that the Respondent faculty member performs some specified action(s) designed to address the harm and/or to prevent future harm. Such actions may include, but are not limited to, monetary restitution, repayment of misappropriated resources, compliance with a commitment not to repeat the misconduct, or other act to make whole injury caused by the faculty member’s professional misconduct or to prevent future misconduct. If the imposition of a disciplinary sanction is waived, the subsequent failure to perform the required act or otherwise comply with the conditions of the waiver will immediately subject the faculty member to the implementation of the underlying sanction without an additional hearing. The authority to determine whether the faculty member has complied with the conditions of the waiver rests with the Chancellor. The Chancellor may designate a fixed time period for compliance with the terms of the waiver, after which the authority to impose discipline will lapse. If a faculty member disputes the Chancellor’s determination, the faculty member may grieve under applicable faculty grievance procedures. A Chancellor is authorized to initiate involuntary leave with pay prior to the initiation of a disciplinary action if it is found that there is a strong risk that the Respondent faculty member’s continued assignment to regular duties or presence on campus will cause immediate and serious harm to the University community or impede the investigation of his or her wrongdoing, or in situations where the faculty member’s conduct represents a serious crime or felony that is the subject of investigation by a law enforcement agency. When such action is necessary, it must be possible to impose the involuntary leave swiftly, without resorting to normal disciplinary procedures. In rare and egregious cases, a Chancellor may be authorized by special action of The Regents to suspend the pay of a faculty member on involuntary leave pending a disciplinary action. This is in addition to the Chancellor’s power to suspend the pay of a faculty member who is absent without authorization and fails to perform his or her
duties for an extended period of time, pending the resolution of the faculty member’s employment status with the University. However, within 10 working days after the imposition of involuntary leave, the Chancellor must explain to the faculty member in writing the reasons for the involuntary leave and initiate disciplinary procedures by bringing charges against the faculty member on leave. Thereafter, the faculty member may grieve the decision to place him or her on involuntary leave pursuant to applicable faculty grievance procedures. The Divisional Committee on Privilege and Tenure shall handle such grievances on an expedited basis and may recommend reinstatement of pay and back pay in cases where pay status was suspended.

The Faculty Code of Conduct applies to all faculty members, Senate and non-Senate. For members of the Academic Senate, the procedures for disciplinary actions are governed by Senate Bylaws and Divisional rules. For academic appointees who are not members of the Academic Senate (and this group includes certain categories of faculty members) there are procedures for disciplinary actions separate from that of the Senate’s committees. Those procedures are found in APM -150 and relevant collective bargaining agreements or Memoranda of Understanding.

A disciplinary action against a faculty member holding an administrative title may proceed in two parts. One part involves the removal of an administrative title or other administrative action under procedures established by The Regents and the administration. Such action need not adhere to the disciplinary procedures set forth in this policy. The other part involves the proposed imposition of any type of disciplinary sanction set forth in this policy, which must proceed in accordance with the procedures for discipline outlined in the Faculty Code of Conduct and the applicable Senate Bylaws and Divisional rules. The removal of the administrative title or other administrative action does not preclude or require the imposition of a disciplinary sanction under this policy. Administrative incompetence does not in itself constitute a violation of the Faculty Code of Conduct.

C. Provisions of the Policy on Non-Senate Academic Appointees / Corrective Action and Dismissal (APM - 150) (non-exclusively represented academic appointees) and collective bargaining agreements (exclusively represented academic appointees) allow for corrective action or dismissal for conduct which violates University policy.

Corrective action or dismissal may be instituted for good cause, including but not limited to misconduct, unsatisfactory work performance, dereliction of duty, or violation of University policy.

Non-Senate faculty appointees are also subject to the standards set forth in the Faculty Code of Conduct (APM - 015).

Corrective action or dismissal may be instituted and implemented by the department chair, unit head, supervisor, or other appropriate administrative authority in accordance with campus procedures. Campus procedures shall outline appropriate consultation requirements for corrective action and dismissal.

Student academic appointees not covered by an MOU are subject to this policy to the extent that corrective action or dismissal are based solely upon their employment relationship with the University.

Types of Corrective Action and Dismissal under APM-150:

(1) Written Warning: A communication that informs the appointee of the nature of the misconduct or deficiency, the method of correction, and the probable consequence of continued misconduct or deficiency. A written warning is to be distinguished from an informal spoken warning. An informal spoken warning or a letter outlining performance expectations is not an official corrective action.

(2) Written Censure: A formal written expression of institutional rebuke which contains a description of the censured conduct. A written censure must be delivered to the recipient and a copy must be maintained in a designated file or files, or for the period of time specified in the writing.

(3) Suspension without Pay: Debarment without pay from appointment responsibilities for a stated period of time. Unless otherwise noted, the terms of a suspension will include loss of normal employee privileges such as access to University property and parking and library privileges.
(4) **Reduction in Salary**: A reduction to a lower salary without a change in rank or step. The amount and duration of the reduced salary shall be specified.

(5) **Demotion**: A reduction to a lower rank or step with a corresponding reduction in salary.

(6) **Dismissal**: The termination of an appointment for good cause initiated by the University prior to the ending date of appointment. Good cause includes but is not limited to misconduct, continued unsatisfactory work performance, dereliction of duty, or serious violation of University policy.

**Procedures for Corrective Action under APM-150**

(1) Informal Resolution: Prior to instituting corrective action or dismissal, efforts to resolve the issue(s) informally should be attempted where appropriate.

(2) Investigatory Leave: An appointee may be placed on immediate investigatory leave with pay, without prior written notice, for the purpose of reviewing or investigating conduct which in the judgment of the Chancellor requires removing the appointee from University premises. While on such leave, the appointee’s return to University premises without written permission may create independent grounds for dismissal. Such investigatory leave must be documented in writing after it is instituted.

(3) Written Notice of Intent (a) The University shall provide a written Notice of Intent to the appointee prior to initiating the actions of written censure, suspension without pay, reduction in salary, demotion, or dismissal. The Notice shall state:

   (a) The intended action, including reasons for the action and the proposed effective date;

   (b) The basis of the charges, including copies of pertinent materials supporting the charges;

   (c) The appointee’s right to respond either orally or in writing within fourteen (14) calendar days of the date of issuance of the written Notice of Intent; and

   (d) The name of the person to whom the appointee should respond. No Notice of Intent is required for a written warning.

   (b) Prior to instituting the dismissal of a non-Senate faculty member, the appointee should be apprised of the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate

   (c) Response to Written Notice of Intent: The appointee who receives a written Notice of Intent shall be entitled to respond, either orally or in writing, within fourteen (14) calendar days of the date of issuance of the written Notice of Intent. The response, if any, shall be reviewed by the administration.

   (d) Written Notice of Action: If the University determines to institute the corrective action or dismissal following the review of a timely response, if any, from the appointee, and within thirty (30) calendar days of the date of issuance of the written Notice of Intent, the University shall issue a written Notice of Action to the appointee of the corrective action or dismissal to be taken and its effective date. The Notice of Action also shall notify the appointee of the right to grieve the action under APM - 140. The Notice of Action may not include an action more severe than that described in the Notice of Intent. A copy of the Notice of Action also shall be placed in the employee’s personnel file(s).

   (e) Representation: Appointees may represent themselves or may be represented by another person at any stage of the corrective action or dismissal process.

   (f) Extension of Time: Upon written request and prior to the expiration of any time limit stated in this policy, the Chancellor may grant extensions, as appropriate.
Procedures for Dismissal of a Non-Senate Faculty Appointee Under APM-150

(a) Termination of the appointment of any member of the faculty before the expiration of his or her appointment shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate, except as otherwise provided in a MOU for faculty who are not members of the Academic Senate. A non-Senate faculty appointee is entitled to select only one grievance review mechanism, either APM - 140 or an Academic Senate hearing as provided by S.O. 103.9. If a non-Senate faculty appointee elects an Academic Senate hearing, good cause shall be defined as set forth in APM - 150-0. For a non-Senate faculty appointee with a term appointment if the hearing has not commenced by the ending date of the appointment, the dismissal becomes a non-reappointment effective at the end of the appointment. The appointee has thirty (30) calendar days from the ending date of the appointment to grieve the non-reappointment pursuant to APM - 137 and 140.

A. Sexual Violence and Sexual Harassment Student Adjudication Framework of the Policies Applying to Campus Activities, Organizations, and Students sets forth the University’s procedures for resolving complaints of Sexual Violence and Sexual Harassment where the parties are both students, including the discipline of students found in violation of University Policy.

B. Provisions of the Personnel Policies for Staff Members, and the Lawrence Berkeley National Laboratory personnel policies (applicable to non-exclusively represented staff employees), and collective bargaining agreements (applicable to exclusively represented staff employees) prohibit conduct that violates University policy for Sexual Violence or Sexual Harassment and provide for disciplinary action for violating University policy.

D. PPSM-62: Corrective Action

Department heads and supervisors are responsible for taking appropriate corrective action in consultation with Human Resources.

Prior to taking any corrective action, the supervisor shall consult with the department head and the Human Resources Consultant.

Normally, formal corrective action begins with a Written Warning. Subsequent acceptable corrective actions include, but are not limited to, temporary or indefinite within-range salary decreases, demotions, and suspensions without pay.

Initial corrective action more serious than a Written Warning may be warranted by performance or conduct that demonstrates a severe lack of judgment, integrity, competence, or attention to duty, or otherwise substantially interferes with or endangers the University’s interests.

Investigatory Leave enables management to remove immediately from the premises an employee whose continued presence would potentially disrupt operations or otherwise endanger University interests. (See Policy 63, Investigatory Leave and Procedure 63, Investigatory Leave).

Normally, Corrective Action should be preceded by: informal discussions, written memorandum, with an employee right to representation with a representative of the employee’s choice.

Corrective Action Procedures Under PPSM-62

Written Warning: If the employee does not demonstrate the required improvement within a reasonable period of time after the informal discussion, the supervisor may conduct a second discussion to determine if circumstances exist which justify the lack of improvement. If acceptable reasons are not discovered, the supervisor may issue a formal Written Warning to the employee.

Written Notice of Intent to Take Corrective Action: A Written Notice of Intent to Take Corrective Action is required.

Written Notice of Corrective Action: After consideration of the employee’s response, if any, or within eight calendar days from the date of the Written Notice of Intent to Take Action, whichever comes first, the supervisor will provide the employee Written Notice of any action to be taken. Such action may not include corrective action more serious than that described in the Written Notice of Intent; however, the supervisor may reduce the corrective action without the issuance of a further notice of intent.
E. PPSM-63: Investigatory Leave

The department head, in consultation with Human Resources, is responsible for placing an employee on investigatory leave.

A department head, in consultation with Human Resources, may place an employee on investigatory leave without prior notice in order to review or investigate actions including but not limited to dishonesty, theft or misappropriation of University property, fighting on the job, insubordination, acts endangering others, or other conduct or unusual circumstances which warrant removing the employee from the premises.

The department head, in consultation with Human Resources, will conduct or will appoint a person to conduct a thorough investigation.

Upon conclusion of the investigation, the department head, in consultation with Human Resources, will determine if the period of the investigatory leave is to be converted to a suspension without pay or dismissal. The department head shall inform the employee in writing of the decision.

F. PPSM-64: Termination of Career Employees – Professional and Support Staff

The department head is responsible for taking and/or approving any dismissal actions. Consultation with Human Resources is required prior to taking any action.

When circumstances warrant, the department head/designee shall review the employee's performance or conduct to determine if there has been sufficient improvement since the last written warning or other corrective action. If the expectations described in the previous corrective action have not been met, dismissal may be warranted.

Termination not preceded by a Written Warning or other corrective action may be warranted by performance or conduct that demonstrates a severe lack of judgment, integrity, competence, or attention to duty, or otherwise substantially interferes with or endangers the University’s interests.

If dismissal is appropriate, the employee shall receive a Notice of Intent to Terminate.

After consideration of the employee's response, if any, or 8 calendar days from the date of the written notice of intent, whichever is sooner, the supervisor will provide the employee with written notification of the final decision. If warranted, the supervisor may reduce the termination action to a less serious corrective action without the issuance of a further Notice of Intent.
G. PPSM-65: Termination of Career Employees - Managers & Senior Professionals, Salary Grades I through VII

The department head is responsible for taking dismissal or other termination actions. Authority to determine cases of misconduct, authorize termination of an appointment without 60 days of notice or pay in lieu of notice, and grant or not grant termination assistance is delegated to the Executive Vice Chancellor, Director-Medical Center, Vice Chancellors, and Academic Deans for appointees in Salary Grades I through VI. Authority for such actions for appointees in Salary Grade VII is delegated to the Executive Vice Chancellor and the Director-Medical Center.

Consultation with Human Resources is required prior to taking any action.

Procedure for Termination

- When an appointment is to be terminated, the employee shall receive a Notice of Intent to Terminate. There is no exception to this requirement.
- After consideration of the employee's response, if any, or 8 calendar days from the date of the Written Notice of Intent, whichever comes first, management shall provide the employee with written notification of termination.
- Termination Assistance may be granted at the discretion of the Executive Vice Chancellor, Director-Medical Center, Vice Chancellor, or Academic Dean, in consultation with Human Resources.

H. PPSM-67: Termination of Career Employees – Managers & Senior Professionals, Salary Grades VIII and IX

Authority to take actions under this policy rests with the Chancellor.

When a determination has been made to terminate the appointment of a Manager or Senior Professional in Salary Grades VIII or IX, the following decisions also will be made:

- Whether a notice period of termination of up to 60 calendar days will be given and, if so, the length of such notice
- Whether pay in lieu of notice will be given
- Whether termination assistance, in accordance with Policy 67, Termination of Career Employees will be provided and, if so, what will be provided.
9.10 Comprehensive List of Resources

UCI is committed to creating a safe and secure campus environment. Below is a comprehensive list of resources on campus and in the greater Orange County community for Complainants/Victims, students, employees, or anyone with questions or concerns.

### University-Affiliated Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARE: Campus Assault Resources and Education</td>
<td>(949) 824-7273</td>
</tr>
<tr>
<td>Coordinator of Faculty &amp; Staff Mental Health and Respondent Services</td>
<td>(949) 824-5208</td>
</tr>
<tr>
<td>Office of Equal Opportunity and Diversity/Title IX Office (“OEOD”)</td>
<td>(949) 824-5594</td>
</tr>
<tr>
<td>UCI Police Department</td>
<td>(949) 824-5223</td>
</tr>
<tr>
<td>UC Irvine Health Medical Center Security Department</td>
<td>(714) 456-5493</td>
</tr>
<tr>
<td>UCI Counseling Center</td>
<td>(949) 824-6457</td>
</tr>
<tr>
<td>UCI Office of the Ombudsman</td>
<td>(949) 824-7256</td>
</tr>
<tr>
<td>UCI Student Health Center</td>
<td>(949) 824-5301</td>
</tr>
<tr>
<td>UCI Office of Academic Integrity &amp; Student Conduct</td>
<td>(949) 824-5181</td>
</tr>
<tr>
<td>UCI Dean of Students</td>
<td>(949) 824-5181</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>(844) 824-5011</td>
</tr>
<tr>
<td>UCI Human Resources</td>
<td>(949) 824-5210</td>
</tr>
<tr>
<td>UC Irvine Health Medical Center Human Resources</td>
<td>(714) 456-7896</td>
</tr>
<tr>
<td>UCI Lesbian Gay Bisexual Transgender Resource Center (LGBTRC)</td>
<td>(949) 824-3277</td>
</tr>
<tr>
<td>Office of Financial Aid and Scholarships</td>
<td>(949) 824-8262</td>
</tr>
<tr>
<td>UCI International Center</td>
<td>(949) 824-7249</td>
</tr>
<tr>
<td>UCI Disability Services Center (Students)</td>
<td>(949) 824-7494</td>
</tr>
<tr>
<td>UCI Veterans Office</td>
<td>(949) 824-3500</td>
</tr>
<tr>
<td>Center for Student Wellness and Health Promotion</td>
<td>(949) 824-9355</td>
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</tbody>
</table>
### Greater Orange County Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Community Services Programs, Inc. (“CSP”)</td>
<td>(949) 831-9110</td>
</tr>
<tr>
<td>Human Options</td>
<td>(877) 854-3594</td>
</tr>
<tr>
<td>Domestic Violence Assistance Program</td>
<td>(714) 935-7956</td>
</tr>
<tr>
<td>Elder Abuse Hotline</td>
<td>(800) 451-5155</td>
</tr>
<tr>
<td>Orange County Child Abuse Registry Hotline</td>
<td>(800) 207-4464</td>
</tr>
<tr>
<td>UC Irvine Health Medical Center</td>
<td>(714) 456-7890</td>
</tr>
<tr>
<td>Anaheim Memorial Medical Center</td>
<td>(714) 774-1450</td>
</tr>
<tr>
<td>City of Irvine</td>
<td>(949) 724-6650</td>
</tr>
<tr>
<td>Victim Assistance Center</td>
<td>(949) 476-4855</td>
</tr>
<tr>
<td>Laura’s House</td>
<td>(866) 498-1511</td>
</tr>
</tbody>
</table>

### Other Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Rape, Abuse and Incest National Network (“RAINN”)</td>
<td>(800) 656-HOPE (4673)</td>
</tr>
<tr>
<td>National Sexual Violence Resource Center</td>
<td>(877) 739-3895</td>
</tr>
<tr>
<td>National Domestic Violence Hotline</td>
<td>(800) 799-SAFE (7233)</td>
</tr>
<tr>
<td>California Attorney General’s Victim Services Unit</td>
<td>(877) 433-9069</td>
</tr>
<tr>
<td>California Department of Corrections and Rehabilitation Office of Victim and Survivor Rights and Services</td>
<td>(877) 256-OVSS (6877)</td>
</tr>
<tr>
<td>California Victims’ Compensation Programs</td>
<td>(800) 777-9229</td>
</tr>
<tr>
<td>California Partnership to End Domestic Violence</td>
<td>(916) 444-7163</td>
</tr>
<tr>
<td>National Center for Victims of Crime/Stalking Resource Center</td>
<td>(800) FYI-CALL (394-3255)</td>
</tr>
<tr>
<td>An Abuse, Rape, and Domestic Violence Aid and Resource Collection</td>
<td><a href="https://www.aarvarc.org">https://www.aarvarc.org</a></td>
</tr>
<tr>
<td>Orange County Family Justice Center</td>
<td>(714) 765-1645</td>
</tr>
</tbody>
</table>
### Court Locations, Hours, and Locations to Request Restraining Orders

<table>
<thead>
<tr>
<th>JUSTICE CENTER:</th>
<th>TYPES OF RESTRAINING ORDERS ACCEPTED FOR FILING:</th>
<th>VENUE:</th>
</tr>
</thead>
</table>
| **Lamoreaux Justice Center**  
341 The City Drive  
Orange, CA  
(657) 622-6069  
- Family Law Division: 7th Floor  
- Self-Help Center: 1st Floor, Room 101  
- Domestic Violence  
- Domestic Violence Assistance: Center 7th Floor, Room C-611 | All cities and unincorporated areas in Orange County | (File your case at the Justice Center where the person you want restrained lives or harassment / abuse took place) |

| CENTRAL JUSTICE CENTER |埼

| **Central Justice Center**  
700 Civic Center Drive West  
Santa Ana, CA 92701  
(657) 622-6878  
- Civil Division: 1st Floor  
- Self-Help Center: 1st Floor, Room G100  
- Civil Harassment  
- Elder/Dependent Adult Abuse  
- Workplace Violence  
- Post-Secondary School Violence  
- Transitional Housing Misconduct | Fountain Valley, Garden Grove, Huntington Beach, Orange, Santa Ana, Seal Beach, Tustin, Villa Park, and Westminster | All cities and unincorporated areas in Orange County for Probate and Elder/Dependent Abuse |

| **Harbor Justice Center**  
Newport Beach Facility  
4601 Jamboree Road  
Newport Beach, CA 92660  
(657) 622-5700  
- Civil Division: 1st Floor  
- Self-Help Center: 1st Floor, Room 150  
- Civil Harassment  
- Workplace Violence  
- Post-Secondary School Violence  
- Transitional Housing Misconduct | Aliso Viejo, Costa Mesa, Dana Point, Irvine, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, Mission Viejo, Newport Beach, Rancho Santa Margarita, San Clemente San Juan Capistrano | |

| **North Justice Center**  
1275 N. Berkeley Ave.  
Fullerton, CA 92838  
(657) 622-5600  
- Civil Division: Upper Level, North Wing  
- Self-Help Center: Upper Level, Room 360  
- Civil Harassment  
- Workplace Violence  
- Post-Secondary School Violence  
- Transitional Housing Misconduct | Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Los Alamitos, Placentia, Stanton, and Yorba Linda | |
10.0 Registered Sex Offender Information

10.1 Sex Offender Informational Data

This section describes where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) concerning registered sex offenders may be obtained by the UCI and UC Irvine Health Medical Center communities. Federal law requires all registered sex offenders who are enrolled at or employed at a postsecondary institution to provide this information to the state. The state then provides this information to designated local law enforcement authorities in the jurisdiction where the institution is located.

The California Department of Justice maintains an internet website with information concerning designated registered sex offenders in California. This website can be accessed at: http://www.meganslaw.ca.gov. This site displays home addresses on more than 42,830 offenders. An additional 11,858 offenders are included on the site with listing by zip code, city, and county.

The database may be searched by a sex offender’s specific name, obtain zip code and city / county listings, obtain detailed personal profile information on each registrant, and use the map application to search the neighborhood or anywhere throughout California to determine the specific location of any sex offender registrants on whom the law allows a home address to be displayed.

The California Department of Justice was required by law to post static risk assessment scores for sex offender registrants who are eligible to be scored. For information relating to risk assessments, eligibility, and scoring, please visit the State Authorized Risk Assessment Tool for Sex Offenders (“SARATSO”) website at www.saratso.org. Information contained in SARATSO website is based on information provided by local law enforcement agencies and other criminal justice entities.

10.2 Reporting Sex Offender Information to Department of Justice

Registrant information is provided to the California Department of Justice by the local law enforcement agency (i.e. the police or sheriff’s department) having jurisdiction over the city or county where the offender resides and last registered. If you have information concerning a registrant who is in violation of their registration requirements, or if you believe that a listed address is inaccurate, you should notify your local law enforcement agency or the California Department of Justice. You can report information directly to the California Department of Justice at https://www.meganslaw.ca.gov/Default.aspx.

California Department of Justice
Phone number (916) 227-4974
E-mail address - MegansLaw@doj.ca.gov

Mailing Address:
California Department of Justice Sex Offender Tracking Program
P. O. Box 903387
Sacramento, CA 94203-3870

For more information about Megan’s Law and the California sex offender registration program, please visit the website of the Office of the Attorney General - State of California at: https://oag.ca.gov/sex-offender-reg

10.3 UCI and UC Irvine Health Medical Center Sex Offender Registration Procedures

UCI and UC Irvine Health Medical Center affiliated registration of sex offenders must be conducted at the UCI Police Department located at 410 East Peltason Drive, Irvine, CA 92694. Persons required to register
must do so in person at the UCI Police Department, Monday through Friday (excluding holidays), during the normal business hours of 8:00 a.m. to 5:00 p.m. Registrations will be handled by appointment only. Please call (949) 824-5223 to schedule an appointment.

11.0 Campus Facilities Access and Security

11.1 Security of and Access to Campus Facilities – Academic and Other Buildings

During normal business hours, UCI buildings and facilities (excluding certain housing facilities and administrative buildings) are open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to UCI campus buildings and other facilities may be limited and may only be accessible with proper identification. Some buildings and facilities at UCI may have individual hours, which could vary throughout the year. In these cases, the UCI campus buildings and facilities will be secured according to schedules developed by the department responsible for the building or facility.

The UCI campus utilizes multiple systems to maintain access control to campus buildings. These include physical keys, electronic locks programmed to open at pre-determined times, and proximity electronic keys. More sensitive areas of the campus utilize biometric locks, camera systems, and alarm systems that are directly linked to the UCI Police Department Dispatch Center. The UCI Police Department officers respond to alarmed areas both at the UCI and UC Irvine Health Medical Center campuses and conduct routine patrols to monitor security-related matters at campus buildings and other facilities.

In order to ensure that only authorized individuals have access to UCI and UC Irvine Heath Medical Center buildings and facilities, it is essential that students, staff and faculty work together to keep doors of all buildings and other facilities closed and locked after hours. Do not leave doors propped open or unlocked after hours. Do not open the door for individuals you do not know. If your campus keys or other access cards are lost or stolen, report this information immediately to the issuing party / department and the UCI Police Department at (949) 824-5223.

Emergency situations may require changes or alterations to posted building and other facility

schedules. Buildings, facilities and other areas at UCI that are reported or determined to be problematic in certain ways may have security surveys and assessments conducted, including lighting, landscaping, access control, alarm monitoring, security camera coverage and other assessments. Members of the UCI Police Department, UCI Facilities Management, and others may conduct security assessments for new construction, remodeling projects, and other areas conducted on an on-going basis or when requested.

UC Irvine Health Medical Center maintains certain buildings and properties that by their nature are open and accessible to the public 24 hours per day (i.e. Non-Ambulatory Hospital and Emergency Department) or only during weekday business hours (i.e. Ambulatory Clinics). In accordance with various regulations, areas identified as “Sensitive” (as determined through Risk and Vulnerability Assessments) are provided with levels of access control supported by locking devices (i.e. key locks and key card access controls). Varying levels of clearances are assigned based on position, need for access to patient populations, and other medical related access requirements.

11.2 Security of and Access to Campus Facilities – Residential Facilities

UCI is the size of a small city providing residential housing to UCI staff and faculty and approximately 17,000 students residing in on-campus student housing residential facilities. UCI Student Housing facilities range from apartments designed for married students and employees with children, to multi-student apartments and residence halls. On-campus student housing at UCI is comprised of ten different communities, six which are operated by UCI Student Housing and four which are owned and operated by a third party company called American Campus Communities (“ACC”). Specifically, UCI Student Housing is comprised of the following housing communities: Arroyo Vista, Campus Village, Mesa Court, Middle Earth, Palo Verde, and Verano Place. ACC operates four additional student housing communities located on the UCI campus: Camino del So, Puerta del Sol, Vista del Campo, and Vista del Campo Norte.
Security in residential areas is supplemented by Resident Advisors ("RAs") or Housing Assistants ("HAs"), or at ACC properties, with Community Assistants ("CA"). University owned and operated housing also utilizes live-on Residence Life Coordinators ("RLCs"), and ACC managed properties employ full-time, live-on staff members called Resident Directors ("RDs") and Assistant Resident Directors ("ARDs"), as well as Assistant General Managers ("AGMs") who also live on-site. Everyone in a community has a responsibility to maintain the safety and well-being of the individuals in the community. Students must report any violation of the UCI Student Housing policies and/or Student Code of Conduct to an RA to the UCI Housing Office, or to ACC CA’s or management staff. Students who are not actively involved in a UCI policy violation, but who accede to them, may be subject to the UCI student conduct process. Be aware of what is happening in living areas and take responsibility for developing a positive environment. Any dangerous behavior should be reported to the community housing office and/or the UCI Police Department immediately and is subject to disciplinary action.

Access control to UCI on-campus student housing facilities is limited to building residents, their authorized guests, and other approved members of the university community. These on-campus student housing facilities are secured 24 hours a day, 7 days a week and require either a key or card key to access the facilities. Over extended breaks or during emergency situations, changes or alterations to any access control schedules may occur. Access or attempted access to a room or facility without authorization is not permitted. Also, access or attempted access through a window is not permitted. Students, staff and faculty may not reproduce UCI, UCI Student Housing, ACC Student Housing, and/or UC Irvine Health Medical Center keys. Loaning keys to another party, manipulating locks or door handles to gain entry without a key, or misusing a key or electronic key card is also prohibited. These are violations of the UCI student conduct code and are also violations to UCI Student Housing contracts. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their approved access method to the building.

- **Arroyo Vista Student Housing (UCI Student Housing)** – all doors / access to houses are by card key and / or hard key for residents. Housing staff have access to houses for work related issues (i.e. repairs, cleaning, resident relations).

- **Campus Village Student Housing (UCI Student Housing)** – all doors to apartments are by hard key for residents. Housing staff have access to apartments for work related issues (i.e. repairs,
cleaning, resident relations).

- **Mesa Court Student Housing (UCI Student Housing)** – all hall and resident room doors / access are by card key and / or hard key for residents. Housing staff have access to houses for work related issues (i.e. repairs, cleaning, resident relations).

- **Middle Earth Student Housing (UCI Student Housing)** – all hall and resident room doors / access are by card key for residents. Housing staff have access to houses for work related issues (i.e. repairs, cleaning, resident relations).

- **Palo Verde Student Housing (UCI Student Housing)** – all door access to apartments are by hard key for lease holders. Housing staff have access to apartments for work related issues (i.e. repairs, cleaning, resident relations).

- **Verano Place Student Housing (UCI Student Housing)** – all doors to apartments are by hard key for lease holders. Housing staff have access to apartments for work related issues (i.e. repairs, cleaning, resident relations).

- **Vista del Campo Student Housing (ACC Housing Community)** – all apartment doors have electronic locks. Residents are provided with an electronic key fob. All bedroom doors have hard key deadbolt locks. Residents are provided with a key that is independent to their bedroom door. ACC staff has access to apartments for work related issues (i.e. repairs, cleaning, resident relations).

- **Vista del Campo Norte Student Housing (ACC Housing Community)** – all apartment doors have electronic locks. Residents are provided with an electronic key fob. All bedroom doors have hard key deadbolt locks. Residents are provided with a key that is independent to their bedroom door. ACC staff has access to apartments for work related issues (i.e. repairs, cleaning, resident relations).

- **Camino del Sol Student Housing (ACC Housing Community)** – all apartment doors have electronic locks. Residents are provided with an electronic key fob. All bedroom doors have hard key deadbolt locks. Residents are provided with a key that is independent to their bedroom door. ACC staff has access to apartments for work related issues (i.e. repairs, cleaning, resident relations).

- **Puerta del Sol Student Housing (ACC Housing Community)** – all doors to apartments are by hard key for lease holders. All bedroom doors have hard key deadbolt locks. Residents are provided with a key that is independent to their bedroom door. ACC staff has access to apartments for work related issues (i.e. repairs, cleaning, resident relations).

Occasionally, residents may wish to have family members or friends visit or stay with them overnight. Overnight guest visitation in UCI Student Housing is restricted to no more than one person at a time for 3 days within a two-week period. ACC student resident overnight visitors are restricted to no more than 4 days per visit and no more than 4 days per term.

Each resident is responsible for the behavior of their guests while on campus and in the housing communities. The host must be a resident and must receive the permission of his or her roommates(s) / apartment-mates prior to inviting guests. Guests may not sleep in public common areas and must have identification on them at all times. Guests who cause a disruption or violate policies are the responsibility of their host. UCI Student Housing has the right to restrict specific guests if they have been disruptive or have violated UCI Student Housing policies or other general UCI policies. All residents are expected to respect the rights of people with whom they live. Residents and their guests must cooperate with and act respectfully toward UCI and ACC personnel who are acting in the performance of their duties. Residents and guests must show identification, when requested. This includes, but is not limited to, interactions with all UCI Student Housing staff (both professional and student staff), UCI Dining Service staff and the UCI Police Department.

Theft is the most prevalent crime that occurs in the residential areas. Residents are encouraged to exercise prudence and caution with respect to their personal safety and security within UCI Student Housing. UCI Police Department encourages all residents, guests and other visitors at UCI to be aware of their surroundings and the presence of unknown persons in your communities. All residents are encouraged not to leave their belongings unattended. All residents and lease holders in all UCI on-campus student housing facilities are reminded to lock all doors and windows throughout the year.
**11.3 Solicitors**

Door-to-door solicitation of products, services or other items is prohibited at UCI. Residents are encouraged to report the presence of solicitors to residential life personnel and/or the UCI Police Department. Residents are also advised to keep their resident hall or apartment doors locked at all times. Residents are encouraged to ask for assistance from any residential life staff member, Resident Advisor (RA), Community Assistant (CA) or UCI Police Department officer. Additionally, residents may not operate a business or sell products or services for personal profit from housing facilities, unless it is part of a pre-approved, UCI Student Housing sponsored event.

**11.4 Shuttle Bus Service**

Anteater Express shuttle buses provide safe transportation around the UCI campus and from satellite UCI parking lots for residents, commuters, and visitors. Shuttle bus drivers provide additional eyes and ears for the UCI Police Department. Anteater Express operates a variety of shuttle routes during the Fall, Winter, Spring, and Summer quarters. For general information on the Anteater Express Shuttle, shuttle routes, and shuttle stops, please visit http://www.shuttle.uci.edu or call (949) 824-5547.

UC Irvine Medical Center operates a shuttle service provided through the Parking and Transportation Services ("PTS") Program for patients, visitors, students and employees. A shuttle service between the UC Irvine Health Medical Center and UCI campus is also provided in support of the campus and UC Irvine Health Medical Center’s Rideshare Alternatives Program initiative.

**11.5 Parking Lots, Structures, and Services**

UCI Transportation and Distribution Services manages all parking-related services on the UCI main campus. UCI maintains specific parking lots with dedicated parking stalls for those students living in UCI on-campus student housing facilities who have a valid parking permit.

UCI also has 4 parking structures http://www.parking.uci.edu/parking/kiosks.cfm/, each containing more than 1,000 parking spaces. These 4 parking structures include Anteater Parking Structure, Student Center Parking Structure, Social Science Parking Structure, and Mesa Parking Structure.

UCI Transportation operates a VIP Service Program on the UCI campus at no charge to all UCI affiliates; 7 days a week, from 7:00 a.m. to 11:00 p.m. Services include jump-starts, tire sealant for your vehicle or bicycle, vehicle unlock, emergency gas delivery service, mobile electric vehicle charging and an emergency ride home program from the UCI campus. Service limitations may apply. You may call (949) 824-VIPS (8477) for more information or to request use of this service. UCI offers a tow truck service for removing vehicles that pose a potential safety issue by obstructing vehicles and pedestrian movement.

UC Irvine Health’s Parking and Transportation Services ("PTS") Program manages all parking related services for students, faculty, staff, patients and visitors at the UC Irvine Health Medical Center using on-site and off-site parking lots and structures owned or leased by the Regents of the University of California. The PTS Program has approximately 4,800 stalls in its inventory and operates a Parking Enforcement Program overseen by Parking Enforcement Officers ("PEO"). Additional services include a Valet Program, electric charging stations, and patient shuttles.

In order to reduce the chance of property loss while your vehicle is parked at UCI, never leave your vehicle running, unlocked, keys in the ignition or the windows rolled down. Keep all valuables out of sight. Use security devices such as a car alarm, steering wheel lock and/or a fuel/electric cut-off switch. When approaching your vehicle, have the keys in your hand and remember to look inside your vehicle before you get in. For emergencies, each parking structure has blue light emergency call boxes located on each level. Each blue light emergency call box directly connects to the UCI Police Department.

**11.6 Security Considerations in Maintenance of Campus Facilities**

UCI and UC Irvine Health Facilities Management, as well as ACC maintenance staff, are responsible for providing campus buildings and grounds that meet the University’s requirements, have an environmentally acceptable atmosphere for students, faculty and staff, and ensure the health and safety of all personnel. Facilities and landscaping are maintained in a manner that
minimizes hazardous conditions.

Additionally, the UCI Police Department Community Service Officer ("CSO") program works in conjunction with UCI Facilities Management to perform lighting checks of the entire UCI campus on a quarterly basis. Additionally, UCI Police Department officers regularly patrol the UCI campus, ACC managed housing properties and the UC Irvine Health Medical Center campus and report malfunctioning lights, poorly lit areas, security deficiencies and other unsafe physical conditions. This information is forwarded to UCI Facilities Management. Also, the CSO program performs quarterly checks of the emergency blue light communication system across the UCI campus and ACC managed properties. Emergency blue light terminals are inspected to ensure they are functioning properly.

UCI Transportation Parking Enforcement Representatives conduct safety checks in the UCI parking structures on a nightly basis in an attempt to locate and address anything that may be of concern. Moreover, UC Transportation and Distribution Services staff perform regular field condition reporting during all shifts and site assessments of parking lots and parking structures on an as needed basis. These staff address issues with respect to lighting and structural issues as well as roadway hazards, crosswalk enhancements and placement of signage. UCI hosts “Fixit UCI” (http://www.parking.uci.edu/fixit/) which allows the UCI campus community to report items of concern for repair or notification to appropriate campus units.

UCI owns a low-power emergency radio, AM 1690, that transmits traffic and event information 24 hours a day, 7 days a week. During an emergency, flashing beacons are activated and the campus is directed to tune to AM 1690 for up-to-the-minute evacuation or emergency response information.

UCI Student Housing staff receive and report any maintenance issues to the UCI Student Housing Facilities department through an online work order system. ACC communities utilize an online work order submittal system. Students living within ACC properties may submit work orders online or by calling the front desk at their community. Maintenance issues are then responded to and addressed within a timely manner. After-hours response is also available to address facilities maintenance emergencies.

The UC Irvine Health Security & Parking Services Department regularly monitors insufficient lighting and trip hazards reporting deficiencies through a program called Maintenance Connection. Security officers will conduct lighting studies if needed based on a risk and vulnerability assessment or if requested by UC Irvine Health administration. Security officers regularly conduct Random Security Measures ("RSM") to detect, deter, or mitigate unsafe conditions and when needed, report unsafe conditions to Facilities & Maintenance through the Maintenance Connection system.

Other members of the UCI community are encouraged to report building, facility and equipment problems or unsafe conditions by contacting the UCI Facilities Service Desk at 949-824-5444 between the hours of 7:00 a.m. and 4:30 p.m. After hours, please call the UCI Central Plant directly at 949-824-5520. Additionally, the UCI Facilities Management Lock and Security Shop maintain access control systems for campus buildings and facilities on the UCI campus and can be reached at (949) 824-4870. For the UC Irvine Health System, please call 714-456-5700 to report building, facility and equipment problems or unsafe conditions.
12.0 Illegal Weapons

California state law and UCI policy prohibit the possession or control of any firearms, deadly weapons, explosive devices, fireworks, nunchakus, metal knuckles, shurikens, billy clubs, saps, or any other deadly weapons or prohibited knives, while on any UCI property or building facility, including the UC Irvine Health Medical Center, except as required in the lawful course of business or as authorized by the UCI Chief of Police. Anyone found in violation of the university’s policies will be subject to the disciplinary policies and procedures applicable to students, staff and faculty, and/or criminal prosecution by the appropriate jurisdiction.

A weapon is basically anything somebody could use to hurt somebody else. Weapons could include a gun, knife, pepper spray, hands, fists, feet, and any available object that could be used to hurt another person. Specifically, California Penal Code section 626.9 prohibits any person from bringing or possessing a firearm upon the grounds of a University of California campus, or any property owned or operated by the University of California, without written permission. Similarly, California Penal Code section 626.10 prohibits any person who brings or possesses any dirk, dagger, ice pick, or knife having a fixed blade longer than 2.5 inches upon the grounds of the University of California.

Moreover, pursuant to California Penal Code section 16590, the possession of an undetectable firearm, cane gun, wallet gun, zip gun, belt buckle knife, blackjack, etc. is prohibited by law. Under California Penal Code section 417, it is illegal for any person to exhibit a firearm or any deadly weapon in a rude, angry, or threatening manner, or unlawfully using the same in any fight or quarrel. Any person found to be in violation of any weapons law is subject to arrest, prosecution and imprisonment.

13.0 Alcohol, Drug and Substance Abuse Policies

The possession, use, and sale of alcoholic beverages is prohibited at UCI and the UC Irvine Health Medical Center and enforcement of California underage drinking laws will be enforced by the UCI Police Department. Additionally, the possession, use, and sale of illegal drugs is prohibited at UCI and the UC Irvine Health Medical Center and enforcement of both State and Federal drug laws will be enforced by the UCI Police Department.

13.1 UCI Policy on and Enforcement of the
Possession, Use and Sale of Illegal Drugs

The UCI campus and the UC Irvine Health Medical Center campus has been designated Drug Free. The possession, sale, manufacture and distribution of any controlled substance is illegal under both state and federal laws. These laws are strictly enforced by the UCI Police Department. Violators of these laws are subject to UCI disciplinary action (for affiliated members of the institution), criminal prosecution, fine and imprisonment.

13.2 UCI Policy on and Enforcement of Possession, Use and Sale of Alcoholic Beverages

The possession, use and sale of alcohol on the UCI campus is governed by UCI Alcohol Policy and California state law. Laws regarding the possession, use, sale, consumption, and furnishing of alcohol are controlled by the California Department of Alcohol and Beverage Control (ABC). The enforcement of alcohol laws on the UCI campus and the UC Irvine Health Medical Center campus is the primary responsibility of the UCI Police Department. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. These laws are strictly enforced by the UCI Police Department. Violators are subject to UCI disciplinary action (if affiliated with the institution), criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the UCI Alcohol Policy for anyone to consume or possess alcohol in any public/private area of the campuses without prior University approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.
The service and consumption of alcoholic beverages is permitted only in UCI facilities licensed to serve alcoholic beverages and at UCI events for which a “Request to Serve or Sell Alcoholic Beverages” has been approved by UCI Hospitality & Dining Services (HDS). Approval of the Request will be contingent upon completion of other requirements, such as obtaining liquor liability insurance and providing Certified Professional Servers.

A completed Request Form ("Request") with the signatures of an Approving Authority and an Event Location Approver must be submitted to HDS for each event at least 20 business days prior to each event. A diagram of all serving areas must be attached. After HDS approves the Request, HDS will send a copy of each Request to the Primary Event Representative, the Event Location Approver, and the UCI Police Department.

In addition to UCI requirements for the serving and consumption of alcoholic beverages, Sponsoring Organizations must also comply with state requirements when selling alcoholic beverages. An alcoholic beverage license from the ABC is required under all circumstances.

For more information regarding the UCI Alcohol Policy please visit http://www.policies.uci.edu/policies/pols/900-13.html.

13.3 Drug and Alcohol-Abuse Education Programs

UCI students and employees with substance abuse issues (including alcohol) create a health and safety risk for themselves and for others. Such abuses can also result in a wide range of serious emotional and behavioral problems. UCI and the UC Irvine Health Medical Center make available to students and employees a wide variety of alcohol and substance abuse programs. These programs are designed to discourage the use of illegal substances and to educate students and others as to the merits of legal and responsible alcohol consumption.

UCI Counseling Services, Student Health Center (Department of Psychiatry, and the Alcohol/Other Drug (AOD) Task Force provide counseling and referral services to students who suffer from a substance abuse problem. Group and individual counseling sessions are available to students at no cost. All information regarding any contact or counseling is confidential and will be treated in accordance with UCI policies, state and federal laws. A student's decision to seek assistance will not be used in connection with any academic determination or as a basis for disciplinary action.

The Center for Student Wellness & Health Promotion offers a comprehensive alcohol and other drug (AOD) prevention program. The Center also provides a wide variety of trainings and workshops on the topic of AOD issues. For more information, contact the Center at (949) 824-9355 or visit the Center’s website at www.StudentWellness.uci.edu. The Center also promotes safe practices, responsibility and awareness around alcohol consumption and other drugs. A professional health educator or trained peer educators are available to provide presentations on alcohol and other drug topics. In addition to alcohol and other drugs, the Center has developed programs on topics such as General Health & Wellness, Body Image and Eating Disorders, Emotional Well-Being, Nutrition & Physical Activity, Sexual & Relationship Health, Stress and Time Management, Bystander Intervention ("Step Up UCI"), and Mental Health ("Behind Happy Faces").

UCI and UC Irvine Health Medical Center employees who have substance abuse problems are encouraged to seek assistance through the UCI Guidance Resources Program, which is an Employee Assistance Program (EAP) and provides comprehensive Work-Life services. For more information please call 1-844-UCI-EAP3 (824-3273) to speak to a master’s or doctoral level professional who will guide you to the appropriate services you require. Additionally, you may visit Guidance Resources online at www.guidanceresources.com and enter UCI’s Company ID: UCIEAP3.

In compliance with the Drug-Free Schools and Communities Act of 1989, UCI offers various drug and alcohol abuse prevention and education programs that are made available to students, staff and faculty. Below is a list and brief description of the programs that are offered throughout the year:
<table>
<thead>
<tr>
<th>Intervention / Strategy</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous Meetings</td>
<td>These are open meeting on campus for students, staff, faculty and other community members (M-F, 12-1pm).</td>
</tr>
<tr>
<td>AOD Consultation</td>
<td>One-on-one consultation using brief motivational techniques focusing on violations for use of substances other than alcohol including marijuana, prescription drugs and illicit drugs. The goal of the consultation is to educate students about the effects of illicit drug use, to promote self-evaluation of drug use habits and to facilitate the acquisition of effective coping strategies so that students can make informed decisions and reduce the risk and harm associated with drug use.</td>
</tr>
<tr>
<td>Alcohol Awareness Class</td>
<td>Two session class assigned as a first-level sanction for alcohol policy violations. This class uses interactive journaling and motivational interviewing techniques. The goals of the class are to educate students about the effects of alcohol use, to encourage students to implement the skills of alcohol-related risk reduction and to facilitate the acquisition of effective coping strategies so that students can make informed decisions and reduce their alcohol-related risk and harm.</td>
</tr>
<tr>
<td>BASICS</td>
<td>Brief Alcohol Screening and Intervention for College Students (BASICS) is an evidence-based strategy utilizing brief motivational interviewing techniques. It is generally assigned as a sanction for higher level first violations or as a follow-up to the Alcohol Awareness Class for second violations. The goal of BASICS is to educate students about the effects of alcohol, to promote self-evaluation of drinking habits and to facilitate the acquisition of effective coping strategies to make informed decisions and reduce the risk and harm associated with drug use.</td>
</tr>
<tr>
<td>E-CHUG</td>
<td>A brief online assessment for personal alcohol use that provides individualized feedback, some based on campus and national norms. This intervention is generally assigned as part of a sanction, but all students can access the assessment and use it if they choose.</td>
</tr>
<tr>
<td>E-TOKE</td>
<td>A brief online assessment for personal marijuana use that provides individualized feedback, some based on campus and national norms. This intervention is generally assigned as part of a sanction, but all students can access the assessment and use it if they choose.</td>
</tr>
<tr>
<td>Tobacco/ Smoking Cessation</td>
<td>Tobacco/Smoking cessation services are available to students, faculty and staff through the Center for Student Wellness &amp; Health Promotion (for students) and by community partners who come to campus to provide workshops open to students, faculty and staff.</td>
</tr>
<tr>
<td>Smoke Free Tobacco Free Task Force</td>
<td>The campus has a Smoke/Tobacco-Free Task Force that works on the implementation strategies of the UC system-wide smoke/tobacco free policy that went into effect at UCI on January 1, 2014.</td>
</tr>
<tr>
<td>Smoke Free Tobacco Free Policy</td>
<td>Along with the rest of the UC system, UCI implemented a smoke/tobacco free policy on January 1, 2014. This policy bans all tobacco and related products (including smokeless tobacco, e-cigarettes and vaping products) on all campus property.</td>
</tr>
<tr>
<td>AOD Task Force</td>
<td>A comprehensive coalition/task force made up of campus and community partners that meets quarterly to address the needs and concerns of both the campus and community on AOD issues.</td>
</tr>
<tr>
<td>Campus Social Host Ordinance</td>
<td>UCI Police Department implemented a campus version of the social host ordinance. The intent is to provide a means to hold those accountable for hosting social events that require a response by the UCI Police Department and/or have violations of campus policy or laws that occur.</td>
</tr>
<tr>
<td>Community Social Host Ordinances</td>
<td>Several communities in the UCI area, including the City of Irvine, have implemented new social host and/or loud/disruptive social gathering ordinances to address social gathering that require some sort of response by law enforcement. These ordinances hold the host responsible for the costs of calls/response and any violations that occur/cited.</td>
</tr>
<tr>
<td>TiPS Training</td>
<td>TiPS training is a standardized training (developed by Health Communications, Inc.) geared toward training servers of alcohol. It focuses on recognizing basic signs of intoxication, how to intervene appropriately to prevent intoxication and/or handle someone who is already intoxicated, and how to create an environment that supports responsible social behavior and environments where alcohol is present. The specific TiPS University program is designed to train students on the role they can take with their peers in social environments. TiPS training is used to train catering and concessions staff, UCI campus pub staff, and selected student groups including Peer Health Educators.</td>
</tr>
</tbody>
</table>
### Greek Bus Program
This program is designed to address the issue of off campus events/parties hosted by Greek letter organizations. These large events involve students going to an off-campus venue for an organized social event. The goal is to minimize the occurrence and potential consequences from impaired driving. By organizing alternative transportation, and a sober designated driver (i.e. the bus driver), students attending these events would not be driving drunk and/or riding with a drunk driver.

### Educational Workshops
Educational workshops focus on providing educational information, normative information and skill training including how to party safe, create a plan when socializing and access to resources on and off campus.

### Educational Programming
A wide variety of large and small scale educational events and programs including speakers, tabling and videos to relay educational information, provide skill training and refer students to resources on and off campus.

### FIRST Module
First-year Internet Required Safety Training (FIRST) is a 20-minute online module that covers basic alcohol education, campus policies and resources on alcohol and sexual assault. Completion of this training is required for all incoming freshmen and transfer students.

### Peer Education Program
The AOD Programs Manager trains selected student volunteers on AOD trends, campus norms and address campus needs around AOD. Students learn to facilitate workshops, develop programs and conduct outreach. The goal of the peer health educator program is to empower students to motivate their peers to make healthy lifestyle choices and connect students to resources for help.

In compliance with the requirements of UCI’s Program Participation Agreement (“PPA”) and the Higher Education Opportunity Act (“HEOA”) of 2008, UCI will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18 of the United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by UCI against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.
14.0 Preparation of the Annual Security Report and Annual Fire Safety Report

14.1 Purpose of the Annual Security Report and Annual Fire Safety Report

Under the Clery Act, UCI and the UC Irvine Health Medical Center have immediate, on-going, and annual requirements. This Annual Security Report is updated and published annually and contains safety and security-related policy statements, procedures and crime statistics (i.e. crime statistics for the last three calendar years). UCI and the UC Irvine Health Medical Center distribute the Annual Security Report and Annual Fire Safety Report to all current students, staff and faculty by October 1 each year. UCI and UC Irvine Health Medical Center also inform prospective students, staff and faculty about the availability of these reports.


The Annual Security Report and Annual Fire Safety Report are distributed in compliance with the requirements of the Clery Act. Specifically, both reports are distributed to all currently enrolled students and all current employees by October 1 each year. Both reports are also distributed to prospective students (i.e. any individuals who have contacted UCI requesting information about admission) and prospective employees (i.e. any individuals who have contacted UCI and the UC Irvine Health Medical Center requesting information concerning employment) upon request.

UCI Police Department distributes an individual notice about the Annual Security Report and the Annual Fire Safety Report to each student and employee by October 1 of each year via various publication outlets and mediums. The notice generally includes a statement of the reports’ availability, a brief description of the information contained within the reports, a direct link to the internet website at which the report is posted and information regarding where paper copies of the reports may be obtained upon request.

The Annual Security Report and the Annual Fire Safety Report are distributed as two separate report documents. The Annual Fire Safety Report may be directly accessed by visiting the following website:


14.3 Annual Security Report and Annual Fire Safety Report Preparation Process

The UCI Police Department has primary responsibility for coordinating and compiling the information contained within the Annual Security Report by working with various individuals and departments from around UCI and the UC Irvine Health Medical Center. Input from a variety of individuals is important in order to convey the latest and most updated information. In addition to reviewing all UCI Police Department police reports, the UCI Police Department coordinates with the UCI Office of Academic Integrity & Student Conduct, UCI Student Housing, and each of the American Campus Community (“ACC”) student housing properties to collect and reconcile Disciplinary Referral statistic data related to liquor law violations, drug law violations and weapon law violations that involve Clery reportable data. The UCI Police Department also coordinates the collection, classification reconciliation of all UCI and UC Irvine Health Medical Center Campus Security Authority (“CSA”) Reports to ensure proper reporting of Clery reportable crime statistic data.

The Environmental Health & Safety (EH&S) Fire Marshal on the UCI campus has primary responsibility for coordinating and compiling the information contained within the AFSR. The UCI campus Fire Marshal works closely with the UCI Police Department in reconciling all reported fires within UCI on-campus student housing facilities as well as the primary duty to investigate all reported fires for a Clery arson investigation determination for data reported in the Annual Security Report.

Moreover, the following systems are available to members of the larger community who are interested in receiving notification information regarding emergencies on the UCI campus:

- Zot Radio AM 1690
- KUCI Radio FM 88.9
- Facebook http://facebook.com/UCIrvinePD
- Twitter http://twitter.com/UCIrvinePD
- Nixle http://nixle.com/University-of-California-Irvine-Police-Department
15.0 Clery Crime Statistics

15.1 Clery Crime Statistics, Sources and Unfounded Crime Reports

Pursuant to Clery Act requirements, the UCI Police Department is charged with the responsibility to collect, classify, score and report crime statistics to the U.S. Department of Education and the UCI and UC Irvine Health Medical Center current and prospective students, faculty and staff. Clery crimes are reported to the Department of Education via a web-based online reporting tool and to the campus communities in the Annual Security Report by October 1 of each year. Statistical crime reporting requirements vary depending upon the governmental recipient. Mandated reporting requirements regarding crime statistic data to the FBI is different from the mandated federal U.S. Department of Education Clery crime reporting requirements. For example, Clery crime reporting requires the reporting of disciplinary referral data for drug, weapon and liquor law violations that is not required by either state or federal law enforcement entities who also mandate certain reporting requirements. Clery crime statistic data is also collected from non-law enforcement personnel called Campus Security Authorities (“CSAs”) as well as outside law enforcement agencies who may have jurisdiction over certain UCI and UC Irvine Health Medical Center locations classified as “non-campus buildings and property.”

This section of the Annual Security Report contains Clery crime statistic data that has been compiled from the 2017 calendar year, which is the most recent calendar year that the Clery Act requires crime statistic data to be reported. This section also contains crime statistic data from calendar years 2016 and 2015, the previous two most recent calendar years in which crime statistic data was reported. Crime statistic data under the Clery Act is disclosed based on where a crime occurs, the types of crimes that were reported, and the year in which the crimes were reported.

Some crimes are not directly reported to the UCI Police Department. As such, by collecting Clery Act crime statistic data through other established channels, UCI is able to obtain a more accurate picture of crimes occurring on the UCI Campus, UC Irvine Health Medical Center campus, public property and non-campus building and property locations.

A crime is deemed to have been “reported” for Clery Act purposes when a witness, a victim, a third party or an offender (regardless of that person’s affiliation with UCI or UC Irvine Health) brings such allegation of crime to the attention of law enforcement or a Campus Security Authority (“CSA”), including the UCI Police Department. In turn, UCI discloses Clery Act reportable crimes in the statistical portion of this Annual Security Report regardless of whether the crimes have been investigated by the police, and regardless of whether a
finding of guilt or responsibility has been assigned or any case has been forwarded/assigned to the District Attorney’s office.

Clery Act crime statistic data has been compiled from UCI Police Department police records, reports from non-law enforcement personnel identified as CSAs and other law enforcement agencies that have jurisdiction over UCI and UC Irvine Health Medical Center Clery reporting geography known as “non-campus” buildings and property. It is important to note that for calendar year 2017, some of the requests made to other law enforcement agencies that have jurisdiction over non-campus locations, returned 2017 statistical data that was not available in a usable format for Clery reporting.

**Clery Act Crimes**

UCI and the UC Irvine Health Medical Center report to the U.S. Department of Education, and disclose in the Annual Security Report to the campus communities, Clery crime statistic data for the 3 most recent calendar years concerning the number of each of the following crimes that occurred on or within the UCI Clery Act Geography and that are reported to local police agencies or to CSAs:

- **Primary Crimes:** (1) Murder and non-negligent manslaughter (criminal homicide); (2) Negligent manslaughter (criminal homicide); (3) Rape; (4) Fondling; (5) Incest; (6) Statutory Rape; (7) Robbery; (8) Aggravated Assault; (9) Burglary; (10) Motor Vehicle Theft; and (11) Arson.
- **Hate Crimes:** Any of the above-mentioned offenses under “Primary Crimes”, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by one of the categories of bias. 
- **VAWA Offenses:** Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes.
- **Arrests and Referrals for Disciplinary Action:** (1) Arrests for liquor law violations, drug abuse violations, and weapons law violations; and/or (2) Persons affiliated with UCI and/or UC Irvine Health Medical Center who are referred for campus disciplinary action for liquor law violations, drug abuse violations, and weapons law violations.

**Unfounded Crime Reports**

Beginning with the reports due in 2015, UCI and UC Irvine Health Medical Center have been required to include in the Web-based survey and the Annual Security Report statistics for the total number of crime reports that were “unfounded” and subsequently withheld from crime statistics during each of the three most recent calendar years.

A reported Clery crime to UCI Police Department may not be withheld or subsequently removed from the Clery crime statistics data based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official. However, a reported crime may be withheld or subsequently removed from the crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of a full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report. It is important to note that the recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, or the failure to make an arrest do not “unfound” a crime report. For Clery Act purposes, the determination to unfound a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

Beginning with the calendar year the 2018 Annual Security Report (which contains 2017 calendar year Clery Act crime report data), UCI and UC Irvine Health Medical Center reported to the U.S. Department of Education, and disclosed in the Annual Security Report crime statistics data, the total number of Clery Act crime reports that were “unfounded” and subsequently withheld from inclusion in the Clery Act crime statistics.
### UCI Campus – Clery Criminal Offense Statistics Reporting Table

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>*On-Campus Student Housing Facilities</th>
<th>Non-Campus Buildings or Property</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder / Non-Negligent Manslaughter</td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2016</td>
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<td>0</td>
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</tr>
<tr>
<td></td>
<td>2015</td>
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<tr>
<td>Manslaughter by Negligence</td>
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<tr>
<td></td>
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<td>Rape</td>
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<td>Statutory Rape</td>
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<td>Aggravated Assault</td>
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<td>Burglary</td>
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**Notes**

* On-Campus Student Housing Facilities crime statistics are a subset of the On-Campus Category crime statistics and are not a separate geographic category of crime statistics. The crime statistics contained in this subset category are derived from crime statistics counted in the On-Campus Property category.
** A statistical error was noted in the 2016 data sets (Dating Violence, Stalking, Fondling and Rape). Received data in 2018 that pertained to 2016. This change was made on 10/11/2018.

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Notes

* On-Campus Student Housing Facilities crime statistics are a subset of the On-Campus Category crime statistics and are not a separate geographic category of crime statistics. The crime statistics contained in this subset category are derived from crime statistics counted in the On-Campus Property category.

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## UCI Campus – Clery Arrest and Disciplinary Referral Statistics Reporting Table

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**Notes**

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**UCI Campus Hate Crime Reporting**

- **2017**: There were no hate crimes reported for the UCI campus during calendar year 2017.
- **2016**: There was one hate crime reported for the UCI campus during calendar year 2016.
- **2015**: There were no hate crimes reported for the UCI campus during calendar year 2015.

**UCI Campus Unfounded Crime Reporting**

- **2017**: There were no unfounded crime reports for the UCI campus during calendar year 2017.
- **2016**: There were no unfounded crime reports for the UCI campus during calendar year 2016.
- **2015**: There was four unfounded crime report for the UCI campus during calendar year 2015.
### UC Irvine Health Medical Center Campus – Clery Criminal Offense Statistics Reporting Table

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**Notes**

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<table>
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<th>VAWA Offenses</th>
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**Notes**

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2018 UCI and UC Irvine Health Medical Center Annual Security Report | 151
<table>
<thead>
<tr>
<th>Liquor, Drug and Weapon Law Violation Offenses</th>
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**Notes**

*On-Campus Student Housing Facilities crime statistics are a subset of the On-Campus Category crime statistics and are not a separate geographic category of crime statistics. The UC Irvine Health Medical Center does not have On-Campus Student Housing Facilities on their campus, thus the designation in each category under “On-Campus Student Housing Facilities” is “N/A” indicating “Not Applicable”.

**UC Irvine Health Medical Center Campus Hate Crime Reporting**

- **2017**: There were no hate crimes reported for the UC Irvine Health Medical Center campus during calendar Year 2017.
- **2016**: There were no hate crimes reported for the UC Irvine Health Medical Center campus during calendar year 2016.
- **2015**: There were no hate crimes reported for the UC Irvine Health Medical Center campus during calendar year 2015.

**UC Irvine Health Medical Center Campus Unfounded Crime Reporting**

- **2017**: There were no unfounded crime reports for the UC Irvine Health Medical Center campus during calendar year 2017.
- **2016**: There was no unfounded crime report for the UC Irvine Health Medical Center campus during calendar year 2016.
- **2015**: There were one unfounded crime reports for the UC Irvine Health Medical Center campus during calendar year 2015.
Clery Crime Hierarchy Counting Rules – FBI Uniform Crime Reporting Program

When counting multiple offenses, the FBI’s Uniform Crime Report Hierarchy Rule is used. Under this rule, when more than one Criminal Offense is committed during a single incident, only the most serious offense is counted. A single incident means that the offenses were committed at the same time and place. That is, the time interval between the offenses and the distance between the locations where they occurred were insignificant. Beginning with the most serious offense, the following list shows the hierarchy for Clery Act reporting:

- The Clery crimes Hierarchy Rule is:
  - (1) Criminal Homicide
    - (1)(a) Murder and Non-Negligent Manslaughter
    - (1)(b) Manslaughter by Negligence
  - (2) Sexual Assault (Sex Offenses), which includes:
    - (2)(a) Rape
    - (2)(b) Fondling
    - (2)(c) Incest
    - (2)(d) Statutory Rape
  - (4) Robbery
  - (5) Aggravated Assault
  - (6) Burglary
  - (7) Motor Vehicle Theft

- Exceptions to the Hierarchy Rule: There are exceptions to using the Hierarchy Rule when counting offenses. These exceptions apply to Arson, Sexual Assaults, Hate Crimes, and VAWA Offenses.
  - Arson is always counted regardless of the nature of any other offenses that were committed during the same incident. Always count the most serious offense along with the Arson when multiple offenses are committed during the same incident. Incidents where persons are killed as a direct result of Arson are counted as Murder and Non-negligent Manslaughter and Arson or Manslaughter by Negligence and Arson.
  - If Rape, Fondling, Incest or Statutory Rape occurs in the same incident as Murder, count both the Sexual Assault and the Murder. Fondling is recognized as an element of the other Sexual Assaults. Include a Sexual Assault as Fondling only if it is the only Sexual Assault. If Fondling occurs in the same incident as Murder, count both the Fondling and the Murder.
  - Fondling is recognized as an element of the other sex offenses (e.g. rape) and is counted only if it is the only sex offense.
  - Hate Crimes are counted in the same manner that the offenses are when they are not Hate Crimes except that the Hierarchy Rule does not apply to Hate Crimes. All of the offenses committed in a multiple offense incident that are bias-motivated are counted.
  - The Hierarchy Rule does not apply to VAWA Offenses. Therefore, for any Criminal Offense, Hate Crime, or arrest for Weapons, Drug or Liquor Law Violations that is also a VAWA Offense, the Clery statistics reflect the original offense and the VAWA Offense. The only exception is when both Domestic Violence and Dating Violence is present in the same incident, Domestic Violence is counted over Dating Violence.
  - If an individual is both arrested and referred for disciplinary action for an offense, only the arrest is counted. Arrests and referrals for these law violations are not covered by the Hierarchy Rule used to count Criminal Offenses. Therefore, arrests for Weapons, Drug Abuse and Liquor Law Violations are counted in addition to the most serious Criminal Offense when occurring in a single incident.
Clery crime statistic data is reported based on the calendar year in which a crime report is received by the Clery Act Compliance Program Manager and/or the UCI Police Department. The collection process of Clery crimes is facilitated by the UCI Police Department Clery Act Compliance Program Manager, who works within the UCI Police Department. UCI Campus Security Authorities ("CSAs") report allegations of Clery Act crimes that have been reported in good faith. Any crime reported to a CSA must be immediately transmitted to the UCI Police Department on a CSA Report Form either via email to Clery@uci.edu, via fax at (949) 824-0150, via campus mail Zot Code 4900 or delivered in-person at the UCI Police Department located at 410 East Peltason Drive, Irvine, CA 92697. Additionally, UCI encourages all crimes to be reported directly to the UCI Police Department, 24 hours per day, and 7 days per week at (949) 824-5223. In any emergency, always dial 9-1-1.

All crime reports received by the UCI Police Department (the official Clery crime reporting structure established by UCI and the UC Irvine Health Medical Center) are reviewed, classified, and analyzed by the Clery Act Compliance Program Manager and undergo a multi-layer review process. Each crime report is then organized by crime offense according to the crime definitions and elements contained in the latest FBI Uniform Crime Report ("UCR") Summary Reporting System ("SRS") Manual, the FBI Hate Crime Reporting Handbook, and/or the FBI National Incident Based Reporting System ("NIBRS") Manual. Additionally, each crime report is organized by geographic location, according to the Clery Act geographic reporting definitions. Once classified, crimes are then tallied and placed in the appropriate Clery Act geographic section by year in which the crime was reported.

Clery Act geographic locations include: on-campus property (with subset location: on-campus student housing facilities), non-campus property, public property, as defined. Separate crime statistic tables are prepared for the UCI campus and the UC Irvine Health Medical Center campus since each is deemed to be its
own “Separate Campus” for purposes of the Clery Act. Stalking offenses include a statistic for each year in which the stalking course of conduct is reported. Stalking reports are recorded as occurring either at the first location within the Clery Act Geography where the stalking course of conduct occurred or the location where the victim first became aware of the stalking course of conduct. It is not necessary for all activities in the course of conduct to occur on Clery Act geography in order to count the incident. A stalking incident in which only one or some of the activities took place on Clery Act geography must be included in the reported statistics. A single course of conduct may include varying stalking activities and may include acts covered over electronic communication (e.g. emails, texts, social media, etc.). When recording reports of stalking that include activities in more than one calendar year, a crime statistic for each and every year in which the course of conduct is reported to a local police agency or a CSA must be recorded.

Under the Clery Act, hate crime statistics are reported for Clery Act crimes as well as for the crimes of Larceny-Theft, Motor Vehicle Theft, Arson, Simple Assault, and intimidation/destruction/vandalism of property that has been committed based on the victim’s actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, disability. A hate or bias related crime is not a separate, distinct crime. Rather, it is the commission of a criminal offense which is proven through investigation to be motivated by the offender’s bias. A crime is considered a hate crime if sufficient objective facts are present to conclude that the offender’s actions in whole or part were motivated by bias. Each case is assessed separately and investigators are alert to misleading or feigned facts, meant to give false impression of bias. Investigators do not count an incident as a hate crime based on the victim’s perception alone. The Clery Act does not collect statistics regarding hate motivated incidents (that are not otherwise deemed to be hate crimes). However, the UCI Police Department does collect and maintain statistics on all reported hate bias motivated crimes and incidents, outside of Clery Act crime reporting requirements.

15.2 Clery Act Crime Reportable Geography
The Clery Act mandates the collection, classification and reporting of crime reports that are then translated into Clery Act crime statistic data organized into specific geographic categories known as “UCI Clery Act Geography.” Below is a description of each Clery Act geographic location as it appears in the crime statistic tables for both UCI and the UC Irvine Health Medical Center. Please reference the Clery Act Geography Maps for additional detail on Clery Act geography.

- **On-Campus:** (i) any building or property owned or controlled by UCI or the UC Irvine Health Medical Center within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in (i) of this definition, that
is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

- **On-Campus Student Housing Facilities (subset of the On-Campus category):** any student housing facility that is owned or controlled by UCI or the UC Irvine Health Medical Center, or is located on property that is owned or controlled by UCI or the UC Irvine Health Medical Center, and is within the reasonably contiguous geographic area that makes up the campus, is considered an on-campus student housing facility. Only the UCI campus contains Student Housing Facilities/Residential Facilities that would be classified in the UCI Clery Act Geography.

- **Non-Campus Building or Property:** (i) any UCI or UC Irvine Health Medical Center building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

The following communities have been identified as On-Campus Student Housing Facilities on the UCI campus:

- Middle Earth (UCI Student Housing)
- Mesa Court (UCI Student Housing)
- Arroyo Vista (UCI Student Housing)
- Campus Village (UCI Student Housing)
- Palo Verde (UCI Student Housing)
- Verano Place (UCI Student Housing)
- Puerta del Sol (ACC Student Housing)
- Camino del Sol (ACC Student Housing)
- Vista Del Campo (ACC Student Housing)
- Vista Del Campo Norte (ACC Student Housing)

**15.3 Clery Crime Definitions**

The Clery Act applies the crime definitions from the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Program when classifying and counting Clery crimes. The definitions for murder/non-negligent manslaughter, manslaughter by negligence, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug law violations, and liquor law violations are derived from the Summary Reporting System (SRS) User Manual from the FBI’s UCR Program. The definitions of fondling, incest and statutory rape are from the “National Incident-Based Reporting System (NIBRS) User Manual” from the FBI’s UCR Program. The definitions of larceny-theft (except motor-vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the “Hate Crime Data Collection Guidelines and Training Manual” from the FBI’s UCR Program. The definitions of dating violence, domestic violence, and stalking (for purposes of Clery Act crime statistics reporting) are from the Code of Federal Regulations (Clery Regulations) section 668.46(a). It should be noted that Clery crime definitions used in the compiling Clery crime statistics are different than California state crime definitions that may be used by law enforcement authorities and prosecutorial agencies as well as UCI administrative policy definitions for certain crimes.

The Clery crime definitions and counting rules are as follows:

**Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime is also counted as a murder/non-negligent manslaughter. One offense per victim is counted.

**Manslaughter by Negligence:** The killing of another person through gross negligence. Any death caused by the gross negligence of another is also counted as Murder/Non-Negligent Manslaughter. One offense per victim is counted.

**Sexual Assault (Sex Offenses):** Any sexual act directed against another person,
without consent of the victim, including instances where the victim is incapable of giving consent. Attempted sexual assaults of the following types are counted as statistics of crime. This definition includes male and female victims.

a. **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. This definition of Rape now includes "Sodomy" and "Sexual Assault with an Object" crime definitions. One offense per victim is counted.

b. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. One offense per victim is counted.

c. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. One offense per victim is counted.

d. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. One offense per victim is counted.

**Robbery:** 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. In any instance of Robbery, one offense for each distinct operation (i.e. incident) is counted, including attempts. The number of victims robbed, the number of those present at the robbery, and the number of offenders are not counted.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury (includes attempts and
whether or not an injury has occurred). This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. One offense per victim is counted. If a number of persons are involved in a dispute or disturbance, and the aggressors cannot be distinguished from the victims, the number of persons assaulted are counted as the number of offenses. Assaults or attempts to kill or murder, poisoning (including the use of date rape drugs), assault with a dangerous or deadly weapon, maiming, mayhem, assault with explosives, and assault with disease are counted as aggravated assaults.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft (this definition excludes burglary/thefts from vehicles). An incident must meet three conditions to be classified as a burglary: (1) there must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry - no force are counted. This means that the person did not have the right to be in the structure at the time the incident occurred; (2) the unlawful entry must occur within a structure (a structure is defined as having four walls, a roof and a door); and (3) the structure was unlawfully entered to commit a felony or theft. One offense per each distinct operation is counted. Burglaries in individual student rooms is considered a separate offense. For burglaries in suites, each bedroom and the common area in a student housing suite is considered a separate dwelling. The burglary of an academic structure is counted as one offense, regardless of the number of interior rooms entered or items stolen if the rooms were all burglarized during the same time frame. Burglary of a number of patient rooms during the same time frame is counted as a single offense.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. This applies to any self-propelled vehicle that runs on land surface and not on rails (includes all joy-riding incidents and attempts). One offense for each stolen vehicle is counted.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another, etc. (includes attempts). Only one offense for each distinct incident of Arson is counted. All of the evidence for any fire not known to be accidental (such as a cooking fire) must be considered by the institutional official designated to make such determinations. At UCI, the Fire Marshal in Environmental Health & Safety (EH&S) is designated as the institutional official to make such determinations.

**Domestic Violence:** The term “domestic violence” is defined as a felony or misdemeanor crime of violence committed (a) by a current or former spouse or
intimate partner of the victim, (b) by a person with whom the victim shares a child in common, (c) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (d) 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 or 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.

**Dating Violence:** The term “dating violence” is defined as violence committed by a person:

A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

B. where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration for:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of domestic violence.

**Stalking:** The term “stalking” means engaging in a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to:

A. fear for the person's safety or the safety of others; or

B. suffer substantial emotional distress.

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

*Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

*Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Hate Crime:** A hate crime is a criminal offense committed against a person or property (any Part 1 Crime and additional crime below) which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability based upon the perception that the person or group has one or more of those characteristics. Hate Crimes must be collected and reported according to the category of bias for all Clery Part 1 Crimes as well as Additional Crimes noted below. Hate crimes are not reported for Arrests/Disciplinary Referrals for Liquor, Drug, and Weapon law violations for Dating Violence, Domestic Violence and Stalking:

**A. Clery Part 1 Crimes:** Murder, Manslaughter, Sex Offenses (Rape, Fondling, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson.

**B. Additional Crimes** that only apply to Clery statistics IF there is a finding of a hate crime bias based on investigation:

- Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples include pocket picking, purse snatching, shoplifting, theft from building, and theft from motor vehicles.

- Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
• Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Drug Abuse Law Violations: 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. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. All drugs, without exception, that are illegal under local or state law where the institution is located is considered a drug law violation. All illegally obtained prescription drugs are considered drug law violations as well.

It should be noted that in California, possession of less than 1 ounce of marijuana on Clery geography is an infraction punishable by a monetary fine. If law enforcement issues a citation and a disciplinary referral is made for violation of Health & Safety Code 11357(b), then the infraction is counted as a disciplinary referral for a drug law violation. The citation is not considered an arrest statistic for purposes of Clery Act statistics because incidents in which a civil citation is issued are not to be classified as an arrest for Clery Act purposes. Since the violation of Health & Safety Code 11357(b) is punishable by a monetary fine, it is considered to be a civil infraction under California law. Criminal citations in contrast are for offenses that are punishable beyond a simple fine (i.e. jail time).

Alcohol Law Violations: 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 are counted as alcohol law violations.

Weapon Law Violations: 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.

15.4 Other Defined Terms
These additional defined terms are set forth in the Clery Act regulations and other sources as required:

Business day: Monday through Friday, excluding any day when the institution is closed.

Campus: (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus Security Authority ("CSA"): This term encompasses the following four groups of people: (i) a campus police department or a campus security department of an institution. (ii) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property. (iii) Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. (iv) an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

UCI Clery Act Geography: (i) For the purpose of collecting statistics on the crimes listed in paragraph
(c) of this section for submission to the Department and inclusion in an institution’s annual security report, Clery geography includes— (A) Buildings and property that are part of the institution’s campus; (B) The institution’s non-campus buildings and property; and (C) Public property within or immediately adjacent to and accessible from the campus. (ii) For the purposes of the crime log required in paragraph (f) of this section, Clery geography includes, in addition to the locations in paragraph (i) of this definition, areas within the patrol jurisdiction of the campus police or the campus security department.

**Federal Bureau of Investigation’s ("FBI") Uniform Crime Reporting ("UCR") Program:** Nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of crimes in the Clery Act and the requirements for classifying Clery Act crimes.

**Hierarchy Rule:** A requirement in the FBI’s UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.

**Non-Campus Building or Property:** (i) any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Pastoral Counselor:** A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of the counselor’s license or certification.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking: (i) Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that— (A) Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and (B) Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. (ii) Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees, as defined in paragraph (j)(2) of this section.

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

Referred for Campus Disciplinary Action: The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

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

Awareness Programs: Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander Intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Ongoing Prevention and Awareness Campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary Prevention Programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Risk Reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

VAWA Offenses - Clery Act Definitions

Domestic Violence (Clery Act Definition under Section 668.46(a)): The term “domestic violence” includes felony or misdemeanor crimes of violence committed by (a) a current or former spouse or intimate partner of the victim, (b) by a person with whom the victim shares a child in common, (c) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (d) 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 (e) or 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.
Dating Violence (Clery Act Definition under Section 668.46(a)): Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For the purposes of this definition—(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence. (iii) For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking (Clery Act Definition under Section 668.46(a)): (i) engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) Fear for the person’s safety or the safety of others; or (B) Suffer substantial emotional distress.

Sexual Assault (Clery Act Definition under Section 668.46(a)): An offense that meets the definition of Rape, Fondling, Incest, or Statutory Rape as used in the FBI’s Uniform Crime Report program.

VAWA Offenses - Local Jurisdictional Definitions

Domestic Violence (Definition under California Penal Code §273.5): Section 273.5(a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars ($6,000), or by both that fine and imprisonment. (b) Subdivision (a) shall apply if the victim is or was one or more of the following:
1) The offender’s spouse or former spouse.

2) The offender’s cohabitant or former cohabitant.

3) The offender’s fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243.

4) The mother or father of the offender’s child.

Domestic Violence (Definition under California Penal Code §243(e)(1)): When a battery is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant’s child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship,...(4) "Serious bodily injury" means a serious impairment of physical condition, including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.(5) "Injury" means any physical injury which requires professional medical treatment...(10) "Dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement independent of financial considerations.

Domestic Violence (Definition under Penal Code §13700(b)): "Domestic violence" means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

Dating Violence (Definition under California Penal Code): “Dating Violence” is not defined under California law in the criminal code.

Stalking (Definition Under California Penal Code §646.9): (a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars ($1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.
Rape (Penal Code §261): (a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 commencing with Section 5000) of Division 5 of the Welfare and Institutions Code, the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent;

2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another;

3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused;

4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions: (A) Was unconscious or asleep; (B) Was not aware, knowing, perceiving, or cognizant that the act occurred; (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact; (D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief;

6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death;

7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another.
Rape (Definition Under California Penal Code §262):  
(a) Rape of a person who is the spouse of the perpetrator is an act of sexual intercourse accomplished under any of the following circumstances:

1) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

2) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known, by the accused.

3) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:
   a) Was unconscious or asleep.
   b) Was not aware, knowing, perceiving, or cognizant that the act occurred.
   c) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

4) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

5) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

b) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

(c) As used in this section, "menace" means any threat, declaration, or act that shows an intention to inflict an injury upon another.

Sexual Battery (Definition Under California Penal Code §243.4): (a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.

Sodomy (Penal Code §286): (a) Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.

Oral Copulation (Definition Under California Penal Code §288(a)): Except as provided in subdivision (i), any person who willfully and lewdly commits any lewd or lascivious act, including any of the acts constituting other crimes provided for in Part 1, upon or with the body, or any part or member thereof, of a child who is under the age of 14 years, with the intent of arousing, appealing to, or gratifying the lust, passions, or sexual desires of that person or the child, is guilty of a felony and shall be punished by imprisonment in the state prison for three, six, or eight years.

Statutory Rape (Penal Code §261.5): (a) Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a "minor" is a person under the age of 18 years and an "adult" is a person who is at least 18 years of age.

(b) Any person who engages in an act of unlawful sexual intercourse with a minor who is not more than
three years older or three years younger than the perpetrator, is guilty of a misdemeanor.

(c) Any person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.

(d) Any person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years of age is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

(e) (1) Notwithstanding any other provision of this section, an adult who engages in an act of sexual intercourse with a minor in violation of this section may be liable for civil penalties in the following amounts: (A) An adult who engages in an act of unlawful sexual intercourse with a minor less than two years younger than the adult is liable for a civil penalty not to exceed two thousand dollars ($2,000). (B) An adult who engages in an act of unlawful sexual intercourse with a minor at least two years younger than the adult is liable for a civil penalty not to exceed five thousand dollars ($5,000). (C) An adult who engages in an act of unlawful sexual intercourse with a minor at least three years younger than the adult is liable for a civil penalty not to exceed ten thousand dollars ($10,000). (D) An adult over the age of 21 years who engages in an act of unlawful sexual intercourse with a minor under 16 years of age is liable for a civil penalty not to exceed twenty-five thousand dollars ($25,000).

(2) The district attorney may bring actions to recover civil penalties pursuant to this subdivision. From the amounts collected for each case, an amount equal to the costs of pursuing the action shall be deposited with the treasurer of the county in which the judgment was entered, and the remainder shall be deposited in the Underage Pregnancy Prevention Fund, which is hereby created in the State Treasury. Amounts deposited in the Underage Pregnancy Prevention Fund may be used only for the purpose of preventing underage pregnancy upon appropriation by the Legislature.

(3) In addition to any punishment imposed under this section, the judge may assess a fine not to exceed seventy dollars ($70) against any person who violates this section with the proceeds of this fine to be used in accordance with Section 1463.23. The court shall, however, take into consideration the defendant's ability to pay, and no defendant shall be denied probation because of his or her inability to pay the fine permitted under this subdivision.

Consent (California Penal Code §261.6): In prosecutions under Section 261, 262, 286, 288a, or 289, in which consent is at issue, “consent” shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent. Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent (California Penal Code §261.7): In prosecutions under Section 261, 262, 286, 288a, or 289, in which consent is at issue, evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.
Smoke-Free Campus

Green = Campus Property
Orange = Non-Campus Property
Pink = Public Property
The UCI Police Department would like to thank the UCI Clery Act Compliance Committee members for their dedication and support to making UCI a safer campus.

1. Chancellor’s Office
2. Vice Chancellor’s Office / DFA Leadership
3. Provost / Academic Affairs Office
4. UCI Police Department
5. OEO/ Title IX
6. CARE Office
7. UCI Office of Academic Integrity & Student Conduct
8. Campus Counsel’s Office
9. UC Irvine Health Medical Center
10. Student Affairs
11. Student, Life & Leadership (Dean of Students, Campus Organizations, Greek Life)
12. UCI Student Housing
13. ACC Student Housing
14. UCI Fire Marshal
15. UCI Risk Management
16. UCI Health Risk Management
17. UCI & UCI Health Human Resources
18. UCI Athletics
19. Office of Global Engagement
20. Division of Continuing Education
21. Student Health Center

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