



# FIVE BRANCHES UNIVERSITY

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*Graduate School of Traditional Chinese Medicine*

## 2015 Annual Campus Safety and Security Report

The Five Branches University 2014 Annual Safety and Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). This report includes statistics for the previous three years concerning reported crimes that occurred on campus; and on public property within, or immediately adjacent to and accessible from university property. The report also includes institutional policies on campus security policies concerning alcohol and drug use, crime prevention, the reporting of crimes and other matters.

This report will be published on the University website at <http://www.fivebranches.edu/five-branches-university/4095> by October 1st of each year. This report is prepared in cooperation with local law enforcement agencies, the Student Services Department, and the Registrar’s Office.

### Prompt Reporting of an Emergency or Crime

Contact any of the following authorities, 24 hours a day:	
Emergency Contact	<b>Dial 911 – Report emergencies or non-emergency criminal violations from a public, university building or cell phone</b>
Off-Campus Police Departments	<p><b>Santa Cruz County Sheriff Office</b> 701 Ocean Street, Room 340, Santa Cruz, CA 95060 Non-Emergency Line: (831) 471-1121</p> <p><b>Live Oak Sherriff Service Center</b> 870 B 17<sup>th</sup> Avenue, Santa Cruz, CA 95062 Non-Emergency Line: (831) 471-1121</p> <p><b>San Jose Police Department</b> 201 W. Mission Street, San Jose, CA 95110 Non-Emergency Line: (408) 277-8900</p>
In Person	<p><b>Santa Cruz Campus</b> 200 7<sup>th</sup> Avenue, Santa Cruz, CA 95062 (T) 831-476-9424   (F) 831-476-8928 Contact: Ana Lobato, Director of Student Services</p> <p><b>San Jose Campus</b> 3031 Tisch Way, Suite 309, San Jose, CA 95128 (T) 408-260-0208   (F) 408-261-3166 Contact: Gina Huang, Director of Student Services</p>
Email	<b><a href="mailto:safety@fivebranches.edu">safety@fivebranches.edu</a></b>
Anonymous Online Report Submission	<p><b>Report information about a crime anonymously</b> Report information about illegal activities and/or violations of the Student Code of Conduct anonymously by accessing our online web form: <a href="http://www.fivebranches.edu/crime-report-form">http://www.fivebranches.edu/crime-report-form</a></p>

Any suspicious activity or person(s) seen in campus parking lots loitering around vehicles, inside or near campus facilities should be reported to the administration office or the local police.

Crimes should be reported to the Department of Student Services for the purpose of making timely warning reports to the community and for inclusion in the annual security report.

## Santa Cruz Campus – Criminal Offenses

Type of Offense	On Campus	Non-Campus	Public Property	Total
Murder and non-negligent manslaughter				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Negligent manslaughter				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Sex offenses: Forcible				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Sex offenses: Non-forcible				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Robbery				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	1	1
Aggravated assault				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	1	1
Burglary				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Motor vehicle theft				
2012	---	---	---	0
2013	1	---	---	1
2014	---	---	---	0
Arson				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Domestic Violence				
2012	---	---	---	0
2013	---	---	---	0

	2014	---	---	---	0
<b>Dating Violence</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Stalking</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Hate Crimes</b>					
There were no reported hate crimes in 2012, 2013, or 2014.					

### Santa Cruz Campus – Arrests and Disciplinary Referrals

Type of Offense		On Campus	Non-Campus	Public Property	Total
<b>Arrests</b>					
<b>Liquor law violations</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Drug law violations</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Weapons law violations</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Disciplinary Referrals</b>					
<b>Liquor violations</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Drug violations</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Weapons violations</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0

## San Jose Campus – Criminal Offenses

Type of Offense	On Campus	Non-Campus	Public Property	Total
Murder and non-negligent manslaughter				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Negligent manslaughter				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Sex offenses: Forcible				
2012	---	---	1	1
2013	---	---	---	0
2014	---	---	---	0
Sex offenses: Non-forcible				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Robbery				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Aggravated assault				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Burglary				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Motor vehicle theft				
2012	---	---	3	3
2013	---	---	---	0
2014	---	---	---	0
Arson				
2012	---	---	---	0
2013	---	---	---	0
2014	---	---	---	0
Domestic Violence				
2012	---	---	---	0
2013	---	---	---	0

	2014	---	---	---	0
<b>Dating Violence</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Domestic Violence</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Hate Crimes</b>					
There were no reported hate crimes in 2012, 2013, or 2014.					

### San Jose Campus – Arrests and Disciplinary Referrals

Type of Offense		On Campus	Non-Campus	Public Property	Total
<b>Arrests</b>					
<b>Liquor law violations</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Drug law violations</b>					
	2012	---	---	1	1
	2013	---	---	---	0
	2014	---	---	---	0
<b>Weapons law violations</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Disciplinary Referrals</b>					
<b>Liquor violations</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Drug violations</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0
<b>Weapons violations</b>					
	2012	---	---	---	0
	2013	---	---	---	0
	2014	---	---	---	0

These statistics are provided in cooperation with the Santa Cruz County Sheriff's Office and San Jose County Crime Analysis Unit.

## **Response to a Reported Crime**

Five Branches University is dedicated to providing timely and appropriate response services for any reported incident regarding campus safety. A designated campus authority will work with individuals reporting an incident to obtain information, investigate, and when appropriate, report findings to local police or campus disciplinary authorities. Community members, students, faculty, and staff are encouraged to immediately report all crimes and public safety-related incidents to campus administrators and appropriate law enforcement agencies.

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

**Timely Warning and Emergency Response Notification:** In all cases, any security violations or crimes that occur at any Five Branches University location, which is leased, owned or licensed, or any off-site location at which the University provides educational services, shall be communicated through the applicable Student Services Campus Director to all students and administrative personnel via the University email alert system.

In the event that a situation arises, either on or off campus, that constitutes an immediate threat to the community or individuals, a campus-wide “timely warning” will be issued. The warning will be issued through email and an automated voice mail system.

Students, faculty, and staff are responsible for having current and accurate information on file with Five Branches University to ensure they receive notifications.

## **Sexual Misconduct Policy**

Five Branches University does not tolerate any form of harassment or interpersonal violence, which includes assault, sexual assault, prohibited sexual contact, stalking, dating and domestic violence.

**Sanctions:** The University will take prompt and corrective action to address unlawful harassment, including where appropriate, suspension or expulsion. An individual found guilty of violating the University’s sexual misconduct policy could be criminally prosecuted in state courts. This policy explicitly applies to Five Branches University students, faculty, staff, and administrators, independent contractors and all other individuals engaged in University activities. Individuals who know of harassment, or believe that they have been harassed, in violation of this policy have access to the information detailed below and are encouraged to utilize these procedures. University officials are empowered and required to address harassing behavior promptly and thoroughly.

### **Victims of sexual assault or rape are encouraged to:**

- Dial 911 and report the incident to local law enforcement.
- Seek medical treatment as soon as possible, including the collection and preservation of evidence.
- Report the incident to appropriate University personnel at your earliest convenience.

**Preservation of Evidence:** Preserving the evidence from the assault is important. Even if the victim does not wish to file a police report immediately, or is certain he or she will not prosecute, preserving evidence allows the victim to change his or her mind later. These actions will assist in the preservation of evidence:

- Do not change clothes, shower, or bathe until you have received medical attention.
- Do not touch anything the suspect may have touched.

**Surviving Sexual Assault:** The University does not have on-campus counseling services or treatment programs available for the victims of a sexual offense. The University urges victims of sexual assault to seek counseling promptly. Victims of sexual assault can receive free, confidential 24-hour counseling by calling the RAINN (Rape Abuse Incest National Network) hotline number at: (800) 646-4673.

**Campus Security Administrators:** Community members, students, faculty, and staff are encouraged to immediately report all crimes and public safety-related incidents to campus security administrators.

- Ana Lobato, Director of Student Services (Santa Cruz), 831-476-9424 Ext. 32
- Gina Huang, Director of Student Services (San Jose), 408-260-0208 Ext. 211

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

## **Anti Discrimination and Harassment**

Five Branches University does not discriminate on the basis of race color, national origin, religion, age, marital status, gender, sexual orientation, veteran status, or disability.

The University is committed to providing an environment that is free of all discrimination and harassment. In keeping with this commitment, the University maintains a strict policy prohibiting discriminatory behavior and sexual, verbal, physical, and visual harassment.

A student or employee who believes he or she has been harassed or experienced discrimination should promptly report the facts to the Student Services Department or Accounting & Human Resources Department who will investigate such claims and take appropriate action.

The reporting student or employee and all students or employees participating in any investigation have the assurance of Five Branches University that no reprisals will be taken as the result of the complaint, unless the complaint was filed in bad faith or for an improper purpose.

## **Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act provides tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The State of California (Penal Code 290) requires sex offenders to register within the State, within five working days, and to also register with the city police department in which the campus or center he or she is attending classes or employed. The State makes this information available to law enforcement agencies. The following list includes the location where you may find such information, according to the Five Branches University campus nearest you:

- State of California: [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)
- San Jose: [www.sjpd.org/Sexoffenders1.cfm](http://www.sjpd.org/Sexoffenders1.cfm)
- Santa Cruz: [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

## **Drug-Free Campus Policy**

It is widely recognized that the misuse and abuse of drugs (controlled substances) and the abuse of alcohol are major contributors to serious health problems as well as to social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of alcohol include various deleterious physical and mental consequences including addiction, severe disability, and death.

In response to these concerns, the U.S. Congress passed the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989. In accordance with these Acts, Five Branches University has enacted the following policy applicable to all students and employees.

Laws regarding the possession, use, or distribution of Alcohol is controlled by the California Department of Alcohol and Beverage control (ABC). Violators are subject to University disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.

It is unlawful to distribute, sell, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place, or a place open to the public, is illegal. It is also a violation of Five Branches University policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval.

It is the policy of Five Branches University to maintain a drug-free workplace and campus. The unlawful possession, use, or distribution of alcohol is prohibited in Five Branches University facilities, in the workplace, or as part of any of the University's activities. The workplace and campus are presumed to include all premises where activities of the University are conducted. Violation of this policy will result in disciplinary action or referral for prosecution according to local, state and federal statutes, or both.

**Communication:** A copy of the Drug-Free campus policy is distributed to each new employee and the Drug-Free Campus Policy is published in the Faculty, Staff, and Student Handbooks. If and when an employee is suspected of violating this policy, the supervisor should consult with his or her immediate manager (or the President if the case involves the manager) to plan and carry out an appropriate investigation and resolution of the situation.

The University has developed a program to prevent the illicit use of drugs and the abuse of alcohol by student and employees. The program provides services related to drug use and abuse, including dissemination of informational materials, referrals for services and University disciplinary actions.

Successful completion of an appropriate rehabilitation program (including participation in aftercare) may be considered as evidence which Five Branches University will consider for an application of an individual for reinstatement to future employment or for reinstatement to future student status.

**National Resources:** We encourage anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program.

- Al-Anon & Ala Teen (888) 425-2666
- American Council on Alcoholism (800) 527-5344
- National Council on Alcoholism (800) 622-2255
- National Institute on Drug Abuse Hotline (800) 662-4357

**Applying for a License to Practice Acupuncture and Oriental Medicine in the State of California:**

The California Acupuncture Board has specific policies regarding applicants who have criminal records. Anyone who has questions regarding these policies should contact the Acupuncture Board at (916) 263-2680.

**Campus Security Administrators**

Community members, students, faculty, and staff are encouraged to immediately report all crimes and public safety-related incidents to campus security administrators.

- Ana Lobato, Director of Student Services (Santa Cruz), 831-476-9424 Ext. 32
- Gina Huang, Director of Student Services (San Jose), 408-260-0208 Ext. 211
- Marisa Herzog, Facilities Manager (Santa Cruz), 831-476-9424 Ext. 30
- Song Gao, Facilities Manager (San Jose), 408-260-0208 Ext. 210