

THOMAS AQUINAS COLLEGE  
**CAMPUS SECURITY AND FIRE SAFETY REPORT**  
September 21, 2017

Because the College participates in the Stafford Student Loan Program and the Pell Grant Program, federal law requires that we provide the following information to students, faculty, and staff. If you have further questions, please contact Mr. Christopher Decaen, Assistant Dean for Student Affairs.

**REPORTING SECURITY PROBLEMS AND EMERGENCIES**

Students, faculty, and staff should report criminal actions or other emergencies to a prefect, the Resident Assistant (Miss Jeanette Richard), the Assistant Dean for Student Affairs (Chris Decaen), or the Business Manager (Michael Collins). Criminal actions are then normally reported to, and handled by, the Ventura County Sheriff. In case of a medical emergency, either a prefect or the Resident Assistant will take the student to the Urgent Care clinic in Santa Paula (open 9am-9pm, 7 days a week), or to the emergency room at the Santa Paula Hospital. In emergencies requiring more immediate attention, the Ventura County Fire Department (approx. 3 miles from campus) is contacted by dialing 911. Fire, earthquake, and emergency response and evacuation procedures are found on pages 53-55 of the Student Handbook. In the event of criminal action or a security hazard considered to be a threat to the community, the Assistant Dean for Student Affairs will publish a crime warning for students, faculty, and staff. The Registrar compiles campus crime statistics annually and publishes them by October 1st in this *Campus Security And Fire Safety Report*. Students, faculty, and staff are individually notified of this publication by campus mail. Crime victims or witnesses are encouraged to report incidents voluntarily to a prefect, the Resident Assistant, the Assistant Dean for Student Affairs, or the Business Manager for inclusion in the annual statistical report. All such incidents are kept confidential.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

In the event of a significant emergency threatening the health and safety of the college community, the Dean, the Assistant Dean, the Resident Assistant, the Business Manager and/or the prefects will send out a message using the Safety Alert System\* and if needed will evacuate the campus implementing the emergency evacuation procedures. The Dean and the Assistant Dean will order an evacuation if they are advised to do so by the civil authority (e.g., Fire Department, Sheriff's Department), or if they determine that a significant on-campus emergency exists. The Assistant Dean will notify the head male prefect, who will in turn notify his fellow prefects. The head male prefect will notify the larger campus community by ringing the chapel bells for three minutes. Students, faculty, and staff will assemble in St. Joseph Commons where a College official will notify them of the nature of the emergency, the evacuation center, and any specific instructions (e.g., "You are to go quickly and quietly to your dormitories where your prefects will take role and assign you to a vehicle"). The specific content of this notification will be determined by the Dean and Assistant Dean. After the initial notification, should the students need additional emergency information, it will be communicated through the prefects and the Safety Alert System. The College will initiate this notification system unless the procedure will compromise efforts to mitigate the emergency and assist the members of the community. Both the Safety Alert System and the emergency evacuation procedure will be tested annually. The Assistant Dean will schedule a date for the drill and notify the college officials involved. The drill will be documented by the Resident Assistant, who will describe the exercise, and note its date and time, and whether it was announced or unannounced. Any changes in the evacuation procedure will be updated in the Student Handbook.

\*If you have not already registered to receive Safety Alert Messages and would like to register contact the Registrar (Mark Kretschmer).

### **MISSING STUDENTS**

If a student has gone missing, an individual should report this to a prefect, the Resident Assistant, or the Assistant Dean. If a student is reported missing, College officials will make an effort to locate the student. If this effort fails, the Assistant Dean, within 24 hours of the College being notified that the student is missing, will contact local law enforcement so that they can commence an investigation. If a missing student is under 18 and not emancipated, the Assistant Dean will notify a parent or legal guardian. The Assistant Dean will also notify a parent or legal guardian if the student is over 18 and has signed a consent form to release information. If a student would rather name a confidential contact person to be notified in the event they are missing, the student may do so by providing that information to the Assistant Dean at any time (only authorized college officials and law enforcement will have access to this information in order to further a missing person investigation).

### **WARNING CONCERNING HIGHWAY TRAFFIC**

Be warned that walking, jogging, or running on Highway 150 is very dangerous because of the small amount of shoulder available for pedestrian traffic and the high rate of speed of vehicles which use this highway. Use of a bicycle should only be attempted by someone experienced with bicycling on a busy and narrow highway. Pedestrian and bicycle traffic should be avoided between dusk and dawn.

### **SECURITY AND CAMPUS LAW ENFORCEMENT**

Prefects are responsible for locking all buildings on campus every night at curfew. The buildings remain locked until 6:00am the following morning. Campus security guards monitor entry to the campus, enforce parking regulations, and provide general campus security. Only prefects, maintenance staff, and some college administrators have access to keys to all of the buildings on campus. Maintenance problems that affect campus security are to be reported to the maintenance staff.

Prefects and the Assistant Dean enforce the rules of residence. Violations of local, state, or federal laws are reported to the appropriate authorities. Even though the College does not have any off-campus student organizations, we expect our students to obey the civil law both on and off campus. Security personnel on campus have the authority to detain individuals while criminal actions are being reported to the Ventura County Sheriff's Department. Students, faculty, and staff are encouraged to report crimes promptly. When appropriate, campus chaplains, resident assistant, school counselor (Mr. Greg Wood, M.F.T.) and school nurses (Mrs. Charlene Niemi), are encouraged to notify persons of the procedure for confidentially reporting a crime for inclusion in the annual statistical report.

### **INFORMING STUDENTS ABOUT CAMPUS SECURITY AND CRIME PREVENTION**

Students are informed of campus security procedures at freshman orientation, by the Student Handbook, and by periodic dormitory meetings with the prefects. As part of the College's crime prevention efforts, serious crimes are reported to the entire community in a timely manner. In all cases the names of the victims of such crimes are kept confidential. A daily crime log is maintained by the Registrar (Mark Kretschmer) and is available upon request.

### **ALCOHOL AND DRUG POLICY**

For students the possession or use of alcohol or illegal drugs, including medical marijuana, is strictly forbidden on campus and may entail expulsion from the program, except when alcoholic beverages are served by the College to those of legal age. The College also reserves the right to dismiss a student from the program (and/or where applicable dismiss an employee from employment) for any serious incident or any repeated incident of an intoxicated or drugged state of behavior, for behavior creating a safety hazard to other persons at school, or for behavior that seriously impedes the legitimate activities of the College community. For students any alcohol purchased as a gift, received as a gift, or intended for the off-campus use of those of legal age must be stored by a prefect. The College strongly disapproves of off-campus use of alcohol by those under legal age, as well as the use

of illegal drugs, narcotics and marijuana because it violates the civil law and harms the College's reputation. Infractions of this alcohol and drug policy may be brought to the attention of a student's parent(s) or guardian. Additional information regarding drug and alcohol abuse prevention may be found in the College's annual Drug and Alcohol Abuse Prevention Memorandum.

### **SEXUAL CRIMES PREVENTION PROGRAM**

Schools that certify students as eligible for a Stafford Student Loan or a Pell Grant are required to have a "sexual crime prevention program." In order to prevent sexual misconduct, harassment, and more serious crimes<sup>a</sup> the college strives to maintain an environment on campus that promotes respect for the innate dignity of each of its students, faculty, and staff. Hence, in academic settings we require dress that signifies that dignity; we require formal address when speaking to each other; and we expect students, faculty and staff to listen and respond to each other politely and respectfully. We strictly maintain single-sex dormitories, forbid the use of alcohol on campus (except when alcoholic beverages are served by the College to those of legal age), and maintain a curfew that is intended in part to keep students from temptations that can arise when one is tired. We expect our students, faculty, and staff to refrain from vulgar, abusive and disrespectful speech, which could incline one to regard others with disrespect. We maintain filters for our internet service, restrict the use of cell phones for accessing the internet, and require approval for movies watched on campus in order, again in part, to protect our students, faculty, and staff from media that promote sexual promiscuity and violence and inclines one to see a member of the opposite sex as a mere object of lust. The College will not tolerate any form of sexual assault, dating violence, domestic violence, or stalking.

We also have chaplains, a counselor, the Assistant Dean, and Resident Assistant that are available to help any student that is struggling with difficulties in these areas and are available to instruct students with regard to the moral and spiritual dimensions that arise in connection with sexual matters.

All students, faculty, and staff of the College are required to read *Imitate the Purity of Christ*, a document written by the Dean aimed at helping the reader grow in virtue and warn them of behavior that could lead to such acts as described above. Part of our ongoing prevention and awareness program includes requiring our faculty, staff, and returning students to complete continued training. Last year we ask them to read *Peace to Those Around Me*, also authored by our Dean. This year we asked them to go through the next part of the program entitled "Why the Church Says 'No'". There are also occasional talks with students regarding these matters by the Dean, Assistant Dean, and Chaplains. Incoming students are informed of the college's policies concerning such matters during Freshmen Orientation. Faculty and Staff are informed as part of both the interview and orientation process. In addition to these measures, the college sends notices to the college community informing them of the information available to them concerning the college's policies in regard to these matters.

The seriousness of these incidents obliges those who are aware that they are occurring to intervene. We encourage our students, faculty, and staff to review [these](#) positive options for intervening should one find oneself in proximity to such an incident. Additionally, information on warning signs and means of avoiding potential attacks can be found [here](#).

The Campus Sex Crimes Prevention Act requires the College to advise the campus community that information provided by the State of California concerning registered sex offenders may be obtained on-line at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov) or by contacting the Ventura County Sheriff's Department, Records Department, 800 South Victoria Avenue, Ventura, CA 93009, (805) 654-2336. Their hours are 8am-3pm Monday through Friday.

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<sup>a</sup> Including, but not limited to [sexual assault \(as defined in the FBI's uniform crime reporting program\), domestic violence, dating violence, and stalking \(as defined in the VAWA of 1994\).](#)

## **REPORTING SEXUAL CRIMES**

The care that we have taken to both shape our community according to the teachings of Christ and His Church and to maintain it as such should serve as a sign of the seriousness with which the college regards violations of its policies in these areas. In the event that an incident of sexual violence should occur on campus, the victim should immediately report it to a prefect, the Assistant Dean, Resident Assistant, Business Manager (Michael Collins), or the Title IX Coordinator (Quincy Masteller). It is important for victims to seek immediate medical attention for their own safety and to collect and preserve any evidence of a sexual crime. If an incident should occur, the College's chaplains, resident assistant, and/or campus counselor (x5918 or 805- 421-3142) are available for counseling. If a victim would like to seek off-campus counseling one possibility is Stillpoint Family Resources in Woodland Hills, CA: (818) 704-9117. Alternately, [catholicttherapists.com](http://catholicttherapists.com) may be a helpful resource. Victim advocacy, legal assistance, and other services can be found [here](#). If a student, faculty, or staff member reports being the victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the College will provide them with a written explanation of their rights and options.

The Assistant Dean will promptly and impartially investigate any reported incident of sexual assault, dating violence, domestic violence, or stalking, and make a report to a subcommittee of the Instruction Committee<sup>b</sup>, which will then determine what sanctions, if appropriate, will be imposed. Unless further evidence is brought to light, the decision of the Instruction Subcommittee will be final. The College will strive to be fair and impartial to all parties concerned in its investigation and determination of sanctions. Since this is not a court of law, a preponderance of evidence (per [Section 67386 of the California Education Code](#)) shall suffice for the Instruction subcommittee to render its decision, which will be communicated simultaneously in writing to all involved parties. Given the seriousness of these offenses and their harm not only to the victim but to the whole community, a violation of these policies will normally result in expulsion (and/or where applicable dismissal from employment). It should be noted that the college's expectations in this area are stricter than in the law. If such conduct, in addition to violating the College's policies, should also violate the law<sup>c</sup>, the College will aid the victim in notifying local law enforcement officials (Ventura County Sheriff)<sup>d</sup>, if the victim desires to do so (or the College will notify them if the victim is incapacitated). The victim is not required to notify them. Finally, the Assistant Dean and subcommittee of the Instruction Committee will take care to protect the confidentiality of the victim (including identifying information), and will not give such information to anyone, including Clery Act reporting, (apart from responsible College officials) unless required to do so by the law; and will take such steps as it is reasonably able to do to assist the victim in the aftermath of such an incident, including help with<sup>e</sup> counseling, change of living situation, etc. For more details about this procedure see the section below entitled *Additional Details Regarding Institutional Disciplinary Procedures and Actions*.

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<sup>b</sup> The President, Dean, Assistant Dean, and other members of the Instruction Committee who may be charged with investigating and resolving a charge of this nature will receive annual training in the proper conduct of such investigations and proceedings primarily to ensure the safety and confidentiality of the victim through such proceedings, while promoting accountability.

<sup>c</sup> A key component in determining if a crime of sexual assault has occurred is whether the act in question was consensual; [the definition of consent as determined by the California Penal Code 261.6](#) and [Section 67386 of the California Education Code](#).

<sup>d</sup> The victim always has the right to notify the Sheriff's office directly if they so desire.

<sup>e</sup> Which help will include written notification of mental health, counseling, victim advocacy, legal assistance available both on and off campus, and written notification of options in changing academic, living and working situations if the student finds them necessary. Moreover, if the victim obtains a restraining order or other such order, the Assistant Dean, campus security officials, and prefects will help the victim with its enforcement.

## **SEXUAL HARASSMENT**

Thomas Aquinas College is committed to providing a school environment that is free of harassment, including sexual harassment. If you believe you are being subjected to such harassment, or if you witness conduct that you believe constitutes harassment, you must report the matter to the attention of the Assistant Dean or Business Manager immediately so that complaints can be quickly and fairly resolved. The law protects you from any retaliation for reporting or participating in an investigation of a discrimination or discriminatory harassment complaint. A prompt and thorough investigation of the alleged incident will be conducted. To the extent possible, the investigation and any subsequent action will proceed in an atmosphere of confidentiality. Sexual harassment is considered to be unlawful sex discrimination and may be found when, among other reasons, a person initiates unwelcome sexual advances, remarks or jokes of a sexual nature, or other verbal or physical conduct of a sexual nature, which has the purpose or effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in the College's programs or activities. In determining whether alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

## **ADDITIONAL DETAILS REGARDING INSTITUTIONAL DISCIPLINARY PROCEDURES AND ACTIONS**

As stated above, the Assistant Dean will promptly and impartially investigate any reported incident of sexual assault, dating violence, domestic violence, or stalking, and make a report to a subcommittee of the Instruction Committee, which will then determine whether a sanction will be imposed. After all relevant evidence and information has been gathered a final determination will normally be made within one week. The accuser and the accused will be provided the same opportunities to have an advisor present at any proceeding or meeting about the incident in question. An advisor is any individual who provides the accuser or accused support, guidance or advice. The Assistant Dean will provide simultaneous notification, in writing, to both the accuser and the accused of: the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking; the institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available; any change to the result; and when such results become final.

In any case involving an employee of the College, either as the accuser and the accused, the Business Manager will work with the Assistant Dean to promptly and impartially investigate any reported incident of sexual assault, dating violence, domestic violence, or stalking, and make a report to a subcommittee of the Instruction Committee.

## ON CAMPUS CRIME STATISTICS

The following tables show statistics concerning the occurrence on campus, during the three most recent calendar years, of the following criminal offenses reported to campus security authorities (Assistant Dean, resident assistant, prefects, security guard, etc.) or local police agencies:

The following tables contain statistics taken ONLY from CAMPUS AREAS. It does not include statistics from trails and roadside parking areas adjacent to the campus. Violations of law have occurred in these latter areas, especially vehicle burglaries in the roadside parking areas. Please exercise care and reasonable caution when walking on trails and roadways adjacent to the campus, as well as about campus, especially after dark.

	Column A Number of Offenses Reported In Last 3 Calendar Years (1) On Campus; (2) In Dormitories; (3) In or On Noncampus Buildings or Property; and (4) On Adjacent Public Property Not Separated By a Fence****	Column B Number of Offenses in Column A Sorted By Category of Prejudice, Manifesting Evidence of Prejudice as defined as a Hate Crime by the Federal Bureau of Investigation's Uniform Crime Reporting program
i) Criminal homicide		
a. <a href="#">Nonnegligent manslaughter (murder)*</a>	(1) None; (2) None; (3) N/A; (4) N/A	None
b. <a href="#">Negligent manslaughter*</a>	(1) None; (2) None; (3) N/A; (4) N/A	None
ii) Sexual Assault*		None
a. <a href="#">Rape*</a>	(1) None; (2) None; (3) N/A; (4) N/A	None
b. <a href="#">Fondling*</a>	(1) '14=0 '15=1 '16=0; (2) '14=0 '15=1 '16=0; (3) N/A; (4) N/A	None
iii) <a href="#">Robbery*</a>	(1) None; (2) None; (3) N/A; (4) N/A	None
iv) <a href="#">Aggravated assault*</a>	(1) None; (2) None; (3) N/A; (4) N/A	None
v) <a href="#">Burglary*</a> (see note below**)	(1) '14=4 '15=0 '16=0; (2) '14=4 '15=0 '16=0; (3) N/A; (4) N/A	None
vi) <a href="#">Motor Vehicle Theft*</a>	(1) None; (2) None; (3) N/A; (4) N/A	None
vii) <a href="#">Arson*</a>	(1) None; (2) None; (3) N/A; (4) N/A	None
viii) <a href="#">Domestic violence***</a>	(1) None; (2) None; (3) N/A; (4) N/A	None
ix) <a href="#">Dating violence***</a>	(1) None; (2) None; (3) N/A; (4) N/A	None
x) <a href="#">Stalking incidents***</a>	(1) None; (2) None; (3) N/A; (4) N/A	None
xi) <a href="#">Hate Crimes</a> involving <a href="#">simple assault</a> , <a href="#">Intimidation</a> , <a href="#">Larceny-theft</a> , or <a href="#">Destruction</a> <a href="#">Damage</a> , or <a href="#">Vandalism of Property</a>	(1) None; (2) None; (3) N/A; (4) N/A	None

\* As defined by the Federal Bureau of Investigation's Uniform Crime Reporting program

\*\* "Burglary" is defined as the unlawful entry of a *structure* to commit a theft or a felony. There must be an element of *trespass*. Forcible entry or unlawful entry (no-force) are both included. If an item is stolen from an area with common access (no trespass) or from a parked vehicle (not a structure), the crime is categorized as [larceny-theft\\*](#), not burglary. Larceny-theft is not reported on the Campus Security Report. Thefts DO occur occasionally on campus. Everyone should exercise reasonable caution in this regard. You are advised not to keep valuables in your dorm room. If you do have items of value in your room, you should request a key to lock your room door. Valuables have also been taken from vehicles parked in campus parking lots -- especially those lots near the road leading to Los Padres National Forest. You are advised not to keep valuables in parked vehicles.

\*\*\* As defined by the Violence against Women Act of 1994, see [page 2 of this document](#).

	Column C Number of Arrests Reported In Last 3 Calendar Years (1) On Campus; (2) In Dormitories; (3) In or On Noncampus Buildings or Property; and (4) On Adjacent Public Property Not Separated By a Fence****	Column D Persons Not Included in Column C (Arrests) Who Were Referred For Campus Disciplinary Action***** For Such Violations
xii) Arrests or Disciplinary Actions for		
a. Liquor law violations	(1) None; (2) None; (3) N/A; (4) N/A	None
b. Drug abuse violations	(1) None; (2) None; (3) N/A; (4) N/A	(1) '14=0 '15=0 '16=2; (2) '14=0 '15=0 '16=2 (3) N/A; (4) N/A
c. Illegal weapons possession	(1) None; (2) None; (3) N/A; (4) N/A	None

\*\*\*\* The category "In Dormitories" is a subset of "On Campus." The College does not have "Noncampus Buildings or Property." The College has been instructed to not include the area outside the front gate or on adjacent trails as "Adjacent Public Property," since they are separated from the campus by a fence and private property.

\*\*\*\*\* Campus Disciplinary Action" is defined as the referral of any student 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. In this report, however, the law stipulates that students referred for campus disciplinary action are not to be included unless those violations were also violations of law, not simply campus policy.

## **FIRE SAFETY SYSTEMS**

In case of a fire, pull the fire alarm, leave the residence halls by the nearest available exit, and call 911. St. Monica and Sts. Peter and Paul Halls are equipped with fire safety systems that automatically report a pulled fire alarm directly to the fire department. A pulled alarm in St. Katherine, St. Bernard, St. Therese, and Bl. Serra Halls sounds an audible alarm, but does not notify the fire department. Each student housing facility is equipped with sprinklers and smoke detectors in accordance with the fire code.

## **RULES OF RESIDENCE AND FIRE CODE**

Except in residence hall kitchenettes, use of large refrigerators, hotplates, electric skillets, popcorn poppers, coffee makers, and other electrical appliances are specifically prohibited due to fire hazard. Students may have small refrigerators only after obtaining permission from the Assistant Dean. To comply with the fire code, smoking and the use of candles, or incense, are not permitted in any buildings.

## **PROCEDURES FOR STUDENT HOUSING EVACUATION**

In case of a fire, pull the fire alarm, leave the residence halls by the nearest available exit, and call 911. Then residents should assemble in front of their residence halls where prefects will take roll. Students should not return to the residence halls until they are instructed to do so by a prefect, or by a college official.

## **POLICIES FOR FIRE SAFETY EDUCATION**

Students, faculty, and staff are educated in fire safety by the section titled "Fire Procedure" in the Student Handbook, and in the Faculty and Staff Handbook. Students participate in a mandatory fire drill annually. Prefects receive fire safety training at the beginning of each academic year.

## **FIRE STATISTICS**

The following report details fires for each residence hall during calendar year 2014, 2015, and 2016.

<b>St. Katherine Hall</b>						
Date of Fire	Cause of Fire			Fire Related Deaths	Injuries resulting in treatment at a medical facility	Property Damage (\$)
	Unintentional	Intentional	Undetermined			
None	0	0	0	0	0	0

<b>St. Bernard Hall</b>						
Date of Fire	Cause of Fire			Fire Related Deaths	Injuries resulting in treatment at a medical facility	Property Damage (\$)
	Unintentional	Intentional	Undetermined			
None	0	0	0	0	0	0

<b>St. Therese Hall</b>						
Date of Fire	Cause of Fire			Fire Related Deaths	Injuries resulting in treatment at a medical facility	Property Damage (\$)
	Unintentional	Intentional	Undetermined			
None	0	0	0	0	0	0

<b>St. Monica Hall</b>						
Date of Fire	Cause of Fire			Fire Related Deaths	Injuries resulting in treatment at a medical facility	Property Damage (\$)
	Unintentional	Intentional	Undetermined			
None	0	0	0	0	0	0

<b>Sts. Peter and Paul Hall</b>						
Date of Fire	Cause of Fire			Fire Related Deaths	Injuries resulting in treatment at a medical facility	Property Damage (\$)
	Unintentional	Intentional	Undetermined			
None	0	0	0	0	0	0

<b>Bl. Serra Hall</b>						
Date of Fire	Cause of Fire			Fire Related Deaths	Injuries resulting in treatment at a medical facility	Property Damage (\$)
	Unintentional	Intentional	Undetermined			
None	0	0	0	0	0	0