

Annual Security Report

CIIS’s Annual Security Report is designed to provide you with important information about the safety and security on our campus. In addition to outlining the details of the many programs the University offers community members, the report also contains 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 the campus.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and Universities to disclose information about crime on and around their campuses. Each year CIIS files a report with the United States Department of Education stating the incidences of crime on campus. This report is made available to all students and employees of California Institute of Integral Studies.

Crime Statistics

Below is a report showing the 2011-13 reportable crimes occurring on campus or on public property adjoining the CIIS campus:

Crime Statistics for the CIIS Campus												
Offenses	2011				2012				2013			
	On Campus	In Residential Facility	Non-Campus Building	On Public Property	On Campus	In Residential Facility	Non-Campus Building	On Public Property	On Campus	In Residential Facility	Non-Campus Building	On Public Property
Murder/Non-negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape/Sex Offense Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Rape/Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	1	0	0	0	8
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	4
Burglary-Forced Entry	0	0	0	0	0	0	0	0	0	0	0	0
Burglary — No Force	1	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	2

Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate / Prejudice Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Totals	2	0	0	0	0	0	0	1	0	0	0	14

Campus Facilities Overview

The main campus building for California Institute of Integral Studies is at 1453 Mission in San Francisco, CA. This is where all senior administration and most academic programs and classrooms are located. There are also five counseling training facilities throughout San Francisco (see below).

Main Campus (1453 Mission Street)

There is a security officer stationed in the lobby entrance to the main campus during all building hours. The security officers are on site during all hours of operations, arriving 30 minutes in advance of the building opening and leaving 30 minutes after the close of the building. They check identification (CIIS photo ID or State issued photo ID), respond to safety or security concerns, and conduct period sweeps through the building.

Everyone entering the main campus must show their valid CIIS issued photo ID or sign in after presenting a valid government issued ID. Each employee of CIIS is issued an access code for secure spaces such as the Registration and Business Offices, Financial Aid Offices, Secure Administrative Suites and the Mailroom.

CIIS provides limited parking to employees in parking lots located on either side of the main campus building and leases spaces in a lot located behind the building and across Minna Street. All CIIS parking lots are enclosed with gates, secured with access codes and lit with flood lights in the evening. CIIS provides gated bicycle parking to employees and students within one of the side parking lots.

The access codes to the parking lots and the stairwell door are only given upon proof of employee or student status and after signing an agreement that also functions as a log. These access codes are updated periodically.

All floors of the main campus building are equipped with burglar alarms that are activated each night and monitored by an offsite security company. There are also security cameras located in the first floor lobby, fourth floor student services office (registration and business) and the sixth floor hallway.

CIIS Counseling Clinics (see locations below)

Our counseling clinics are secure facilities. In all cases, access is controlled by keys and access codes and access is granted only to trainees of these counseling centers or employees of CIIS who either work at these training sites or have legitimate reason for access. They are not open to the general public except by appointment.

No Off-Campus or Campus Residences

CIIS does not provide housing for students, faculty or employees.

Counseling

CIIS does not provide counseling to students, faculty or staff.

Location and contact information for all campus facilities: (♦denotes leased facilities)

<p>Main Campus 1453 Mission Street San Francisco, CA 94103</p>	<p>415-575-6101 Security Desk 415-575-6100 Main Switchboard</p> <p>Security Staffed 7 days a week: Mon-Fri 7:00am-10:30pm Sat 7:30am-10:30pm Sun 7:30am-9:00pm</p>
<p>CIIS COUNSELING TRAINING CENTERS</p>	
<p>Center for Somatic Psychotherapy ♦ 220 Montgomery Street, Suite 600 SF, CA 94104</p>	<p>415-421-1444 24/7 Onsite security in the lobby Office 415-217-8895</p>
<p>Golden Gate Integral Counseling Center ♦ 507 Polk Street, Suite 450, SF, CA 94102</p>	<p>415-561-0230</p>
<p>Integral Counseling Center Church Street ♦ 1782 Church Street, SF, CA 94131</p>	<p>415-648-2644</p>
<p>Integral Counseling Center Pierce ♦ 2140 Pierce Street, SF CA 94131</p>	<p>415-776-3109</p>
<p>Psychological Services Center 507 Polk St, Suite 420 - SF, CA 94102</p>	<p>415-346-1011</p>

Maintenance/Building Safety on CIIS Campuses

All members of the campus community are encouraged to report any known problems or hazards to the Maintenance Department. Quickly identifying and reporting any known problems or hazards enhances campus safety for everyone.

CIIS’ Safety and Emergency Response Team (SERT) is an interdisciplinary and cross-departmental team (Operations, Facilities, Human Resources, and Dean of Students Office) which works with the Maintenance Department in identifying and resolving safety issues and in developing safety and security improvements. SERT also oversees updates to the Emergency Response Manual, conducts safety and emergency preparedness training periodically and sends safety tips to the entire CIIS community on a regular basis.

The CIIS Maintenance Department is charged with making sure all building systems and structural elements are in safe and operable condition and continuously maintained and inspected. All CIIS facilities are also regularly cleaned in most cases each day. The Maintenance Department also maintains a log of material safety data for all chemicals on the premises.

Security Officers

CIIS security officers are contract employees stationed by a highly-regarded security company, which is contracted to conduct security operations by CIIS. They are unarmed, and have the authority to place people under arrest by a private person or citizen's arrest. Like any member of the Institute, they will call 911 and request police assistance as necessary.

CIIS security officers have the authority to ask persons for identification and to grant or deny access to the campus according to our ID policy. Criminal incidents are referred to the local police. CIIS maintains a working relationship with the San Francisco Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to CIIS Security Officers and the appropriate police agency.

Reporting

CIIS encourages accurate and prompt reporting of all crimes. All of CIIS investigative efforts begin in most cases with the reporting of an incident using our incident report form and may, if necessary, also include filing a police report and other recommended actions.

All students, faculty, and staff members of CIIS are strongly encouraged to report any criminal activity that occurs on campus to the security officers, facilities, human resources or Dean of Students personnel. In emergency situations, the campus community is asked to first dial 9-1-1, and then notify the security officer. CIIS provides this encouragement with semi-annual notices that include safety tips intended to heighten awareness of their surroundings and be more vigilant at all times of protecting themselves and their possessions.

CIIS will promptly and thoroughly investigate all reports of a threat of violence, crime or suspicious activity on campus. CIIS does not have any officially recognized student organizations with off-campus locations. However, we do have five counseling clinics for students in counseling practicum, which are located throughout the city. As these are leased, each clinic has security and safety procedures, determined by the building and property management of the location. These sites are monitored by the Placement Office, and any incidents are reported by the Director of Placement Services.

CIIS encourages everyone to report any crime, even if there is no intention of pursuing legal action. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an immediate supervisor, CIIS Security Officers or any other member of management. Victims of a crime who do not want to pursue action within CIIS or the criminal justice system, can file a confidential incident report on the details of the incident without revealing personal identity. CIIS strives to keep an accurate record of the number of incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Collection of Crime Data

Crime Data is collected from Incident Reports, the Daily Crime Log and local police. CIIS reviews and updates the Annual Security Report each year, as needed, through the consumer information portal (and there is a binder at the reception desk per the Clery Act).

Daily Crime Log

A Daily Crime Log is maintained by CIIS Security. The crime log is maintained as follows:

- Once CIIS Security Officers have received a notification of a crime on the CIIS campus, the circumstances are verified and recorded in the daily crime log.

- Crimes are recorded when the crime was reported and include information pertaining to the nature, date, time, and general location, and the disposition of the complaint, if known.
- CIIS allows inspection of the logs, except where prohibited by law or when disclosure would jeopardize the confidentiality of the victim or investigation of the case.
- CIIS may disclose any information withheld once the adverse effect described is no longer likely to occur.
- The crime log is open to the public for inspection during normal business hours for the most recent 60 days.
- Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics: All current students, faculty, and staff members will be provided a notice that contains a brief description of CIIS Campus Safety Policies. This notice may be distributed through printed or electronic publications. Prospective students and employees can receive a copy of the Annual Security Report upon request.

There are procedures outlined in the Emergency Response Plan for prompt and accurate reporting of all crimes to the security officers, including an incident report form that is available 24 hours a day on the universities intranet which is “My.CIIS.” There is a printed copy of the CIIS Emergency Response Plan at the 4th floor reception desk and a downloadable copy at My.CIIS. A copy of all incident reports is given to the director of Operations and Facilities and the Director of Human Resources. As required by law, all crimes are included in our data collection and crime statistics.

Emergency Response and Emergency Planning – CIIS Statement of Policy

As a statement of policy, CIIS is committed to excellence in emergency planning and reviewing our emergency response and evacuation policies at least on an annual basis. We currently have a 15-20 member extended safety and response team (SERT) with 5-7 leaders who meet once a month to review and improve our procedures. We conduct fire and safety drills to assess, practice and quicken our response time.

CIIS has in place detailed emergency response and evacuation procedures for a variety of situations, ranging from such events as a fire, to an earthquake, a power outage, an active shooter in the building, and numerous other, possible, emergency circumstances. A more complete listing of the Institute’s plans and procedures can be found in the public edition of the [Emergency Procedures](#).

Programs to inform students and employees

The Safety and Emergency Response Team (SERT) as well as the departments of Operations and Facilities, Human Resources and Dean of Students, send out informational emails and links to resources on a variety of topics related to the prevention of crime, methods of reporting crime, and personal safety tips. These are sent approximately every two to four months, as well as in response to specific security related concerns – such as earthquake preparedness, general safety tips for students, response to a bomb threat, or responding to an active threat (e.g. shooter). These are often tailored in response to a related event in the news or seasonal issues.

Warning advisories are sent by SERT to the campus community when there has been a confirmed significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. These timely warnings are made available through electronic publications and / or are posted in visible and accessible areas on the campus.

Training and Practice Drills

CPR, First Aid, and AED trainings are offered by Human Resources on a periodic basis. CIIS periodically

consults with local and national emergency and safety professionals with the goal of assessing and improving the university's safety and security procedures.

Evacuation and emergency preparedness drills are conducted by SERT, at least on an annual basis, and continually works on improving CIIS safety procedures and policies.

Crime Prevention program

Employees are given information concerning safety and security during new employee orientation. Drills and exercises are conducted randomly during the year. Employees are encouraged to report anyone loitering on the property or in the parking lot. Employees working after dark are encouraged to travel with someone or have Security escort them to the parking lot upon exiting the building. Regular sweeps, both inside and outside, are done by CIIS Security during scheduled working hours.

The Safety and Emergency Response Team (SERT) as well as the departments of Operations and Facilities, Human Resources and Dean of Students, send out informational emails and links to resources on a variety of topics related to the prevention of crime and personal safety tips. These are sent approximately every two-four months, as well as in response to specific security related events. Students also receive crime-prevention information at orientation.

Sexual Harassment & Sexual Assault Policy

The California Institute of Integral Studies is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual harassment. CIIS is committed to creating and maintaining a community in which students, faculty, and staff can work and be present in an atmosphere free from all forms of harassment, exploitation, or intimidation.

Sexual assaults violate the standards of conduct expected of every member in the CIIS community. Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties under state and federal law. In all cases, CIIS abides by and cooperates with local, state and federal sanctions. CIIS disciplinary action may include suspension or expulsion depending on the seriousness of the situation.

Harassment

The Institute is committed to providing an educational and work environment free of harassment. While there is an atmosphere at CIIS for freedom of expression, it must always be in conjunction with a responsibility to observe the rights of one another. In such a setting, there is no place for conduct that diminishes, uses, or abuses another person. The Institute assumes an affirmative posture to prevent and eliminate harassment by any faculty, staff, or students. It is the policy of the school that any practice or behavior that constitutes unlawful harassment will not be tolerated. Institute policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. The Institute's anti-harassment policy applies to all persons involved in the operation of the Institute and prohibits unlawful harassment by any employee of the Institute including supervisors and co-workers.

Prohibited harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets; derogatory jokes or comments; slurs.

- Unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually-oriented posters,
- Photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment or academic service, or to avoid some other loss;
- Offers of employment benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report harassment.

To file a complaint of harassment

CIIS employees must provide a written complaint to their Supervisor or the Director of Human Resources as soon as possible after the incident, but no later than 180 days. The complaint should include details of the incident(s), names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the Director of Human Resources. The Institute will immediately undertake an investigation of harassment allegations.

If the Institute determines that unlawful harassment has occurred, remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Institute to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination. The Director of Human Resources will advise all parties concerned of the results of the investigation. The Institute will not retaliate against an employee for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Institute encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. The Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigates and prosecutes complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

If the complaint is judged to be invalid and malicious in intent, the accuser may be subject to disciplinary action, which may include suspension, dismissal or other penalty.

Sexual Harassment Policy in Student Handbook:

Whether committed by faculty, students, supervisors or non-supervisory staff; sexual harassment in the workplace and in the educational environment is prohibited. This includes, but is not limited to, unwelcome acts or statements including sexual advances, touching, propositions, continual verbal commentaries about an individual's body, sexually degrading words used to describe an individual and/or the display in the workplace or educational environment of sexual objects or pictures; or other physical, verbal or visual conduct based on gender when (1) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, offensive or abusive environment; (2) submission to the conduct is an explicit or implicit term or condition of student status or employment; and/or (3) submission to or rejection of the conduct is used as the basis for an employment or academic decision.

Institute officials are empowered and required to address harassing behavior promptly and thoroughly. One may always directly contact the department head or supervisor; if the problem concerns the department head or supervisor, one may contact a next level supervisor. One may always contact the Institute Equal Opportunity Officer. An individual's filing in good faith or pursuing a complaint or otherwise reporting or complaining of unlawful harassment or discrimination will not be the basis for any adverse decisions by the Institute concerning the individual student, faculty or staff member's position or status. Retaliation is forbidden.

Below are specific examples of behaviors that could result in immediate suspension. This is not an all-inclusive list:

- Behavior that is disruptive and detrimental to the group learning process
- Conduct that damages or destroys property of another person, institution, or organization
- Alcohol misuse
- Physical or sexual assault
- Harassment
- Possession, use, or distribution of illegal drugs
- Possession of a weapon
- Theft
- Repeated inappropriate behavior for which the student has been warned in writing

CIIS is committed to maintaining our campus community as a safe place. As part of this commitment, the Institute has a strict policy that prohibits sexual and other unlawful harassment as well as retaliation. If an employee or student commits an act of this nature at CIIS, the Institute will take prompt and effective corrective action, possibly including dismissal or expulsion.

Any students or other person who believe they have been subjected to sexual or other unlawful harassment, discrimination, or retaliation in the course of an Institute-administered program, job, or activity, or wishes to report awareness of such conduct, should provide as soon as possible a written or oral complaint to any Institute officer and/or the Director of Diversity and Human Resources. Please read the Policy Against Sexual and Other Unlawful Harassment and Discrimination set forth in the Student Handbook. The person making the complaint (the Complainant) should include details of the incident(s), name of the person alleged to have engaged in the conduct (the Respondent), and the names of any witnesses. Institute core faculty, officers, supervisors and managers have a duty to report any conduct they believe may constitute unlawful harassment or discrimination to the Director of Diversity and Human Resources and, at their option, to their supervisor.

The Institute's inquiry into the complaint will be timely and thorough. The Institute will take prompt and effective corrective action for any unlawful conduct.

Employee Assistance Program

CIIS employees have access the Lincoln Financial *Employee Connect* program which offers 24/7 confidential support, guidance and resources. This includes:

- Assistance for employee or an immediate household, including any family member who is age 16 or older
- In-person help with short-term issues

- Toll-free phone and Web access 24/7
- Phone access to legal counsel and a 25% discount on follow-up services
- Work/life services for assistance with such issues as: Child care, elder care and adoption, Relationships, or Financial issues

Alcohol and Drugs

The Institute promotes a safe, healthy, and productive work environment for all individuals at the Institute. We comply with federal, state, and local laws governing the possession, use, and distribution of unlawful drugs in the workplace. It is the objective of the Institute to have a workforce that is free from the influence of controlled substances (illegal drugs) and alcohol during work hours. The Institute prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by its students, staff, and faculty on Institute premises or as part of any of its activities. Any staff member may be demoted, suspended, or terminated for noncompliance with these laws or Institute policy.

Legal Sanctions

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or alcohol are regulated by a number of federal, state and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property.