

SOUTHWESTERN

LAW SCHOOL
Los Angeles, CA

Campus Security & Safety

2024 - 2025



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Introduction

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

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

This brochure is also available online on the [Campus Security and Safety](#) page on the portal. The online version of the Campus Security and Safety brochure is updated as needed and is the most current version. In addition, Southwestern has a comprehensive Workplace Violence Prevention Plan (WVPP) designed to educate, prevent, and respond to workplace violence incidents. The [WVPP](#) is available on the [Campus Security and Safety](#) page on the portal and the [Institutional Policies page](#) on our website.

Campus Security

Michael Garcia, Director of Campus Safety and Security, is responsible for maintaining the campus security program; developing and implementing security policies and procedures; supervising security officers; investigating security incidents; disseminating security-related notices and information; maintaining law school facilities and security equipment; providing educational materials to students, faculty, and staff; and working as a liaison between the law school and the Los Angeles Police Department (LAPD). Director Garcia can be reached at 213-738-6848 or Mgarcia@swlaw.edu.

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

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

Security officers must pass screening and background checks. Additionally, security supervisors and officers receive training from Allied Universal on crime reporting, incident investigation, evidence gathering, arrest procedures, property surveillance, and responding to campus emergencies such as earthquakes and fires.

Security supervisors and designated officers are also cross trained on emergency medical procedures including first aid/CPR/AED/Naloxone response and communication with emergency medical technicians.

Security communications include the use of two-way radios by all security officers. Additionally, officers monitor two-way radio and telephone transmissions in the Security Office on a 24-hour basis to provide information and security service and to coordinate police, fire, and medical emergency response. The Campus Security Office is located on the first floor of the Bullocks Wilshire Building (213-738-5793), and The Residences Security Office is located next to the Leasing Office (213-738-6745).

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

Security Services

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

Security Walks

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

Emergency Intercoms

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

Lost and Found

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

Area Crime Statistics

Southwestern reviews on-campus and public property crime statistics and provides reports to the law school community via the weekly Security Roundup email. The Security Roundup is also posted in key

locations throughout campus. Additionally, the data is used by Campus Security for daily patrols and in coordination with LAPD.

Security Inspections

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

SW-Alert

Southwestern registers all students, faculty, and staff for SW-Alert, which allows the law school to send emergency SMS text messages to your mobile telephone. Southwestern will only send messages to alert the campus community to active or potential hazards on or near campus. Messages may also include instructions to evacuate, shelter in place, or lockdown in emergency situations. If you are new to Southwestern or are not receiving emergency messages, go to www.swlaw.edu/swalert to register.

Facility Access

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

Security Systems

Southwestern has exterior lighting along the law school buildings and parking lots to keep the campus well lit. Perimeter security fencing and security cameras are located in the parking lots and throughout other campus areas, including *The Residences at 7th*. The presence of security cameras does not imply or guarantee that all security cameras will be monitored in real-time, continuously, or otherwise. Additionally, while Southwestern makes reasonable efforts to ensure its security cameras are operational, we cannot guarantee they will function as expected on all occasions. Additionally, emergency intercoms are located in the Bullocks Wilshire restrooms, library, parking areas, and *The Residences at 7th* elevator courts and parking structure.

Facility Maintenance

Southwestern maintains law school facilities to ensure a secure and safe campus. The Building Department regularly monitors the condition of all law school facilities, paying close attention to safety-related items, prioritizing all service requests involving security and safety, and regularly monitors and repairs campus lighting, fencing, and security equipment.

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

Firearms and Weapons

Security officers may carry service firearms while on duty. No one other than licensed on-duty security officers, on-duty law enforcement officers and, with prior authorization from Administrative Services, off-duty law enforcement personnel and qualified retired law enforcement officers as described in the Law Enforcement

Officers Safety Act of 2004, may carry or possess firearms or other weapons on campus or at any Southwestern sponsored event. These weapons may be used only when there is a serious, imminent, identifiable threat to life or a threat of great bodily harm. Other weapons, including certain bladed weapons defined in California Penal Code 626.10 (b) and less lethal weapons, including stun guns defined in Penal Code 626.10 (i), are prohibited.

Law School Access

Southwestern is a private institution. Only students, employees, and authorized alumni with valid Southwestern identification cards and invited guests may enter the campus. The law library is open to current students, faculty, staff, and alumni. The Career Services Office is only open to currently enrolled students and recent graduates by appointment. *The Residences at 7th* is open only to residents and their guests, and authorized employees and agents of Southwestern. The remaining law school property and facilities are open only to students, faculty, and staff who are currently enrolled or employed, and invited guests. Any other person who enters the campus and refuses to leave upon the request of the Dean or their agent may be guilty of a misdemeanor (Sec. 602 of the Penal Code of the State of California).

Indoor Masking Policy

Southwestern has adopted a phase-based system to determine when and where individuals will be required to wear masks indoors on our campus. While masks are not required under the Green (Low) Phase, use of a K95, KN95, or KF94 masks are highly recommended. Masks may be required under the Yellow Phase and are required under the Red Phase in accordance with our [indoor masking policy](#).

Visitor Access – Administrative Buildings

Before gaining campus access, all pre-approved campus visitors must check in with Campus Security and show a government-issued I.D. All guests must follow the campus mask phase in effect at the time of the visit. Additional information about Southwestern's [indoor masking policy](#) is available on Southwestern's website. Visitors must clearly display a Southwestern visitor badge or color-coded wristband on campus. Visitors must follow the directions of Campus Security officers, staff, or administrators while on campus. Southwestern reserves the right to revoke visitor access privileges at any time, with or without cause.

Service Animals

Southwestern provides equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the law school, and complies with applicable laws related to service animals. Service animals are dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. Service animals are permitted to accompany people with disabilities in all areas of campus where community members and visitors are allowed to go. All other animals, including support or comfort animals, are not permitted in law school buildings without the express permission of the President & Dean. Students must register their service animals with the Student Services Office. Contact the Student Services Office for more information on Southwestern's [policy](#) regarding Students and Applicants with Disabilities.

Reporting Crime and Emergencies

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

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

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

When reporting crime:

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

When you report a crime:

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

Reporting Criminal Activity:

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

- Location of the incident you are reporting. Classrooms throughout campus have location cards that indicate exact location on campus.
- Suspect description: Descriptive information such as gender, age, weight, height, hair color, clothing including color and style, complexion, speech mannerism, accent, and other distinguishing features such as tattoos, scars, or marks.
- Suspect escape route and mode of travel.
- Description of any vehicles involved in the incident, especially license plate number and vehicle color, make/maker, and model.

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

Emergency Notification and Evacuation Plans

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

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

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

In determining an appropriate communication, Southwestern will consider several factors, including but not limited to the building or segment of the population threatened, the nature of the threat, and the credibility of information received. Additional consideration will be given to the following methods when it is determined that there is a significant dangerous situation: Security Alert via email, and/or text messaging via SW-Alert, Public Address System, lobby plasma screens, and posted flyers.

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

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

Timely Warning

Southwestern provides timely reports to the law school community as required by the Clery Act for crimes considered a serious or continuing threat to students or employees that are reported to Campus Security or

other law school authorities, that occurred within the law school area, or deemed to constitute a serious or continuing threat to the law school community. The warning will be issued through any means appropriate, including Security Alerts, Security Roundup, the Security Incident Log, law school email, lobby plasma screens, posted flyers, or on the Southwestern website, and as soon as pertinent information becomes available.

Anyone who believes they have information that may justify issuing an emergency notification to the law school should report that information to Campus Security at (213) 738-5793, email security@swlaw.edu, or in person at the Campus Security Office located in the Bullocks Wilshire Building.

Security Roundup

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

Security Incident Log

The Security Incident Log contains a three-year record of on-campus and public property crimes and includes incident date and time, location, description, and Clery geography. The log is available for students, faculty, and staff review in the Administrative Services Office during regular business hours and on the Southwestern Portal.

Neighborhood Alert

This flyer is posted in the building lobbies whenever a serious felony crime occurs or a hazardous situation exists in the immediate area surrounding the campus and poses a significant threat of danger to the campus community.

Security Alert

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

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

Monitoring Criminal Activity

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

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

Preparing and Distributing Annual Crime Reports

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

The full text of this report can be viewed on the Campus and Security page of the Portal. Each year, an email notification is sent to all faculty, staff, and enrolled students, including the link to access this report. Copies of this report may also be obtained at the Administrative Services Office.

Campus Crime Statistics and Crime Definitions

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

Criminal Offenses

Offenses	Location	2021	2022	2023
Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	1
Manslaughter by Negligence: The killing of another person through gross negligence.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim. Includes both males and females.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	1*	0
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 permanent mental incapacity.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
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.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	3	2	2

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	9	3	6
Burglary: The unlawful entry of a structure to commit a felony or a theft.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	1	1	4
Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.	On-Campus	0	0	0
	On-Campus Student Housing	0	1	0
	Public Property	2	1	3
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, personal property of another, etc.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0

*The Los Angeles Police Department later determined this crime to be unfounded.

Violence Against Women Act Offenses

Offenses	Location	2021	2022	2023
Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0

Arrests

Persons processed by arrest, citation or summons.

Arrests	Location	2021	2022	2023
Weapons (carrying, possessing, etc.): 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.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Drug Abuse 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.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Liquor 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.	On-Campus	0	0	0

Disciplinary Referrals

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

Referrals	Location	2021	2022	2023
Weapons: Carrying, Possessing, etc.	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Drug Abuse Violations	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On-Campus	0	0	0
	On-Campus Student Housing	0	0	0
	Public Property	0	0	0

Unfounded Crimes

If sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

There was one unfounded crime in 2022 and no unfounded crimes in 2021 or 2023.

Hate Crimes

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

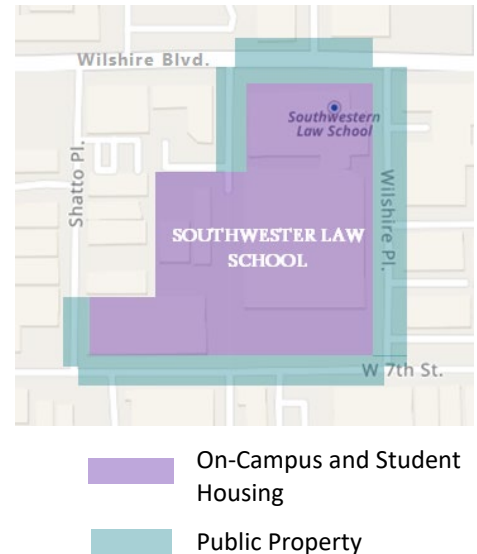
There were no reported Hate Crimes in, 2021, 2022, or 2023.

Reporting Locations

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

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

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



Crime Prevention Techniques

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

At home

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

In the city

- There is safety in numbers. Always travel with a friend or in a group.
- Be alert and pay attention to your surroundings.
- Look confident when you walk and keep a firm grip on your book bag, purse, or briefcase.
- Make eye contact and actively look at other people. Criminals will most likely leave you alone if you are a good witness and can identify their facial features and appearance.
- Avoid dark streets when parking or walking.

- Do not use ATM machines at night, especially if the area is not well lit.
- Walk closer to the street curb and avoid passing by shrubs, dark doorways and other hiding places.
- Carry your access control card and keys in your hand to allow quick entry into your car or home.
- Keep mobile telephones fully charged and ready for use.
- If you suspect trouble or do not feel safe/comfortable, leave the area immediately.

In the car

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

At Southwestern

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

Crime Prevention and Security Awareness Programs

Crime prevention at Southwestern is a campus and community-based effort. The Director of Campus Safety and Security regularly meets with LAPD officers as needed to discuss area crime prevention to increase neighborhood safety. Involvement by all members of the law school campus and the community is essential to the success of the program. By taking an active role in crime prevention, the quality of life for students, faculty, staff, and the neighborhood is greatly improved.

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

Anonymous Crime Tip Line (213) 738-5730

Students, faculty, and staff may leave a message on our anonymous crime tip line to report information about a specific crime or suspicious activity. You do not need to leave your name or how you came across

the information. The crime tip line is monitored by the Administrative Services Office, and helps you take an active role in keeping your campus crime-free.

See Something, Say Something

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

Lock It, Hide It, Keep It

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

Property Identification

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

Bicycle Registration

Bicycle registration is required for all faculty, staff, and students who ride or park a bicycle on the Southwestern campus. By registering your bicycle, you will help Southwestern identify your bike if it is lost, stolen, recovered, or impounded. There is no cost to register, and a one-time sticker will be provided for your bicycle. Send an email to parking@swlaw.edu to register your bicycle.

Security Tips

Crime prevention tips are emailed monthly and posted on lobby plasma screens and on brochures and flyers. Different security topics are highlighted each month to familiarize students, faculty, and staff with specific crime prevention strategies. The crime prevention topics for the 2024-2025 academic year are:

- August: Personal Well-Being and Safety
- September: National Campus Safety Awareness
- October: Apartment & Residential Safety
- November: Alcohol & Substance Abuse Awareness
- December: Holiday, Online Shopping & ATM Safety
- January: Vehicle/Transportation Safety
- February: Fraud & Identity Theft
- March: Street Smarts
- April: Sexual Violence Awareness and Denim Day
- May: Emergency Preparedness
- June: Keeping Kids Safe
- July: Travel and Tourist Safety

Missing Student Policy and Procedures

The risk that a student might go missing is a concern for all higher education institutions. A report of a missing student can come from a variety of sources, including family, friends, or fellow students. Because of our concern for student safety, and in accordance with federal law, Southwestern Law School has established a missing student [policy](#) and procedures.

Student Residences

Policies and Rules on Portable Electric Appliances, Smoking, and Open Flames in the Student Housing Facility

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

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

Procedures for Student Housing and Campus Evacuation in the Case of a Fire

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

Reporting That a Fire Occurred

Per federal law, Southwestern is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure

whether the Campus Security and Administrative Services Office may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

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

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

Fire Safety Systems

Southwestern’s student residences fire-life safety systems are tested and maintained on a recurring schedule. Evacuation and fire-life safety practices are reviewed and updated regularly.

Evacuation Drills

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

Evacuation drills are monitored by the Administrative Services Office and Student Housing to evaluate egress and behavioral patterns. Reports are prepared by participating departments, which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

The Administrative Services Office conducts announced and unannounced drills and exercises each year to test Southwestern’s emergency response and evacuation procedures. Administrative Services staff conducts follow-through activities designed for the assessment and evaluation of emergency evacuation plans and capabilities.

Shelter-in-Place Procedures – What It Means

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

Housing Fire Statistics

Year	Number of Fires	Cause	Injuries	Deaths	Property Damage
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0

Sexual Misconduct

Southwestern Law School prohibits discrimination based on sex in its employment, educational programs, extracurricular activities, or other programs. Southwestern expects all members of the Southwestern community to maintain and facilitate a safe, welcoming, and respectful environment on campus. All Southwestern community members should take reasonable and prudent steps to prevent or stop sexual misconduct. Please refer to the Law School's [Sexual Misconduct Policy](#).

What Is Sex-or-Gender-Based Discrimination and Harassment?

Sex discrimination refers to the disparate treatment of a person or group based on sex, including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. The conduct need not be sexual to qualify as sex discrimination.

Sex-based harassment is a form of sex discrimination and includes harassment based on the aforementioned categories.

As outlined in the Sexual Misconduct Policy, Southwestern will investigate allegations of harassment or discrimination that occur on-campus or in Southwestern programs and activities in the United States, including online. The Sexual Misconduct Policy also applies to off-campus conduct that may affect a substantial Law School interest, including access to an educational program, safety and security, compliance with state or federal laws, and meeting the Law School's educational mission.

Observe, Report, Be Involved

Members of the Southwestern community can help keep other campus members safe by being observant and reporting criminal or inappropriate activities when they occur.

If Sexual Violence Happens to You:

1. It is not your fault.
2. If you feel safe, report the incident to someone you trust. You may report the incident to the appropriate authorities including Campus Security, LAPD, or the Title IX Coordinator as soon as possible.
3. Keep a record. Preserve any evidence of the incident if possible (e.g. text messages, photographs, clothing, etc.).
4. Provide detailed information such as a description of the individual(s) involved, incident location, the time the incident occurred, and details about the incident. Campus Security will assist any reporting party in notifying law enforcement authorities.
5. Learn more about the procedures. Details about the initiation of informal or formal procedures can be found for law school constituencies in the following publications:

Retaliation

Southwestern prohibits retaliation under the Sexual Misconduct Policy. Retaliation includes materially adverse action taken against a person because they were involved in disclosing, reporting, investigating, or resolving a report of sexual misconduct. Retaliation also includes taking a materially adverse action against

a person who refuses to participate in an investigation, proceeding, or hearing. Adverse action includes conduct that threatens, intimidates, harasses, coerces, or in any other way seeks to discourage a person from engaging in activity protected under the Sexual Misconduct Policy. Retaliation can be committed by or against any individual or group, not just a Reporting Party or Respondent.

Retaliation does not include good-faith actions lawfully pursued in response to a report of sexual misconduct, even if the report is later not proven. Retaliation may be present even when there is a finding of no responsibility for the allegations of Prohibited Conduct. Peer retaliation, defined as retaliation by one student against another student, is also prohibited under this Policy.

Southwestern will take immediate and responsive action to any report of retaliation against a person for making a good-faith report of sexual misconduct or participating in proceedings under the Sexual Misconduct Policy.

Support and Counseling

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

- Santa Monica UCLA Medical Center: (310) 319-4000
- Violence Intervention Program (24 Hours): (323) 221-4134, (323) 409-3800, (323) 409-5086
- East Los Angeles Women's Center (24 Hours): (800) 585-6231
- Peace Over Violence: (213) 626-3393

Counseling services are available for students through Southwestern's BisonCares Program at (833) 434-1217 or <http://www.swlaw.edu/BisonCares>.

Registered Sex Offender Information

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

Workplace Violence Prevention Plan

Workplace violence is a concern among employers and employees across the country. Southwestern is committed to providing a safe and secure working environment for its employees. Southwestern strictly prohibits actual or threatened violence by or against employees, students, contractors, visitors, and other individuals conducting business with or on behalf of Southwestern (these other individuals are referred to in this Workplace Violence Prevention Plan (WVPP) as "other stakeholders"). The following is an overview of the Workplace Violence Prevention [plan](#).

Responsibilities and Reporting

Southwestern responds to all reports of Workplace Violence. Employees must report Threats of Violence and Acts of Violence as soon as possible. Employees can report an Act of Violence, a Threat of Violence, or other Workplace Violence concerns to Southwestern department heads, direct supervisors, and via the following individuals and organizations:

Michael Garcia, Director of Campus Safety and Security
mgarcia@swlaw.edu | (213) 738-6848

Marcie Canal, Chief Operating Officer
mcanal@swlaw.edu | (213) 738-6847

Campus Security
security@swlaw.edu | (213) 738-5793

Human Resources
HR@swlaw.edu

Los Angeles Police Department
Emergency: 911
Olympic Station (non-Emergency): (213) 382-9102

Employees must report Workplace Violence against Federal Work-Study Students to the Title IX Coordinator, TitleIX@swlaw.edu.

Employees can anonymously report a Workplace Violence incident, threat, or other violence concerns, by calling Southwestern's Anonymous Crime Tip Line (213) 738-5730. Employees may also confidentially report matters to Campus Security, the Administrative Services Office, the Office of the Dean, the Student Services Office, the Student Affairs Office, the Title IX Office, or law enforcement.

Substance Abuse Program

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

substance abuse through presentations and publications. Contact the Administrative Services Office for publications and other information about substance abuse.

Treatment and Counseling

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

Possession, Use, or Sale of Alcohol and Illegal Drugs on Southwestern Premises or at Southwestern Sponsored Events

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

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

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

Student Support Emergency Team

The Student Support Emergency Team (SSET) is a standing group of administrators and faculty members who assist law students who are experiencing a variety of personal and institutional stressors, including personal and relationship challenges, financial difficulties, and medical and mental health situations, that are impacting them or their academic performance. SSET provides referred students with appropriate responses and resources that are timely, effective, and non-intrusive.

Current SSET members are:

- Anahid Gharakanian, Vice Dean
- Cindy Goldberg, Director of Online J.D. Administration
- Charlyne Yue, Director for Student Affairs
- Cindy Lopez, Security Manager

- Cristina Knolton, Associate Dean for SCALE and Professor of Law
- Jessica Johnson, Assistant General Counsel and Title IX Coordinator, Secretary
- Phaidra Crayton, Assistant Registrar
- Robert Mena, Associate Dean for Student Affairs, Co-chair
- Zachary Bruning, Associate Dean for Student Services, Co-Chair

Students, faculty, and staff can refer issues and emergencies directly to any SSET member. Importantly, all reports are made in confidence. If you know of a student who is having difficulty or may need support, please email Zach at zbruning@swlaw.edu or Robert at rmena@swlaw.edu. In addition, you should feel free to contact any SSET member above. If your concern is urgent, please call 911 or Security at extension 5793. You are not being asked to diagnose any student's condition, and you should not, we just want to know when a student may need support so that we can help.

We may not be able to share with you the outcome of any concern you express about others. We will, however, attempt to confirm that we have made contact with the student. Because an email communication often includes identifying information, we cannot guarantee anonymity to those who make email submissions.

Signs of Concern

Signs of concern include, but are not limited to, the following:

Physical signs

- Significant changes in energy
- State of intoxication
- *Significant* weight loss
- Worrisome changes in hygiene
- Noticeable physical harm (cuts or bruises)
- Sleeping in class/other inappropriate times

Emotional signs

- Inappropriate emotional outbursts
- Direct statements indicating distress
- Combative or hostile behavior towards others
- Expressions of hopelessness or suicide
- Ranting or threatening emails
- Withdrawn from class activities

Academic signs

- Repeated absences and missed assignments
- LAWS (often first signs show up here for 1Ls)
- Changes in academic work
- Disorganized or erratic performance
- Continual seeking of special provisions

Important to Note

- Any of these behaviors in isolation may not signal a major problem

- If you are unsure whether a person should be referred to the SSET, please contact a SSET Member to discuss the circumstance

Contact Information

Important Telephone Numbers

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

Lost and Found

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

Counseling Services

- Charles Nechtem Associates, Inc. – Counseling Services (24 hours): (800) 531-0200
- L.A. County Mental Health Crisis Line: (800) 854-7771
- The Other Bar: www.otherbar.org, (800) 222-0767
- BisonCares: (833) 434-1217

Off-Campus Resources

- Al-Anon (24 hours): (818) 760-7122
- Al-Anon for Families of Alcoholics: (800) 344-2666
- Alcoholics Anonymous: (323) 936-4343
- Department of Public Health: (213) 351-8000
- Drug Abuse Hotline California: (844) 289-0879
- Greater Los Angeles Narcotics Anonymous: (323) 933-5395
- LAPD Website (Olympic Division): <https://www.lapdonline.org/lapd-contact/west-bureau/olympic-community-police-station/>
- California Suicide Prevention & Mental Health Crisis Lifeline: 988
- National Suicide Prevention Lifeline 1-800-273-TALK (8255)
- Nixle Website (LAPD Emergency Alerts Sign Up): local.nixle.com/register/?cc=lapd
- Poison Control (24 hours): (800) 222-1222
- Police Helicopter Activity (LAPD Air Support Division): (213) 485-2600
- STD Hotline: (800) 758-0880
- Substance Abuse and Mental Health Services Administration National Helpline: (800) 662-4357

Domestic Violence, Sexual Assault, Rape Crisis Numbers

- East Los Angeles Women’s Center (24 hours, Spanish available): (800) 585-6231
- Childhelp National Child Abuse Hotline (24 hours): (800) 422-4453
- Los Angeles County Domestic Violence Hotline (24 hours, multilingual): (800) 978-3600
- Los Angeles County Child Protection Hotline: (800) 540-4000
- The National Center for Victims of Crime: (202) 467-8700
- National Domestic Violence Hotline (24 hours): (800) 799-7233

- National Sexual Violence Resource Center (NSVRC): (877) 739-3895
- Peace Over Violence: (213) 626-3393
- Santa Monica UCLA Medical Center (24 hours): (310) 825-9111
- National Sexual Assault Hotline (24 hours): (800) 656-4673
- Violence Intervention Program (24 hours): (323) 221-4134, (323) 409-3800, (323) 409-5086