September 26, 2012

Elaine M. Howle, State Auditor
California State Auditor
Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento CA 95814

Dear Ms. Howle:

Thank you for the opportunity to respond to the discrepancies noted during your staff's recent audit of our 2010 Clery statistics and Annual Security Report. We take this very seriously and will work diligently to address all the issues mentioned during the audit. Accuracy and complete compliance with the Clery Act is very important and this audit will help us accomplish that.

I would also like to point out that your auditor's professional and courteous demeanor was helpful in setting us at ease so that we could concentrate on answering their questions and supplying records. While I'm sure that few organizations enjoy being audited, we are pleased that this look from the outside will help us improve our compliance with the Clery Act.

The following are the discrepancies noted, followed by our response:

Underreporting of one burglary:

This was caused by a setup error in the recordkeeping program used by Public Safety. It resulted in one burglary not appearing in our 2010 Clery statistics. The problem has been fixed. In addition, a separate counting system (recommended by Delores Stafford, a Clery expert) will be implemented as part of the incident report review process.

The 2010 burglary statistic will be corrected in Pacific's Annual Security Report, as well as in the Department of Education statistics (following their procedure for correcting reporting errors).

Daily crime log did not include one of the 15 crimes tested:

Public Safety has changed its procedure for reporting crimes that occurred in previous years. Following Clery Act guidelines, a delayed-report crime will now appear in the daily crime log within two business days of being reported to Public Safety (following Clery guidelines). The daily crime report shows the date of occurrence, so it will be clear that the incident was from a previous year.
Proper notification of prospective students and employees of the availability of the annual security report:

A notice of the availability of Pacific's annual security report has been added to the online university catalog at [http://catalog.pacific.edu/undergraduate/generalinformation/divisionofstudentlife/](http://catalog.pacific.edu/undergraduate/generalinformation/divisionofstudentlife/).

The notice (shown below) should reach all prospective undergraduate students:

Campus Safety and Security Report

University of the Pacific publishes an Annual Safety and Security Report for the Stockton campus that includes statistics concerning reported crimes that occurred on and around the Stockton campus for the previous three years. The Report specifically identifies statistics for crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University and on public property within, or immediately adjacent to and accessible from the campus.

The Report also includes institutional policies and procedures related to campus safety and security. The Report provides information on the University of the Pacific's policies concerning alcohol and drug use, sexual assault and fire safety, including fire statistics. Additionally, the Report outlines University procedures for reporting crimes, providing emergency response, emergency evacuations and emergency notifications.


You may also contact the Department of Public Safety to obtain a hard copy of the report.

Information on registered sex offenders is available on-line at [http://www.meganslaw.ca.gov](http://www.meganslaw.ca.gov), or from the Stockton Police Department located at 22 E. Market Street.

Public Safety will be working with Human Resources and Graduate Studies to place this notification in prominent locations on the University's web site so that all prospective employees and prospective graduate students will see it.

Policy not disclosed: "A statement that the institution will, without delay, determine the content of the notification and initiate the notification system, unless issuing a notification will compromise efforts to assist a victim or respond to an emergency."

This section was inadvertently omitted from Pacific's Annual Security Report. This has been corrected.

Again, thank you for the opportunity to respond.

Sincerely,

[Signature]

Edward M. Belcher, Director
Department of Public Safety