

SCRIPPS COLLEGE
ANNUAL FIRE SAFETY AND SECURITY REPORT
2015
January 1-December 31, 2014

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From the President

To the Scripps Community –

It is up to each one of us to help foster a secure and supportive environment at Scripps –an environment where individuals can feel safe to visit, learn, work and live. Primary to this goal are the principles of responsibility and respect. These values are essential to any community, and serve as the foundation for the success and productivity of our students, faculty and staff. Safety on campus is one of the highest concerns. A truly safe campus can only be achieved through the cooperation of everyone. This publication contains information about campus safety measures and reports statistics about crime in our Scripps community. It also describes our efforts to combat alcohol and drug abuse. Please take the time to read it and help foster a more caring and safe environment.

Lori Bettison-Varga, President

From the Director of Campus Safety

To the Scripps Community –

On behalf of the members of the Campus Safety Department, I want to thank you for your interest in our annual Fire Safety and Security Report. We publish this report because it contains valuable information for our campus community. We also publish the report to comply with the important provisions of the Clery Act. Campus safety and security and compliance with the Clery Act should be a part of everyone's responsibility at Scripps and the Claremont Colleges Consortium. We encourage you to review the information we have made available to you in this brochure. You will find information about our organization including descriptions of certain services that we provide. You will also become familiar with our strong commitment to victims of crimes and the specific extensive services we make available to crime victims. Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information. We join President Bettison-Varga in the commitment to foster a secure and supportive environment at Scripps. It has always been our goal to provide the highest quality of public safety services to the Claremont Colleges community. The men and women of the Campus Safety Department are committed to making the Scripps campus a safe place in which to live, work, and study.

Stan Skipworth, Director of Campus Safety

I. ANNUAL SECURITY REPORT

A. REPORTING CRIMES AND OTHER EMERGENCIES

Scripps College has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire Scripps community that you immediately report all incidents to Campus Safety (909-607-2000) to ensure an effective investigation and appropriate follow-up actions, including issuing a Crime Alert or emergency notification.

1. Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage Scripps community member to report crimes promptly and to participate in and support crime prevention efforts. The Scripps community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the College or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform you in those cases.

Anyone may call Campus Safety at 909-607-2000 to report concerning information. Callers may remain anonymous.

2. Reporting to Campus Safety

We encourage all members of the Scripps community to report all crimes and other emergencies to Campus Safety in a timely manner. Campus Safety has a dispatch center that is available by phone at 909-607-2000 or in person twenty-four hours a day at the 150 E. 8th Street, Claremont, CA 91711. Beginning in the fall 2015 semester, students also may report crimes through the LiveSafe application available to all students and other members of the TCC community. Though there are many resources available, Campus Safety should be notified of any crime, whether or not an investigation continues, to

assure the College can assess any and all security concerns and inform the community if there is a significant threat to the Scripps community.

a) Anonymous Reporting

Scripps College provides avenues for any member of the Scripps community to report matters anonymously to the College through completing an on-line incident report that may be found on the Student Affairs webpage <http://www.scrippscollege.edu/life/> or by submitting an anonymous report to Campus Safety through the LiveSafe application.

3. Reporting to Other Campus Security Authorities

While the College prefers that community members promptly report all crimes and other emergencies directly to Campus Safety at (909) 607-2000 or 911, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the College has identified many CSAs, we officially designate the following offices as places where campus community members should report crimes:

| Official | Campus Address | Phone Number |
|---|-------------------------------|---------------------|
| Campus Safety | 150 E. 8 th Street | (909)-607-2000 |
| Vice President for Student Affairs | Balch Hall 114 | (909) 621-8277 |
| Director of Human Resources and Deputy Title IX Coordinator | Vita Nova Hall 120 | (909) 607-7976 |
| Title IX Coordinator | McAlister Center 10 | (909) 607-7142 |

a) Pastoral and Professional Counselors

According the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by the College or the Claremont University Consortium to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the College encourages pastoral and

professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

4. It's Up to Each of Us

The College takes great pride in the community and offers students, faculty and staff many advantages. This community is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities. With that in mind, The College has taken progressive measures to create and maintain a reasonably safety environment on campus.

Though the College is progressive with its policies, programs, and education, it is up to each one of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus.

B. PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

Scripps College and CUC Campus Safety prepare this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by Campus Safety, information provided by other College offices such as Student Affairs, Residence Life, and other Campus Security Authorities and information provided by local law enforcement agencies surrounding the campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by Scripps. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

The College distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the Scripps community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting Campus Safety at (909) 621-8170 by visiting

<http://www.cuc.claremont.edu/capussafety/report.asp>

C. ABOUT THE CUC DEPARTMENT OF CAMPUS SAFETY

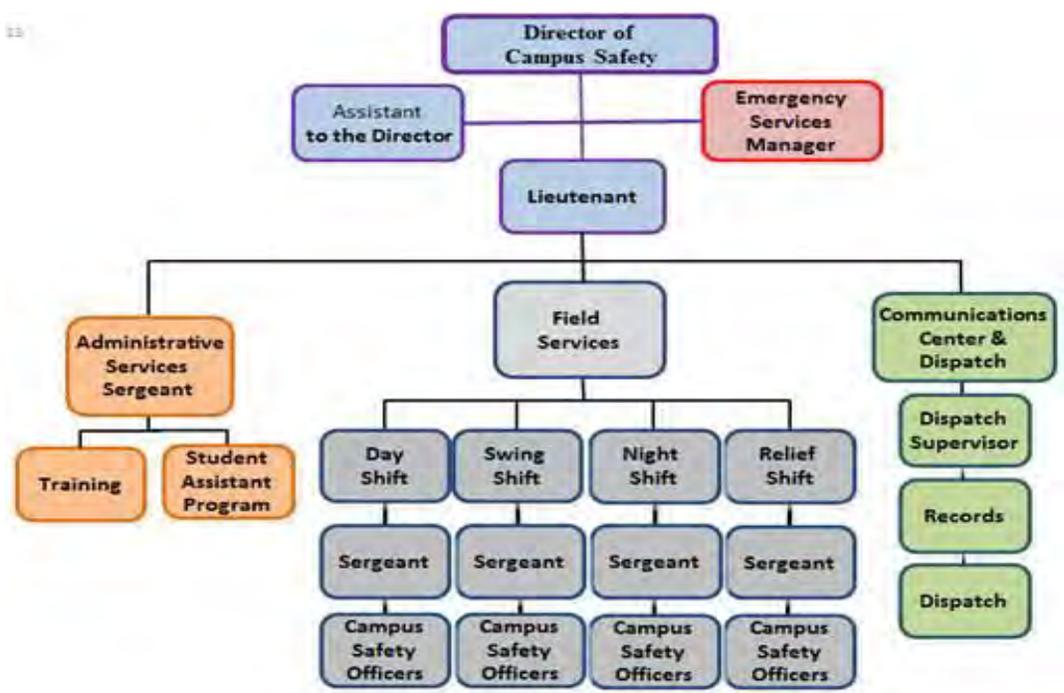
1. Role, Authority, and Training

CUC Campus Safety protects and serves The Claremont Colleges (TCC) community 24 hours a day, 365 days a year. The Department is responsible for a number of campus

safety and security programs that includes Emergency Management, Community Safety and Security Education, Physical Security, including security technology, Behavioral Threat Assessment, and Special Event Management. Other specific tasks include but are not limited to the following:

- First responders to emergencies of any kind.
- Protect the persons and property of students, faculty, staff and visitors to The Claremont Colleges consortium.
- Patrol by vehicle, electric carts and on foot all campus streets, byways and interior areas.
- Apprehend criminals.
- Provide first aid until the arrival of paramedics.
- Provide security and traffic control at parties, special events and performances.
- Monitor fire alarms, intrusion alarms, theft alarms, panic alarm systems and a variety of temperature alarms campus-wide.
- Enforce traffic and parking regulations.
- Take reports of crimes and incidents and forward them to the Claremont Police Dept. for investigation.
- Provide incident reports to student deans and maintain records of crimes, incidents and reported activities for analysis purposes.
- Assist law enforcement and other emergency service providers as needed.
- Offer security survey/audit services to campus administrators.
- Provide security/crime prevention presentations to students and staff.

The CUC Campus Safety Department is led by a Director, and staffed by a Lieutenant, six (6) Sergeants, a Dispatch Supervisor, five (5) Dispatchers, 13 full-time uniformed Campus Safety Officers, 14 Part-time Campus Safety Officers, an Assistant to the Director, and an Emergency Preparedness Program Manager.



Campus Safety officers are unarmed and have no police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section 837. All officers successfully complete and receive certification for the following: guard registration, Chemical Mace, First Aid and CPR. Employees undergo continuous education and training to upgrade their skills. Campus Safety is not a police department but is responsible for law enforcement, security, and emergency response protocols at TCC. Campus Safety also provides support services tailored to meet the needs of the Colleges including, high visibility patrols to prevent and detect crime, responding to suspicious activity and crime reports, as well as response to: medical emergencies, fire and intrusion alarms, traffic accidents, parking enforcement, and enforcement of college rules and regulations.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

CUC Campus Safety works closely and cooperatively with the City of Claremont Police Department, and we maintain a Memorandum of Understanding with our local law enforcement agency to ensure effective operational roles and responsibilities. The police are notified immediately and respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and are called when police presence and/or assistance is deemed appropriate. All crime reports initiated by Campus Safety are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

In addition, Campus Safety staff assists local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus.

2. Crimes Involving Student Organizations at Off-Campus Locations

Scripps relies on its close working relationships with local law enforcement agencies to receive information about incidents involving Scripps students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, Campus Safety will actively investigate certain crimes occurring on or near campus. If Campus Safety learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Office of Student Affairs, as appropriate.

Scripps College requires all recognized student organizations to abide by federal, state, and local laws, and College regulations.

D. TIMELY WARNING REPORTS – CRIME ALERTS

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, Campus Safety “Crime Alerts.” Campus Safety will generally issue Crime Alerts for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. Campus Safety will post these warnings through a variety of ways, including but not limited to posters, e-mails, and media. The College also has the ability to send text message alerts to those who register their cell phone numbers. The text messaging can be a very effective way to send important information to the campus community.

The purpose of these Crime Alerts is to notify the campus community of the incident and to provide information that may enable community members to protect themselves from similar incidents. The College will issue Crime Alerts whenever the following criteria are met: 1) a crime is committed; 2) the perpetrator has not been apprehended; and 3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: 1) Clery Act crimes that are reported to any campus security authority or the local police; or 2) the College determines that the incident represents an on-going threat to the campus community.

Additionally, Campus Safety may, in some circumstances, issue Crime Alerts when there is a pattern of crimes against persons or property. At Scripps, the Director of Campus Safety will generally make the determination, in consultation with other College offices, if a Crime Alert is required. For incidents involving off-campus crimes, the College may

issue a Crime Alert if the crime occurred in a location used and frequented by the College's population.

E. EMERGENCY RESPONSE AND EVACUATION PROCEDURES

1. Emergency Response & Evacuation Procedures

Emergencies, disasters and accidents can happen at any time and without warning. Even though we cannot always anticipate or prevent them, we can mitigate their effects through proper preparation. Scripps College is prepared to respond to emergency situations through its active Emergency Operations Plan. The College practices this plan through annual emergency drills involving the community and tabletop exercises to ensure that our preparations are continually refined and improved. Our emergency response procedures include coordination with the other Claremont Colleges for outside resources and information from the City of Claremont, and Los Angeles County fire and law enforcement.

Our emergency procedures are shown below; they are also distributed to the community and posted on our emergency web page :

<http://www.scrippscollege.edu/emergency/emergency-procedures>

The Scripps community is notified of upcoming drills and training is provided to emergency responders before a drill. The community is surveyed after the drill for lessons learned.

2. Emergency Procedures

Bomb Threat:

- 1) Ask the caller questions: What time is it going to go off? Where is the bomb located? What does it look like? What kind of bomb is it? What will cause it to explode? Did you place the bomb? Why?
- 2) Take notes on everything said and be sure to notice any background noise, voice.
- 3) Report the threat immediately by calling 911 and Campus Safety (extension 72000 or 909-607-2000). If the threat was received by email, also forward any email to Campus Safety (dispatch@cuc.claremont.edu).
- 4) Notify your supervisor.
- 5) If the caller gives you a specific location, and it is near you, advise those around you and evacuate at least 100 yards (300 feet) from the area threatened. Take purses, backpacks and personal packages (as they could be mistaken for concealed explosives).

- 6) If the caller does not specify a location, do not evacuate the building until police and/or Campus Safety arrive and evaluate the threat.
- 7) Do not activate the fire alarm.
- 8) Do not touch or move a suspicious package.
- 9) Do not use two-way radios or cellular phones if responding to the threatened area; radio signals have the potential to detonate a bomb.

Earthquake:

- 1) *If indoors*, DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
- 2) COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
- 3) HOLD ON to your shelter (or to your head and neck) and stay where you are until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. *Do not run outside.*
- 4) Stay away from windows and objects that may fall.
- 5) Do not use elevators.
- 6) After the shaking stops, go to a designated evacuation site and report to your Department Monitor or Resident Advisor.
- 7) *If outdoors*, stay in an open area away from buildings, trees, street lights and utility wires. *Do not enter buildings.*

Evacuation:

- 1) *Quickly* gather ONLY essential personal items (wallet, keys, glasses, etc.) on your way out.
- 2) Calmly and quietly walk to the nearest exit.
- 3) Do not use elevators.
- 4) Follow the instructions of Department Monitors, Resident Advisors or other emergency personnel.

Fire:

- 1) Call 911 and Campus Safety (extension 72000 or 909,607-2000) and report the location and nature of the fire.
- 2) Activate or ask someone to activate the closest fire alarm.
- 3) Isolate the fire by closing doors behind you (do not lock).
- 4) Evacuate to a designated evacuation site and report to the Department Monitor or Resident Advisor.

Lockdown:

- 1) Once you receive notification by phone, email and/or text message OR Scripps personnel, proceed to the nearest *safe room* (if you know the location) or go to the closest room that can be locked.
- 2) Do not pull the fire alarm.
- 3) Silence your cell phone.
- 4) Lock the door. Move furniture to barricade the door if possible.
- 5) Shut the curtains/blinds covering the windows.
- 6) Turn off the lights.
- 7) Find a place to hide and spread out, if possible.
- 8) Sit/crouch down in areas that are out of sight from doors and windows.
- 9) Do not open the door for anybody! Remain quiet and calm until campus safety or police arrive and/or you are notified by phone, email or text message.

Medical:

- 1) Call 911 and Campus Safety (extension 72000 or 909-607-2000) and report the nature of the illness or injury and the location.
- 2) Notify your supervisor or resident advisor.
- 3) Provide medical care if trained and qualified, or seek help from trained personnel.

3. Immediate Emergency Notification

Scripps College will immediately notify the campus community upon the 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. The Scripps Alert through Blackboard Connect will be utilized to provide prompt warning notifications

and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods, including but not limited to: email notices; phone, cellular phone, and text messages; campus broadcast speakers; posters; college website notices. The Scripps community is reminded bi-annually to keep update information on their Scripps Alert so they do not miss any emergency mass notification messages. They can do that by going to <http://inside.scrippscollege.edu/emergency/scripps-alert-emergency-contact-information>

Parents are not eligible to sign up for all of the immediate notifications through Scripps Alerts, but if their student adds their information to the student's Scripps Alert, then they will receive the notification too. However, parents or others can check the Scripps Website at <http://scrippscollege.edu/emergency> for updates during an emergency on campus. If the Scripps website is temporarily disabled due to an emergency, information should still be accessible through our mirror site, www.scrippsemergency.info. The Campus Safety Department is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. The Campus Safety Office, the Office of Communication and Marketing, the Executive Assistant to the President, the Off-Campus Study Director, the Assistant to the Dean of Faculty, the Assistant to the Director of Facilities and the Director of Grounds have access to the mass notification system to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter or secure in place or other action on the part of students, employees, and campus visitors. The institution typically provides follow-up information to the community using the same systems that were used to send out the original alert.

One of the departments/staff listed above will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of first responders, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The typical first responders to an incident that causes an immediate threat to the health and safety of the Scripps community include the Campus Safety Department, Claremont Police Department and the Claremont Fire Department.

4. Emergency Preparedness

Emergency preparedness and information on what to do in an emergency can be found on the "Emergency Preparedness" link <http://inside.scrippscollege.edu/emergency/>. The

College conducts numerous emergency response exercises each year, including table top exercises, functional exercises, drills and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Emergency response training is conducted throughout the year for all incident management teams. Drills and exercises completed during 2014 are listed below.

| Date | Location | Description | Unannounced/Announced |
|-------------|---|--------------------|------------------------------|
| 10-16-14 | All Campus Modified Evacuation Earthquake Drill | Exercise | Announced |
| 10-6-14 | Residence Halls Fire Drill | Exercise | Unannounced |

Scripps College has emergency responders that are trained in the Incident Command System and the Community Emergency Response System (CERT). When a serious incident occurs that causes an immediate threat to the health and safety of the Scripps community, the first responders to the scene at the Scripps campus are the Campus Safety Department, the Claremont Police Department, the Claremont Fire Department, and Scripps emergency responders. These agencies work together with the Scripps emergency responders to manage the incident.

Scripps College will notify the Scripps community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency procedures can be found at <http://inside.scrippscollege.edu/emergency/>

5. Emergency Evacuation Procedures

Each residence hall conducts a fire drill each year. Thus, the emergency response and evacuation procedures for the residence halls are tested at least two times each year as the entire campus also does an evacuation for our functional statewide earthquake drill during the month of October. The purpose of these drills is to provide all residents, faculty and staff practice, in the event there is ever a real fire or other emergency requiring evacuation. The drills prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants familiarize themselves with procedures, the location of exits and the sound of the fire alarm. Alarms and other components of the fire safety system are also

checked to see that they are working properly. The fire drills are generally held within the first month of a semester.

Each Scripps department has a department monitor and procedures that outline the actions occupants in the building must take during evacuation and other emergencies. The department monitors are responsible for accountability of occupants at the evacuation site. Our campus is broken down into Divisions, each division has one or two managers that will, during a drill or incident, assist with communication from the field to the Emergency Operations Center for the development of an Incident Action Plan (IAP).

F. SECURITY OF AND ACCESS TO COLLEGE FACILITIES

Scripps College is very concerned about the safety and welfare of all students, employees, and visitors, and is committed to providing a safe and secure environment. In addition to the services provided by Campus Safety, Scripps has precautionary measures in place that are intended to enhance the quality of life and to assure the safety and security of the student body. Regular open hours for most campus buildings are from 8:00 a.m. to 5:00 p.m. weekdays, with certain classrooms open after 5:00 p.m. based upon course offerings and schedules.

All residence halls are served by live-in Resident Advisors who are available and on-call throughout the academic year to supervise and help govern residential life. The Dean of Students is the College officer responsible for the residence halls.

The Dean or a professional staff member is on-call at all times, 24 hours a day, seven days a week during the school year.

The following are precautionary measures for the safety of Scripps students and employees:

- Residence hall main entrances, controlled by an access card system, are locked. Other exterior doors are locked at all times.
- Resident Advisors do "rounds" of the residence halls for security and safety purposes.
- Security alerts are distributed in a timely manner to inform the campus community of crimes or suspected crimes that may threaten the safety of Scripps students and employees.
- A self-defense course for P .E. credit is offered in the Scripps Exercise Room each semester.

- Workshops on personal safety are held during new student orientation and throughout the year as sponsored by individual resident advisors.
- Parties held at Scripps require fencing.

Security Considerations Used in Maintenance of Campus Facilities:

- When the loss of a card key is reported, the card's code is deactivated immediately.
- Peepholes are installed on all residence hall doors.
- First floor windows on the east side of Toll Hall have wrought iron bars for added security.
- All doors leading in and out of the dorms and inner courtyards are equipped with prop alarms.
- Emergency telephones connected directly to Campus Safety are located at dorm front desks and laundry rooms as well as throughout the campus.
- Campus telephones are installed on the outside of each residence hall for visitors to call someone for entrance to the dorm or to report emergencies.
- The Oasis Gate and Margaret Fowler Gardens are locked nightly.
- Most administrative buildings have intrusion alarms which are monitored at all times.
- Motion sensor lighting has selectively been installed for safety and security.
- Interior campus area and walkway light standards are on generator back up so they remain operational in the event of a blackout.

We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to Campus Safety.

G. CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

1. Weapons Policy

The possession, carrying and use of weapons, ammunition, or explosives is prohibited on Scripps owned or controlled property.

The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the College. Failure to comply with the College's weapons policy will result in disciplinary action against violators.

2. Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness, CUC Campus Safety maintains a strong working relationship with the community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming. Campus Safety Officers participate in numerous campus activities sharing prevention knowledge, providing escorts and other services while promoting safety and security. If you or your organization would like to request a specific program, please contact Campus Safety at 909-607-2000 or email them at dispatch@cuc.claremont.edu.

II. SCRIPPS COLLEGE'S RESPONSE TO SEXUAL AND GENDER VIOLENCE

A. PERSONAL SAFETY

Theft, disorderly conduct, and alcohol related offenses are very common on college campuses. However, they don't stand-alone. Despite law enforcement's efforts, serious crimes do occur on campuses. It is important to report any suspicious incidents to police and always remain alert and vigilant.

One of the more serious crimes that too often is unreported is Sexual Assault. It is important to know what these crimes are, because in many cases, victims do not realize that have been victimized. Additionally, crimes of this nature are very difficult for victims to report for a number of very complex reasons. We provide the following information to assist those help who may have been victims of sexual assault or who have a friend who has been sexually assaulted.

Prevention

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner and yourself. These suggestions may help you avoid committing a nonconsensual sexual act and reduce your risk of being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly communicate their intentions to you.
2. Understand and respect personal boundaries. Do not pressure a potential partner.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent and you should stop.

4. If you think you are receiving unclear or conflicting messages from your partner, this is a clear indication that you should stop, defuse any sexual tension and communicate better.
5. Don't take advantage of someone's drunkenness, drugged, or otherwise incapacitated state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically equal consent to any other form of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language. If you are not sure, stop.

Risk Reduction

Risk reduction tips can, unintentionally, take victim-blaming tone. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for such conduct, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act.

1. If you have sexual limits, make them known as early as possible.
2. If you do not want to engage in a particular activity, tell the other person "NO" clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor, if you can do so safely.
4. If someone is nearby, ask for help or if it is safe to do so, text or call someone.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Helping a Friend

Helping a friend who has been violated is difficult. You may experience sadness, anger, fear, frustration, helplessness, and confusion about what happened to your friend and it

may bring up feelings from your own experiences. You may want to do things out of care and concern for your friend that may or may not be helpful for them. Most importantly listen to and support them in their decision making and recovery. Below are some suggestions of things to do and not to do when helping a friend.

Do

- Be supportive and listen. Believe your friend.
- Express empathy and share your concern for your friend.
- Be patient. Healing takes time, so continue to offer your support.
- Communicate to your friend that they are not responsible for the violation.
- Make sure your friend has a safe place to stay.
- Allow your friend to regain control by empowering them to make their own decisions on how to respond. Respect their decisions.
- Help them understand their options by reviewing this web site with them, including the available support resources.
- Make yourself available to accompany your friend to a helping resource (e.g., hospital, Student Health Services, Monsour Counseling Center).
- Understand there is no one way to react to sexual misconduct and that your friend may go through a range of emotions and responses.
- Not avoid your friend or the subject; doing so may reinforce any shame or fear they are feeling.
- Remember to take care of yourself while you are taking care of others. Seek support if you need it.

Don't

- Force your friend to talk and/or take control from them or ask your friend how they could "let this happen".
- Assume you understand how your friend feels.
- Assume the gender of the people involved. Sexual misconduct can occur among all genders and sexual orientations.
- Discuss the incident with others unless you have permission from your friend.
- Attempt to seek revenge.
- Make jokes.
- Be angry with your friend.

B. DEFINING RAPE UNDER CALIFORNIA LAW

In California, under Penal Code Section 261, Rape includes an act of sexual intercourse:

- Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.
- Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused. Under California law, a person is prevented from resisting if he or she is so intoxicated that he or she cannot give legal consent. In order to give legal consent, a person must be able to exercise reasonable judgment. In other words, the person must be able to understand and weigh the physical nature of the act, its moral character, and probable consequences. Legal consent is consent given freely by someone who knows the nature of the act involved.
- Where a person is at the time unconscious of the nature of the act, and this is known to the accused. "Unconscious of the nature of the act" includes being incapable of resisting because the victim was unconscious or asleep or was not aware, knowing, perceiving, or cognizant that the act occurred.

While this definition is clear, survivors often have difficulty reporting a sexual assault for numerous reasons such as knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to get help.

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence – The survivor should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s(he) has a medical exam. The College's Title IX Coordinator and Deputy Coordinators can provide support and accompany the survivor to the medical exam and/or police

department. Scripps Advocates for Survivors of Sexual Assault and Advocates from Project Sister also are available to the survivor to provide support.

- Get medical attention as soon as possible – An exam may reveal the presence of physical injury of which the survivor is unaware. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the survivor from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all survivors at the time of the exam (if the survivor presents within 72 hours) to help prevent pregnancy from occurring as a result of the rape. If the survivor reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the survivor presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for 6-8 hours after ingestion.
- Contact the police – Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the District Attorney.
- Consider talking to a counselor – Seeing a counselor may be important in helping the survivor understand their feelings and begin the process of recovery.

C. OUR COMMITMENT TO ADDRESSING SEXUAL ASSAULT/RAPE

Scripps College is committed to providing a safe learning and working environment, and in compliance with federal law has adopted policies and procedures to prevent and respond to incidents of sexual violence including sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all students, faculty, staff, contractors and visitors. Scripps College does not tolerate sexual misconduct or abuse, such as sexual assault, rape or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the College’s policies against harassment and sexual misconduct and may violate Federal and State Laws. Violations of this policy are subject to disciplinary sanctions as set forth in the College’s Discrimination and Harassment Policies and Grievance Procedures. Please visit www.scrippscollege.edu/titleix to review procedures, policies and protocols for reporting and addressing allegations of student sexual misconduct. The following are available to all sexual assault or relationship violence survivors:

- **Scripps Title IX Office.** (909) 607-7142, McAlister Center, Room 10, 919 N. Columbia Ave., Claremont, CA 91711. Scripps Title IX Coordinator and Deputy Coordinators are available to all survivors of sexual misconduct. The

Coordinators provide support and guidance to survivors and enable them to receive advocacy, information, and assistance both judicially and academically.

- **CUC Student Health Services.** (909) 621-8222, 757 N. College Way, Claremont, CA 91711. Medical care for treatment of injuries and physical trauma at the CUC Student Health Center. Emergency contraception (Plan B) is also available at the Student Health Center.
- **Monsour Counseling & Psychological Services.** (909) 621-8202. 757 N. College Way, Claremont, CA 91711. On campus counseling and therapy services.
- **Project Sister Partnership.** (909) 607-0690. Dartmouth House, 1030 Dartmouth Ave. Claremont CA 91711. A licensed sexual assault counselor from Project Sister is on campus every Tuesday and Thursday in Dartmouth House to provide counseling services by appointment and on a drop-in basis.
- **Scripps Advocates for Survivors of Sexual Assault.** The Advocates operate a hotline nightly to assist survivors in accessing support resources. The hotline is operated from 8:00 p.m. to 8:00 a.m. 7 days a week at (909) 214-2138.

In addition to the campus services listed above, there are also several community service organizations that can provide counseling, mental health, and other services to sexual assault victims. The Scripps Title IX Office and the Scripps Advocates can assist with connecting survivors to these services.

1. **Project Sister Family Services (PSFS)** – (909) 626-4357 or (626) 966-4155. PSFS provides services to the women, children, and men survivors of sexual assault and abuse and their families in the East San Gabriel and Inland Valleys in Southern California. PSFS' services include a 24-hour hotline; advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings. Among their services, PSFS can explain and help support a survivor through the process for evidence preservation.
2. **RAINN National Sexual Assault Crisis Hotline** - (800) 656-4673. RAINN, the national sexual assault crisis hotline, is a clearinghouse for local crisis hotlines. When a caller calls the hotline, a computer notes the area code and first three digits of the caller's phone number. The call is then connected to the nearest RAINN member center. If all counselors at that center are busy, the call is sent to the next closest center. The caller's phone number is not retained, so the call is anonymous unless the caller chooses to share personally identifying information.

3. Los Angeles County Bar Association Immigration Legal Assistance Project - (213) 485-1873.

D. SCRIPPS PROCEDURES FOR RESPONDING TO REPORTS OF SEXUAL ASSAULT

If a student, employee or visitor has been the victim of an incident of sexual violence or relationship violence they should immediately report it to Campus Safety at (909) 607-2000. In the case of an emergency or ongoing threat if possible get to a safe location and please report the incident by calling 911. Local police may be contacted at (909) 399-5411.

Students may also report to the Title IX Office at (909) 607-7142 or the Office of Student Affairs at (909) 821-8277. Employees may also report to Human Resources at (909) 607-7976. The Title IX Coordinator and Deputy Coordinators will assist any survivor in notifying law enforcement, including local police, if they elect to do so. Filing a police report does not mean the survivor must pursue criminal charges. The survivor maintains his or her rights throughout the process. Survivors are also entitled not to report to law enforcement. Any student or employee who reports an incident of sexual violence, whether the offense occurred on or off campus, shall receive a written explanation of their rights and options.

A sexual assault is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, as well as incest or statutory rape.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

E. ACCOMMODATIONS AND SURVIVOR PROTECTION

Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual violence Scripps College is committed to providing them as safe a learning or working environment as possible. Upon request Scripps College will make any reasonably available change to a survivor's academic, living, transportation, and or working situation. Students or employees may contact the Title IX Office at (909) 607-7142, McAlister Center, Room 10 for assistance.

If a survivor reports to law enforcement, they may assist the survivor in obtaining a restraining order from a criminal court. Survivors also may pursue civil restraining orders

under California law through the California Superior Court system. Scripps College is committed to ensuring that any such criminal or civil restraining order is fully upheld on all institutionally owned and controlled property.

Scripps College also is committed to protecting victims from any further harm, and the Vice President of Student Affairs may put in place interim measures pending the outcome of a conduct proceeding. Such interim measures may include a temporary no-contact order, class changes, and restrictions on the respondent's ability to enter all or part of the Scripps campus.

F. SURVIVOR CONFIDENTIALITY

Scripps College recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. Different officials on campus are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including if criminal prosecution is pursued, may be made public and shared with the accused.

Reports made to Scripps College officials will be kept private and shared only with College personnel who have a need to know. Identifying information about the survivor shall not be made public. Reports made to medical professionals, licensed mental health counselors, and clergy will not be shared with third parties except in cases of imminent danger to the survivor or a third party.

G. COLLEGE DISCIPLINARY PROCEDURES IN SEXUAL ASSAULT OR RELATIONSHIP VIOLENCE INCIDENTS

Scripps College strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students, employees and other affiliates may also face disciplinary action by Scripps College. Individuals found responsible for having committed such a violation face permanent expulsion, termination of employment, suspension, probation, no contact orders, restitution, written statements, or similar actions. Incidents involving accused students and employees/affiliates will be handled by Title IX Office.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution by officials who have received annual training on (i) the nature of the types of cases they are handling, (ii) issues related to sexual assault, domestic violence, dating violence, and stalking, (iii) how to conduct an investigation and conduct a hearing in a manner that protects the safety of survivors and promotes accountability. Determination of responsibility shall be made by an investigation and hearing panel in student cases or by an investigation in employee/affiliate cases using the preponderance of the evidence

standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings, both the accused and accuser are entitled to the same opportunities to have others present including the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome made by a hearing panel or investigation Resources, of procedures for appealing the results of the outcome, of any change to the results that occurs prior to the time that they become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

For additional information about student and employee/affiliate conduct proceedings please consult the Scripps College Discrimination and Harassment Policies and Grievance Procedures available at www.scrippscollege.edu/titleix or the Title IX Office, McAlister Center, Room 10

H. SEXUAL ASSAULT PREVENTION EDUCATION PROGRAMS

Scripps College is committed to increasing the awareness of and preventing sexual violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches; that includes a clear statement that Scripps prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year. Student Affairs and the Title IX Coordinators are primarily responsible for sexual assault and relationship violence education and awareness in collaboration with many offices at the College and through the Consortium. Below is a list of some of the programs available at the College.

- New Students: Haven (on-line training, prior to arrival)
- New Students: Sexual Violence, VAWA definitions, Consent, healthy and unhealthy relationships, bystander intervention
- New Students: Empowering Choice/Understanding Options
- Returning Students: Know Your IX and 9 Questions about Title IX
- “Teal Dot” Bystander Engagement Training.(Open to Staff, Faculty, and Students)

- Ongoing programming by the Scripps Advocates for Survivors of Sexual Assault
- On-call Staff: Responding to Sexual Assault and First Responder Training
- Senior Staff: Responsible Employee and Clery CSA Training
- Student Affairs Staff: Responsible Employee and Clery CSA Training
- Resident Advisors: Responsible Employee and Clery CSA Training
- Peer Mentor: Sexual Assault and Title IX Awareness Training
- Scripps Advocates: Confidentiality and Title IX Process Training
- Faculty, Staff: Responsible Employee Training
- Campus Safety: Responsible Employee Training

I. SEX OFFENDER REGISTRATION – CAMPUS SEX CRIMES PREVENTION ACT

a) Megan’s Law

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief of law enforcement officer in that community. The California Department of Justice maintains a website at containing information about sexual offenders in California: <http://meganslaw.ca.gov/> .

J. MISSING STUDENT NOTIFICATION POLICY

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008).

When it is determined that a residential student is missing from the College, staff at Scripps College, in collaboration with local law enforcement, will be guided by this Missing Student Notification Policy and related procedures.

In accordance with general institutional emergency notification procedures, when a Scripps student is thought to be missing from the campus, staff in the College administration should be immediately notified. Specifically, staff in the Office of Student Affairs, the Campus Safety Department, or the On-Call Dean should be contacted so that they can coordinate efforts to locate the student.

The appropriate Student Affairs representative, or other individual learning that a student is missing, will file a formal missing student report with Campus Safety Department.

It will be made clear to all students annually, that each residential student of the College has the option to designate an individual to be contacted by College administration no later than 24 hours after the time that the College determines the student is missing. Scripps provides each student with the means and opportunity to register their confidential Missing Student contact information. This information is only accessible to College employees who are authorized campus officials and this information will not be disclosed to others with the exception to law enforcement personnel in the furtherance of a missing student investigation.

In accordance with the Scripps College's Missing Student Policy, it should be noted that Scripps notifies each student who is under 18 years of age (and not an emancipated individual), that the College is required to contact the student's parents or guardian in addition to the person identified as the missing student contact person. This contact will be made no later than 24 hours after the time that the student is determined to be missing.

In accordance with College procedures, it should be noted that Scripps will inform each residential student that the College will notify the appropriate local law enforcement agency or Campus Safety department, when a student has gone missing, unless the local law enforcement agency was the entity that made the determination that the student was missing. This notification will be made no later than 24 hours after the time that the student is determined missing.

If the Campus Safety Department has been notified that a student has gone missing, and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours, College staff will initiate emergency contact procedures as outlined in the College's policy and protocol.

Scripps College's missing student investigative procedures include following:

- If a member of the College community believes that a student who resides in on-campus housing is missing, it should be reported to the On-Call Dean and/or the Department of Campus Safety.
- An official Missing Person Report relating to a College residential student will be referred immediately to Campus Safety.
- If through investigation of an official report, Campus Safety determines a student has been missing for more than 24 hours, they will:
 - Notify the local police.
 - Contact those individuals provided by the student, as their missing student contact person.

- If a student is under 18 years of age, and not an emancipated individual, immediately contact the custodial parent(s) or legal guardian(s) of the student, in addition to the student's missing student contact person.

III. SCRIPPS COLLEGE POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

Federal law requires the College to notify annually all faculty, staff, and students of the following:

The College prohibits the unlawful possession, use, manufacture or distribution of alcohol or controlled substances by students, faculty, staff, and guests in buildings, facilities, grounds or property controlled by the College or used as part of College's activities. For students, this includes prohibiting the possession and consumption of any beverage containing alcohol in a residence hall room except by individuals who are twenty-one years or older. This also includes prohibiting the presence of students under the age of twenty-one in residence hall rooms where alcohol is present. In addition, the smoking of any material is prohibited in all facilities of Scripps College.

A. AREAS OPEN TO THE PUBLIC

Scripps College prohibits the possession and use of alcoholic beverages in areas open to the public including areas of buildings open to the public. However, the use of alcoholic beverages, subject to the laws of the State of California may be permitted at College sponsored activities in areas designated by, and with the prior approval of the Senior Staff member responsible for the activity.

B. PRIVATE OR CLOSED AREAS

The possession and use of alcoholic beverages are prohibited in conference rooms, offices, office reception rooms, closed buildings, and areas of buildings not open to the public or from which the public has been excluded, except: the use of alcoholic beverages, subject to the laws of the State of California, may be permitted in specific private or closed areas designated by, and with the prior approval of, the appropriate person responsible for the area of request.

C. EDUCATION AND RESEARCH AREAS

Scripps College specifically prohibits the use, possession and dispensing of alcoholic beverages in classrooms, lecture halls, laboratories, libraries, research areas, or within buildings, arenas or areas where athletic events, lectures, or concerts are held, during such events or activities. Permission will not be granted to use or possess alcoholic beverages in a facility that is being used for one of the above functions.

D. SCRIPPS' PROGRAM RELATING TO THE PREVENTION OF ILLEGAL POSSESSION, USE, AND DISTRIBUTION OF DRUGS AND ALCOHOL BY STUDENTS

The Program

A. The program sets standards of conduct prohibiting all students from unlawfully possessing, manufacturing, using or distributing drugs and alcohol on college property or at any activities of The College. In addition, this program is designed to address and eliminate occurrences of binge drinking (five or more drinks at a sitting for men and four or more drinks at a sitting for women) and its consequences.

B. The program imposes disciplinary penalties on a student in the event of a violation of these standards of conduct. The College also is cognizant of the fact that alcohol or drug use may create health consequences that require immediate medical attention and, in recognition thereof, has adopted a Safety First/Medical Amnesty Policy. This program will be implemented consistent with and in conjunction with the Safety First/Medical Amnesty Policy. The determination of whether there has been a violation will be made in accordance with the College's procedures applicable to student discipline. When students visit another Claremont College, they are responsible for observing the regulations of both that college and Scripps.

1. Sanctions will be of varying degrees of severity and may include: warnings, attendance in a substance abuse program, substance probation, community service, loss of residential privileges (temporary or permanently), suspension, expulsion, and referral to governmental authorities for prosecution.

2. The appropriate penalty shall be determined by taking into consideration an relevant circumstances, and particular penalties will not be associated with any particular violation.

C. Annually, the College will distribute via email the link to The Guide to Student Life to each student and details regarding the program and policy will be discussed during Hall meetings.

Local, State, and Federal Sanctions

A. Some local, state and federal laws establish severe penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, range from a fine and probation to lengthy imprisonment. The following are lists of topics covered by these laws.

Claremont Municipal Code

9.23.20 Drinking Alcohol in Public Places California Codes

California Business and Professions Code

- 25602 Giving Alcohol to Intoxicated People
- 25604 Retail Establishments Serving Alcohol Must Be Licensed
- 25607 Limits on Alcohol Approved by Retail Licenses
- 25658 Limits on Alcohol Provision, Purchase, and Consumption to Minors
- 25662 Public Possession of Alcohol by Those Under 21

California Vehicle Code

- 23136 Under 21 Driving Under the Influence
- 23137 Under 21 Refusing a Blood Alcohol Test
- 23139 License Suspension for Refusal of Blood Alcohol Test
- 23140 BAC Limit for a Driver Who is Under Age
- 23141 Alcohol Education Programs for Underage Offenders
- 23152 Driving Under the Influence
- 23160 Consequences for DUI Conviction
- 23195 Consequences for Owner of Vehicle Used in DUI
- 23196 Further Consequences for DUI Conviction
- 23220 Limits on Alcohol Use While Driving Off-Road
- 23221 Limits on Open Containers in Vehicles
- 23222 Consequences for Marijuana Use While Driving
- 23224 Limits of Under 21 Transporting Alcohol

California Health and Safety Code

- 11153.5 Manufacture of Controlled Substances
- 11350 Possession of Narcotics
- 11351 Possession of Narcotics for Sale
- 11352 Transportation of Narcotics
- 11355 Sales of Narcotics
- 11357 Possession of Marijuana of Hashish
- 11358 Cultivation of Marijuana
- 11359 Sale of Marijuana
- 11360 Transportation of Marijuana
- 11364 Possession of Device for Consuming Narcotics
- 11365 Aiding the Use of Narcotics
- 11377 Consequences for Possession of a Controlled Substance
- 11378 Possession for Sale of Controlled Substances
- 11382 Aiding the Distribution of Controlled Substances
- 11383 Possession of Materials Intended to Manufacture Methamphetamine

Federal Code

Title 21, Chapter 13 Lists Laws Pertaining to Possession of Controlled Substances and Illegal Trafficking

Health Risk Associated with the Use of Illicit Drugs and the Abuse of Alcohol

A. The use of any mind or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension or anxiety when the substance is not used. In addition, with many substances, use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect and/or physical dependence, characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired and people often do not realize they are losing control over the use of the substance and that they need help.

B. Alcohol acts as a depressant to the central nervous system and can cause serious short and long-term damage. Short-term effects include nausea, vomiting and ulcers; more chronic abuse can lead to brain, liver, kidney and heart damage and even eventual death. Ingesting a large amount of alcohol at one time, (five or more drinks at a sitting for men, and four or more drinks at a sitting for women), can lead to alcohol poisoning, coma and death. Drugs such as LSD, amphetamines, marijuana, cocaine and alcohol alter emotions, cognition, perception, physiology and behavior in a variety of ways; health paranoia and impaired judgment. In particular, alcohol and/or drug use inhibits motor control, reaction time, and judgment, impairing driving ability. Abuse of either or both alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion and still births.

Assistance for Alcohol Abuse and/or Drug Use Problems

A. The Claremont Colleges are committed to education and counseling as the primary focus of their substance abuse programs and will provide confidential professional assistance for any students who want it. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services, including counseling, educational materials, campus A.A. meetings, and referrals are available at the following offices:

- Dean of Students Office, Assistant Dean, x18277
- Health Education Outreach Office, x73602
- Monsour Counseling and Psychological Services, x 18202
- Student Health Services,x18222

B. In particular, Health Education Outreach will provide ongoing, student-centered education and prevention programs, including a peer education and training program, health promotional materials and activities throughout the academic year.

C. To protect students' privacy, information regarding a student during participation in any related program is treated as confidential.

Standard of Conduct Governing Alcoholic Beverages and Drugs

A. The state of California prohibits the use, possession, and purchase of alcohol by individuals under the age of 21; and the use of alcohol in public by all people, regardless of age. The alcoholic beverages rules for Scripps College are required by law to be consistent with the California alcoholic beverage laws. The following standards of conduct will govern the use of alcohol on the Scripps campus and at Scripps sponsored events off campus.

1. Events involving drinking games and/or promoting binge drinking are specifically forbidden.
2. Alcoholic beverages may not be served on Scripps College property or at any Scripps College event where persons under 21 years of age are present, unless written approval has been granted by the Student Activities and Residential Life Office of a plan that assures compliance with the law.
3. Scripps College events are defined as anyone-campus event. In addition, those off-campus events that may be identified as being an activity of The College will also be governed by state law and Scripps College standards of conduct.
4. Students under 21 years of age: The laws of the State of California specify that students under the age of 21 may not consume, possess, distribute or sell alcohol. These regulations apply in all locations and on all occasions.
5. Students over 21 years of age: Students over 21 years of age must obey regulations that apply in the State of California, the City of Claremont, and the College. Possession and/or consumption of alcoholic beverages by those persons 21 years of age or older is permitted in individual student rooms as long as a) the door is closed b) there are eight or less people in the room, and c) the individual serving the alcohol does not consume alcohol. Possession and/or consumption of alcoholic beverages is prohibited in the hallways, lavatories, lounges, and corridors/or public areas of the residence hall, including outdoor areas, except when and

where expressly authorized in writing by SARLO, Events involving alcohol in a space with more than eight people must be registered with SARLO. For more information regarding event registration for events involving alcohol, see 4.18 Event Registration and Facility Use Procedures and Guidelines.

A. Orientation: From the beginning of New Student Orientation until 5:00 p.m. on the Saturday at the end of the first week of classes, no alcoholic beverages may be served or consumed anywhere on campus.

B. Students are responsible for abiding by the California alcohol laws and these Scripps College standards of conduct. Subject to and consistent with the College's Safety First/Medical Amnesty Policy, failure to abide by the law or standards of conduct will result in disciplinary sanctions.

C. Drugs. As to the use of drugs, federal and state laws govern actions by all members of the Scripps College community. As required by law, Scripps College has established rules, regarding the possession and use of drugs, which are consistent with the federal and state laws governing drug use:

It is unlawful to manufacture, possess, sell or use controlled substances. Scripps College prohibits the use, possession, cultivation, sale, transfer, or distribution of illicit drugs on campus. Scripps College recognizes its duty to uphold local, state, and federal laws concerning illicit drugs and is under legal and moral obligations to cooperate with law enforcement officers in the performance of their duties pertaining to prohibited drugs. The College will not provide sanctuary for violators of federal or state drug laws on or off campus. Subject to and consistent with the College's Safety First/Medical Amnesty Policy, students found to be in violation of the prohibition against illicit drugs are subject to penalties up to and including expulsion.

Education and Prevention: The College will promote educational programs concerning the illegality and dangers of drug use and will participate actively in the Five-College Alcohol and Drug Education Program. Students are encouraged to use the counseling and medical services provided on a confidential basis at the Monsour Counseling and Psychological Services and Student Health Services when concerned about their own drug use or that of their friends or acquaintances. The Deans of Students and Residential Life staff members serve as advisers and will refer concerned students to appropriate resources.

IV. ANNUAL DISCLOSURE OF CRIME STATISTICS

A. ABOUT THE CUC DEPARTMENT OF CAMPUS SAFETY

1. Role, Authority, And Training

CUC Campus Safety protects and serves The Claremont Colleges (TCC) community 24 hours a day, 365 days a year. The Department is responsible for a number of campus safety and security programs that includes Emergency Management, Community Safety and Security Education, Physical Security, including security technology, Behavioral Threat Assessment, and Special Event Management. Other specific tasks include but are not limited to the following:

- First responders to emergencies of any kind.
- Protect the persons and property of students, faculty, staff and visitors to The Claremont Colleges consortium.
- Patrol by vehicle, electric carts and on foot all campus streets, byways and interior areas.
- Apprehend criminals.
- Provide first aid until the arrival of paramedics.
- Provide security and traffic control at parties, special events and performances.
- Monitor fire alarms, intrusion alarms, theft alarms, panic alarm systems and a variety of temperature alarms campus-wide.
- Enforce traffic and parking regulations.
- Take reports of crimes and incidents and forward them to the Claremont Police Dept. for investigation.
- Provide incident reports to student deans and maintain records of crimes, incidents and reported activities for analysis purposes.
- Assist law enforcement and other emergency service providers as needed.
- Offer security survey/audit services to campus administrators.
- Provide security/crime prevention presentations to students and staff.

The CUC Campus Safety Department is led by a Director, and staffed by 13 full-time uniformed Campus Safety Officers, 14 part-time Campus Safety Officers, a Dispatch Supervisor, five (5) Dispatchers, and six (6) Sergeants, a Lieutenant, an Assistant to the Director, and an Emergency Preparedness Program Manager.

Campus Safety officers are unarmed and have no police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section

837. All officers successfully complete and receive certification for the following: guard registration, Chemical Mace, First Aid and CPR. Employees undergo continuous education and training to upgrade their skills. Campus Safety is not a police department but is responsible for law enforcement, security, and emergency response protocols at TCC. Campus Safety also provides support services tailored to meet the needs of the Colleges including, high visibility patrols to prevent and detect crime, responding to suspicious activity and crime reports, as well as response to: medical emergencies, fire and intrusion alarms, traffic accidents, parking enforcement, and enforcement of college rules and regulations.

B. WORKING RELATIONSHIP WITH LOCAL, STATE, AND FEDERAL LAW ENFORCEMENT AGENCIES

CUC Campus Safety works closely and cooperatively with the City of Claremont Police Department. The police are notified immediately and respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and are called when police presence and/or assistance is deemed appropriate. All crime reports initiated by Campus Safety are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

In addition, Campus Safety staff assists local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus.

C. DEFINITIONS OF REPORTABLE CRIMES

Primary Crimes:

Murder/Manslaughter – defined as the willful killing of one human being by another.

Negligent Manslaughter – is defined as the killing of another person through gross negligence.

Sex offenses – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. **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 the consent of the victim.
- B. **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 or permanent mental incapacity.

- C. **Incest** – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. **Statutory Rape** – Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Robbery – is defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – is defined as 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.

Burglary – is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – is the theft or attempted theft of a motor vehicle.

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.

Hate Crimes

Hate Crimes – includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes.

Larceny/Theft—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault—an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism or Property (except Arson)— to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

CATEGORIES OF PREJUDICE:

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

Gender or Gender Identity– A preformed negative opinion or attitude toward a group of persons because those persons are male or female or identify as male or female.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity/national origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

D. DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

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.

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, or,
- 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.

Stalking—Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (i) Fear for the person's safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

E. 2014 CRIME STATISTICS

2014 Scripps College Crime Statistics Chart

| Offense | | On-Campus | *Residential Facility | Non-campus Building or Property | **Public Property |
|--|------|-----------|-----------------------|---------------------------------|-------------------|
| Criminal Homicide | | | | | |
| <i>Murder and Non-negligent Manslaughter</i> | 2012 | 0 | 0 | 0 | N/A |
| | 2013 | 0 | 0 | 0 | N/A |
| | 2014 | 0 | 0 | 0 | N/A |
| <i>Negligent Manslaughter</i> | 2012 | 0 | 0 | 0 | N/A |
| | 2013 | 0 | 0 | 0 | N/A |
| | 2014 | 0 | 0 | 0 | N/A |
| Sex Offenses | | | | | |
| <i>Rape</i> | 2012 | 1 | 1 | 0 | N/A |
| | 2013 | 1 | 1 | 1 | N/A |
| | 2014 | 1 | 1 | 0 | N/A |
| <i>Fondling</i> | 2012 | 2 | 1 | 1 | N/A |
| | 2013 | 1 | 1 | 0 | N/A |
| | 2014 | 3 | 3 | 0 | N/A |
| <i>Incest</i> | 2012 | 0 | 0 | 0 | N/A |
| | 2013 | 0 | 0 | 0 | N/A |
| | 2014 | 0 | 0 | 0 | N/A |
| <i>Statutory Rape</i> | 2012 | 0 | 0 | 0 | N/A |
| | 2013 | 0 | 0 | 0 | N/A |
| | 2014 | 0 | 0 | 0 | N/A |
| Robbery | 2012 | 0 | 0 | 0 | N/A |
| | 2013 | 0 | 0 | 0 | N/A |
| | 2014 | 0 | 0 | 0 | N/A |
| Aggravated Assault | 2012 | 0 | 0 | 0 | N/A |
| | 2013 | 0 | 0 | 0 | N/A |
| | 2014 | 0 | 0 | 0 | N/A |
| Burglary | 2012 | 5 | 2 | 1 | N/A |
| | 2013 | 9 | 4 | 1 | N/A |
| | 2014 | 3 | 3 | 2 | N/A |
| Motor Vehicle Theft | 2012 | 1 | 0 | 1 | N/A |
| | 2013 | 1 | 0 | 0 | N/A |
| | 2014 | 2 | 0 | 0 | N/A |
| Arson | 2012 | 0 | 0 | 0 | N/A |
| | 2013 | 0 | 0 | 0 | N/A |
| | 2014 | 0 | 0 | 0 | N/A |

| Other Offenses | | Arrest | | | | Judicial Referral | | | |
|----------------------------|------|-----------|----------------------|---------------------------------|-------------------|-------------------|----------------------|---------------------------------|-------------------|
| | | On-Campus | Residential Facility | Non-campus Building or Property | **Public Property | On-Campus | Residential Facility | Non-campus Building or Property | **Public Property |
| Liquor Law Violations | 2012 | 0 | 0 | 0 | N/A | 31 | 31 | 0 | N/A |
| | 2013 | 2 | 0 | 0 | N/A | 28 | 28 | 0 | N/A |
| | 2014 | 1 | 0 | 0 | N/A | 37 | 37 | 0 | N/A |
| Drug Abuse Violations | 2012 | 0 | 0 | 0 | N/A | 5 | 5 | 0 | N/A |
| | 2013 | 1 | 0 | 0 | N/A | 9 | 9 | 0 | N/A |
| | 2014 | 0 | 0 | 0 | N/A | 1 | 1 | 0 | N/A |
| Illegal Weapons Possession | 2012 | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A |
| | 2013 | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A |
| | 2014 | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A |

VAWA Amendment Offenses

| | | | | | |
|--------------------------|------|-----|-----|-----|-----|
| <i>Dating violence</i> | 2012 | N/A | N/A | N/A | N/A |
| | 2013 | 0 | 0 | 0 | N/A |
| | 2014 | 3 | 3 | 0 | N/A |
| <i>Domestic Violence</i> | 2012 | N/A | N/A | N/A | N/A |
| | 2013 | 0 | 0 | 0 | N/A |
| | 2014 | 0 | 0 | 0 | N/A |
| <i>Stalking</i> | 2012 | N/A | N/A | N/A | N/A |
| | 2013 | 0 | 0 | 1 | N/A |
| | 2014 | 2 | 1 | 0 | N/A |

Hate Crimes:

2012 There were no reportable hate crimes

2013 There were no reportable hate crimes

2014 There was one reportable hate crime

* Residential statistics are a subsection of the On-Campus totals

** Statistics were requested from Claremont Police Department, but not available in a usable format for Clery reporting

V. ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for Scripps College.

A. DEFINITIONS

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

On-Campus Student Housing – A 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 a reasonable contiguous area that makes up the campus.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

B. RESIDENCE HALL FIRE DRILLS

Annual fire drills are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by the Hall Directors, Resident Assistants, and Campus Safety

C. FIRE SAFETY

Scripps College takes Fire Safety very seriously and continues to enhance its programs to the Scripps community through education, engineering and enforcement. Educational programs are presented throughout the year to faculty, staff and students so they are aware of the rules and safe practices. These programs, which are available at all campus locations, include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

Resident Advisors receive fire prevention and response training each semester. The training consists of a classroom instruction followed by hands on application of fire extinguishers. In addition, evacuation drills are conducted each year to test the Resident Advisors' ability to facilitate evacuation in the event of an emergency. All residential students are trained as to the College's evacuation procedures during their first residence hall meeting.

Scripps College complies with all local, state, and national fire regulations. All of Scripps' residential buildings have fire alarms and manual fire extinguishers. Evacuation drills of all residential buildings are conducted each year. Fire safety systems are routinely inspected and monitored as mandated by the County of Los Angeles. A log of these inspections is maintained in the Facilities Department.

Residence Hall Safety Systems

| Building Name | Built/ Renovated | Fireproof Frame | Sq. Ft. Protected | Wet/Dry | Fire Alarm |
|----------------------|-----------------------------|----------------------------|--------------------------|------------------|-----------------------|
| Kimberly | 1961/1961 | Yes | 25,537 | Wet | Yes |
| Wilbur | 2001 | Yes | 14,181 | Wet | Yes |
| GJW | 2000 | Yes | 38,300 | Wet | Yes |
| Clark | 1928/1992 | Yes | 34,173 | None | Yes |
| Toll | 1927/1992 | Yes | 33,632 | None | Yes |
| Browning | 1929/1995 | Yes | 38,694 | Basement only | Yes |
| Dorsey | 1930/1996 | Yes | 36,645 | Basement only | Yes |
| Routt/Frankel | 1965 | Yes | No | Basement only | Yes |
| Routt Apartments | 1965 | Yes | 4,546 | None | Yes |

D. FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES

2014

| Building Name | # | Date | Cause | Injuries requiring treatment | Deaths related to fire | Property Damage Value (\$) | Report |
|------------------|---|------|-------|------------------------------|------------------------|----------------------------|--------|
| Kimberly | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wilbur | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GJW | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Clark | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Toll | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Browning | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dorsey | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Routt/Frankel | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Routt Apartments | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2013

| Building Name | # | Date | Cause | Injuries requiring treatment | Deaths related to fire | Property Damage Value (\$) | Report |
|------------------|---|------|-------|------------------------------|------------------------|----------------------------|--------|
| Kimberly | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wilbur | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GJW | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Clark | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Toll | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Browning | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dorsey | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Routt/Frankel | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Routt Apartments | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2012

| Building Name | # | Date | Cause | Injuries requiring treatment | Deaths related to fire | Property Damage Value (\$) | Report |
|------------------|---|---------|---------------|------------------------------|------------------------|----------------------------|---------|
| Kimberly | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wilbur | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GJW | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Clark | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Toll | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Browning | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dorsey | 1 | 10/8/12 | Sun on Mirror | 0 | 0 | 0 | 1210799 |
| Routt/Frankel | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Routt Apartments | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

E. FIRE INCIDENT REPORTING

Students, faculty and staff are instructed to call 911 to report a fire emergency. Non-emergency notifications (e.g. evidence that something burned) are made to:
Campus Safety – (909) 607-2000

F. PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

Scripps continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help insure the safety of all students, faculty and staff.

VI. CRIME PREVENTION TIPS

While the Scripps campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics below, other common crimes that occur on campus are outlined below:

A. THEFT

Theft is a common occurrence on college campuses. Oftentimes this is due to the fact theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim of theft:

- Keep doors to residence halls, labs, classrooms locked when not occupied
- Don't provide access to unauthorized persons in the buildings or classrooms
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, checkbooks in a lock box or locked drawer
- Keep a list of all valuable possessions including the makes, models, and serial numbers
- Take advantage of the Engraving Programs to have all valuables engraved with specific identifying marks
- Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time
- Don't lend credit cards or identification cards to anyone
- Report loitering persons or suspicious persons to police immediately; don't take any chances

B. IDENTITY THEFT

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use of computer security software on computers and installation of firewalls are good.