

CLAREMONT GRADUATE UNIVERSITY

Campus Security Annual Report 1997

**Prepared by the
Department of Campus Security
251 E. Eleventh Street
Claremont, CA 91711
(909) 621-8170
Extensions 72000, 72667, 18170 (On campus)
Web Site: www.cuc.claremont.edu/security**

SAFETY TIPS

GENERAL SAFETY

- ? Be aware of your surroundings and any signs that something appears to be wrong or out of place.
- ? Stay in well lighted areas and walk mid-point between curbs and buildings and away from alleys and bushes when possible.
- ? Work or study only in occupied buildings at night. Call Campus Security at Extension 7-2000 for an escort when you leave.
- ? Don't carry extra credit cards or large sums of money.
- ? Do lock your valuables securely, even in your room.
- ? Walk with someone whenever possible. Request an escort when traveling alone at night.
- ? Do not risk personal injury if someone forcibly attempts to take your wallet, purse or property.
- ? Do carry a whistle or personal alarm and use it when you feel threatened. The sound won't hurt anybody if it wasn't that serious.
- ? Keep an inventory of personal property and mark items with your driver's license number and the state. (Borrow an engraver from Campus Security or through your R.A.)
- ? Acquaintance Rape happens here. Learn the danger signs. Victims suffer significant life disruption.
- ? Distance yourself from the misuse of alcohol / drugs, it can be far worse than a bad headache the next morning.
- ? Do not attach your ID to your key chain or mark your keys with your name and address.
- ? Get to know your neighbors and share information about suspicious activities.
- ? Call Security at X7-2000 in an emergency or to report any crime or suspicious activity.

OFFICE SAFETY

- ? When working late, make sure doors are locked. Let someone know of your location and expected departure time.
- ? NEVER prop doors open, even for a short time. Your action could contribute to incredible harm to yourself or someone else.
- ? Do not loan your office keys or allow them to be copied.
- ? Do not hold a door open for a stranger.
- ? Keep your purse, wallet, or other valuables in a locked cabinet or drawer. Office thieves know where to look.

CAR SAFETY

- ? Auto theft is a problem nationally as well as on these campuses. Take action to safeguard your vehicle.
- ? Lock all doors after parking.
- ? Help secure your car against grand theft / burglary - with an electronic alarm and/or kill switch.
- ? Keep a copy of your registration, title, and vehicle I.D. number in a safe place separate from your vehicle.
- ? Store your valuables out of sight.
- ? If you park your car but don't use it regularly, check on it daily.
- ? Immediately report thefts, as well as suspicious activity in parking lots or near parked cars, to Campus Security.

BIKE SAFETY

- ? State law, as well as county and city ordinances and codes mandates adherence to bicycle "Rules of the road" as well as specific equipment guidelines. Learn the laws for your own safety.
- ? Ride defensively, with the traffic, and use hand signals.
- ? Please be considerate of pedestrians and drivers in vehicles.
- ? You can be given a "ticket" for sidewalk driving, speeding, etc. in Claremont.
- ? Keep your bike maintained - especially the brakes.
- ? Register your bike and get a California license at Campus Security. (City Code requirement)
- ? Use a U-LOCK to secure your bicycle frame and wheels to a rack. Bikes locked with cables and small chains are stolen frequently.
- ? Report suspicious activity or loitering around bike racks. Thieves usually carry a hidden bolt cutter or other cutting tool.
- ? Do not impede free use of the handicapped ramps or other access points with bikes locked to handrails, etc.
- ? NEVER leave your bike unsecured – even for a “moment.”

The Claremont Colleges are a unique consortium of six independent institutions including: Pomona College, Claremont McKenna College, Pitzer College, Harvey Mudd College, Scripps College and the Claremont Graduate University. Each has its own campus, administration, student body, faculty, trustees, curricular emphasis, and distinctive style and mission. They all, however, share the resources and services of a central coordinating body known as the Claremont University Center (CUC). Under the auspices of CUC, 18 Central Programs and Services provide support and services to The Claremont Colleges.

THE DEPARTMENT OF CAMPUS SECURITY

Campus Security provides a full range of services to the Claremont College community twenty-four hours a day year round. The department is located at 251 E. Eleventh and can be reached on campus by dialing extension 72000 from any campus phone, or by calling (909) 621-8170 from any phone not on the campus telephone system.

The Security Department is staffed by thirteen full-time uniformed security officers, six dispatchers, one crime prevention officer, an administrative services coordinator, and a director. The regular staff is supplemented by twenty-five to forty reserve security officers who work special assignments, perform crime prevention duties, and carry out a host of support functions for the department.

Security officers are unarmed and have no special or police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section 837. All full-time officers undergo an intensive eight to twelve week field training program and successfully complete and receive certification for the following: guard registration, PR 24 baton, chemical mace, bicycle patrol training, first aid and CPR. Employees undergo continuous education and training to upgrade their skills. Campus Security is not a police department but is responsible for law enforcement, security, and emergency response at The Colleges. The department also provides support services tailored to meet the needs of The Colleges including, high visibility patrols to prevent and detect crime, investigation of 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.

Campus Security 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 any call when police presence and/or assistance is requested. All crime reports initiated by Campus Security are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

CRIME PREVENTION AND SECURITY RECOMMENDATIONS

In recognition of the need for strategies and programs to enhance the safety and security of persons and property campuswide, the department employs a professionally trained crime prevention officer whose main role is to help educate members of the college community. The Colleges' crime prevention program is based upon the dual concepts of elimination or minimizing criminal activities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. The following is a list of ongoing crime prevention programs and projects:

- ? Security Alerts: prepared and distributed either selectively or throughout the campuses if circumstances are warranted.
- ? Campus Watch: a community program designed to increase awareness and encourage immediate reporting of criminal and suspicious activity to Campus Security.
- ? Operation Identification: the engraving of serial numbers on personal property and/or recording of items of value, is strongly promoted and available free of charge.
- ? Numerous Crime Prevention Presentations are crime specific workshops: presented to students and employees throughout the year.

- ? Escort Services: are available through student-run escort programs and Campus Security.
- ? Exterior and Interior Emergency Telephones: linked directly to Campus Security are located throughout the campuses.
- ? Immediate Emergency Repairs: done on inoperative or malfunctioning exterior doors, as well as individual dorm doors, windows and locks.
- ? Electronic Alarm Systems: a computerized alarm monitoring system connected directly to Campus Security monitors a comprehensive network of intrusion and fire alarms campuswide.
- ? Facility Surveys: of exterior lighting, doors, windows, hardware, and grounds are conducted by the crime prevention officer and campus maintenance and facilities personnel.
- ? Bike registration/theft prevention programs promoted on campus.

No crime prevention program can be effective without the cooperation, involvement, and personal support of students and employees. Awareness of one's environment and implementation of strategies to reduce or eliminate the opportunity for crime to occur is the best place to start. Within this framework, please use the following suggestions to help safeguard yourself and others:

- ? Exterior doors to any building should never be propped open. Propped doors put everyone at risk.
- ? Dorm doors should be locked at all times even when leaving for a short time.
- ? Keys should be carried at all times and never loaned to others.
- ? Exercise good judgement when walking, jogging, or engaged in solitary activity, especially at night.
- ? Request escort service when traveling alone at night, call Campus Security at EXT. 72000 or 621-8170; or use the student escort service.
- ? Engrave, mark, and/or photograph your property and record serial numbers and property description.
- ? Consider not bringing expensive jewelry, valuable property, and important keepsakes to campus.
- ? Purses, backpacks, and other personal property should not be left unattended or unsecured in office buildings, libraries, and other common use areas.
- ? Parked cars should be locked at all times and valuables should be concealed.
- ? Lock your bicycle with a good quality U-Lock through frame and wheels to a stationary object.
- ? Become familiar with the location of emergency phones throughout the campuses and use them if you have an emergency or observe criminal or suspicious activity. Lifting the receiver connects you directly to Campus Security for help/assistance.
- ? All crimes and suspicious persons should be reported to Campus Security immediately. If you are a victim - or a witness - to a crime, we urge you to call the Security dispatcher at once, DIAL EXT. 72000 OR 621-8170, OR **ACTIVATE AN EMERGENCY PHONE.**

It is most helpful to Security if you can provide your name, telephone number and location as well as the following information on any crime suspect: physical appearance, clothing, height, weight, coloring, approximate age, sex, scars, or other noticeable features (glasses, facial hair, etc.), and whether or not he or she displayed or threatened a weapon.

If a vehicle was involved in a crime, please note: last direction of travel, license plate number and state, make and model of the vehicle, color and body type, and other identifying marks (rust, dents, etc.).

ALCOHOL AND DRUG POLICY

In accordance with local, state, and federal law, The Colleges have adopted and implemented the following policy to prevent the unlawful possession, use or distribution of illicit drugs and alcohol on its property or as part of any of their activities:

- a) The use of alcoholic beverages by persons under the age of twenty-one (21) is prohibited.
- b) The sale or furnishing of an alcoholic beverage to anyone under the age of twenty-one (21) is prohibited.
- c) The sale of alcoholic beverages on campus is prohibited.
- d) Advertising of alcoholic beverages is prohibited.
- e) Alcoholic beverages may be served or consumed only at private events limited to members of the college community and their invited guests (all of legal age).
- f) Alcoholic beverages may not be served or consumed in public or at events open to the public.
- g) The possession, use, cultivation, sale, or transfer of illicit drugs is prohibited.
- h) The possession of drug paraphernalia, including pipes, needles, or other contrivances used in the consumption of illicit drugs, is prohibited.

More detailed information about each institution's policies, guidelines, and sanctions may be found in the policy or student conduct section of their Student Handbook.

The Claremont Colleges are committed to education and counseling as the primary focus of their substance abuse programs. Students are encouraged to use the counseling and medical services provided on a confidential basis at the Monsour Counseling Center and Baxter Medical Center. Also, the dean of students staff and residential life staff at each of The Colleges serve as advisers and will be able to refer concerned students to appropriate resources.

WEAPONS ARE PROHIBITED

For the safety of everyone, ALL TYPES OF WEAPONS ARE PROHIBITED ON THE CAMPUSES OF THE CLAREMONT COLLEGES, including, but not limited to: firearms, blackjacks, slingshots, billy clubs, explosives, metal knuckles, air guns, pellet guns, BB guns, crossbows, bows and arrows, spring-type guns, and illegal knives, switchblades, and other blades that violate California law. Contact Campus Security at EXT. 72000 for information regarding storage and safekeeping of legally owned weapons used for practice, competition, and etc.

CLAREMONT GRADUATE UNIVERSITY (CGU) is committed to providing a safe and secure environment for all students, employees and visitors. In addition to the services provided by Campus Security, a number of precautionary measures are in place that are intended to enhance the quality of campus life and to help ensure the safety and security of the community such as:

- ? Fire, intrusion, and critical mechanical alarms monitored by Campus Security are installed on all major facilities.
- ? Regular preventive maintenance and testing is done on all alarm systems.
- ? Computers in the Academic Computing Center are protected by a fiber optic theft protection system.
- ? Emergency telephones are installed in the Academic Computing Building, the Jagels Building, the Dean of Students' office and emergency phone "towers" are located at parking lot entrances on 7th, 9th, 11th and 12th Streets.
- ? A campus phone is installed outside of McManus Lounge for ready access to assistance on campus.
- ? Knox (lock) boxes are installed on campus buildings, resulting in better key control and improved emergency response.
- ? The graduate housing apartment complex is staffed by a manager who is on duty, Tuesday through Saturday, from 10:00 a.m. to 7:00 p.m. The manager ensures maintenance repairs and regularly monitors and checks lighting and other safety/security conditions.
- ? A tenant's bulletin board is centrally located at the apartment complex for the posting of information common to all, such as security alerts.
- ? Security Alerts are distributed campuswide in a timely manner to inform the community of crimes or suspected crimes which may threaten the safety of CGU students and employees.
- ? Escorts are provided by Campus Security personnel year round.
- ? Campus Watch signs are installed at the graduate apartment complex and throughout the campus.
- ? Campus Watch decals have been installed on doors, windows, and campus vehicles to promote the program. Custodial, Grounds and Facilities services staff attend an annual crime prevention presentation by the crime prevention officer.
- ? Academic and administrative buildings are checked and locked nightly.
- ? Street lights are inspected weekly, upgrades or immediate repairs and/or replacements are carried out. Overall, lighting is reviewed annually by representatives of the Dean of Students Office, Campus Facilities and Campus Security.
- ? Trees and shrubbery located near buildings and walkways are trimmed on a regular basis.
- ? A special safety/security orientation is provided to new students.
- ? Emergency phone towers with blue lights are installed at parking lot entrances at 7th, 9th, 11th, and 12th Streets.
- ? Exterior lighting around the campus has been enhanced.

SAFETY IMPROVEMENTS IN THE PAST EIGHTEEN MONTHS

- ? Outdoor lighting improvements are continuing.
- ? Campus-wide emergency evacuation drills have been held each semester.
- ? The Campus Emergency Operations Plan has been upgraded. Many students, staff, and faculty have been trained for their emergency roles.
- ? Maps of below-grade utilities have been updated and improved.

PLANNED SAFETY IMPROVEMENTS IN THE NEXT TWENTY-FOUR MONTHS

- ? Additional emergency phones will be installed in parking areas and building entrances.
- ? Exterior lighting will continue to be upgraded.
- ? Fire and intrusion alarm installation and upgrading will continue.

CGU SEXUAL ASSAULT POLICY

It is the policy of Claremont Graduate University to ensure, to the fullest extent possible, that any student, faculty or staff member who is a victim of sexual assault committed on the campus shall receive treatment, support and information; and to encourage victims of sexual assault to make full use of these provisions.

CGU will not tolerate sexual assault, whether directed at males or females or whether committed by a stranger or an acquaintance. CGU has an obligation to address the needs of the sexual assault victim as well as a responsibility to protect the other members of the campus community from potential sexual assaults. Referrals for treatment will be made and on-going support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim will be maintained.

CGU will make the CGU community aware of any rapes or other sexual assaults by strangers on campus, and will judge the need for reporting acquaintance rapes to the community on a case-by-case basis. The University is legally obligated to report to the federal government the number of sexual assaults that occur on campus each year. In the case of a stranger rape, the location of the incident will be made known in order to determine if the area itself is hazardous and needs attention by the Physical Plant Department or increased security patrols. If, for reasons of safety, the campus community is to be notified of the occurrence of the assault, the victim will be informed prior to such notification. Members of the CGU community will be notified of assaults or rapes that occur on other Claremont Colleges campuses if that information is received by the dean of students or the director of personnel.

The victim or the campus individual first notified should immediately contact the appropriate representative listed below:

Betty J. Hagel barger
Dean of Students
Harper 122, (909) 621-8965

Brenda Leswick
Director of Human Resources
Harper 161, (909) 621-8686

CRIME STATISTICS			
The Claremont Graduate School			
CRIME	1995	1996*	1997
Aggravated Assault	0	0	0
Burglary	7	6	1
Grand Theft Auto	0	0	0
Homicide	0	0	0
Rape (Stranger)	0	0	0
Rape (Acquaintance)	0	0	0
Robbery	0	0	0
ARRESTS			
Alcohol Violations	0	0	0
Drug Violations	0	0	0
Weapons Possession	0	0	0

*** 1996 numbers re-classified to reflect Uniform Crime Reporting Standards (UCR).**