

CLAREMONT UNIVERSITY CENTER

Campus Security Annual Report 1997

**Prepared by the
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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.

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. Activating the emergency phone 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.).

SUBSTANCE ABUSE POLICY

It is the policy of the Claremont University Center to provide a safe, healthy, and productive workplace for all employees, including staff, faculty, and student employees. The following is a summary of the main points:

ALCOHOL:

- ? The use of alcoholic beverages by persons under the age of 21 is prohibited.
- ? The sale or furnishing of an alcoholic beverage to anyone under the age of 21 is prohibited.
- ? The sale of alcoholic beverages on campus is prohibited.
- ? Advertising of alcoholic beverages is prohibited.
- ? 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).

DRUGS:

- ? The unlawful possession, distribution, dispensation, use, sale, purchase, or offering for sale of a controlled substance is prohibited in the workplace of this institution. ("Controlled substance" includes, but is not limited to: marijuana, heroin, barbiturates, amphetamines, and other narcotics.)
- ? As a condition of employment, all employees are required to adhere to this policy.
- ? An employee who is convicted of a criminal drug statute violation occurring in the workplace must notify the institution personnel officer of such within five days after the conviction.
- ? Employees convicted of manufacturing, distribution, selling, offering to sell, dispensing, possessing, purchasing or using controlled substances in the workplace shall be subject to disciplinary action up to and including termination of employment and referral for prosecution for violation of the law. Student employees may also be considered for expulsion.
- ? Persons who are not employees of the institution, but who perform work such as independent contractors, temporary employees, visitors engaged in joint projects, etc. are required to comply with this policy. Violation is likely to result in being barred from the workplace, even for a first offense.

Information about substance abuse treatment programs and rehabilitation is available through the Personnel Services Office.

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 University Center (CUC) and Central Programs and Services are very concerned about the safety and security of all students, employees and visitors, and are committed to providing a safe and secure environment.

The services provided by the various departments in the CUC system are student focused, and include: the libraries, the counseling center, student health services, the Office of Black Student Affairs, the Office of Chicano Student Affairs, the Chaplaincy, and Campus Security; as well as business-directed, such as: Financial Services, Personnel, Physical Plant, Huntley Bookstore, Risk Management and Insurance, and the Faculty House.

A number of precautionary measures are in place in and around the facilities that are intended to enhance the quality of life and the safety and security of the work environment, such as:

- ? Security alerts are forwarded by Campus Security to department administrators in a timely manner for distribution to employees to inform them of crimes or suspected crimes that may threaten the safety of members of the community.
- ? Intrusion alarms, both silent and audible, are located throughout CUC facilities.
- ? All CUC departments have fire alarm systems installed which are regularly maintained.
- ? All fire, intrusion, panic, and critical mechanical alarms are monitored by Campus Security twenty-four hours a day.
- ? Knox (lock) boxes are installed on CUC buildings so the lowest level key is provided to staff who have authorized access to the facility.
- ? Trees and shrubbery are regularly trimmed to provide good visibility.
- ? All exterior lighting has photocell switching capacity so that lighting is self adjusting to time changes. Exterior lighting is inspected weekly and repairs are made on a timely ongoing basis.
- ? Escort services are available through Campus Security throughout the year.
- ? Campus Watch is promoted and signs are posted throughout the campus. In addition, signs are posted on all electric carts used by CUC.
- ? High security door locks are installed on entrance doors to Honnold Mudd Library, Baxter Medical Center, and Pendleton Business Building.
- ? Honnold Mudd Library has a card key access system in place.
- ? Intrusion alarms are installed in vulnerable/selected areas of the main Honnold Mudd-Library.
- ? A remote intrusion alarm is installed on the roof access doors of Honnold Mudd Library.
- ? Intrusion alarms are installed in Monsour Counseling, Pendleton Computing, Bridges Auditorium, the Physical Plant Office and the Telephone Office.
- ? Combination entry locks are installed on the study rooms in Honnold Mudd Library, allowing access only to authorized persons.
- ? Custodial, Grounds and Facilities services staff attend an annual crime prevention presentation by the crime prevention officer.
- ? Emergency phones are installed in and around Honnold Mudd Library.
- ? Library Service Officers (LSOs) are on duty in Honnold Mudd Library during designated hours. LSOs monitor problem areas, report suspicious activity, and assist in securing and locking the library at closing time.

? A Library Security Task Force functions to review security-related problems and concerns and make recommendations to implement plans and strategies to eliminate them. Staff from the four libraries, the Crime Prevention Officer, and a representative from the Facilities Department, are regular members of the Task Force.

? Regular in-service library security training is conducted for the staff.

? A security mirror is installed in Pendleton Business Building to monitor pedestrian traffic.

? Faculty House Parking Lot was expanded with additional lighting and an emergency telephone connected to Campus Security.

SAFETY IMPROVEMENTS IN THE PAST EIGHTEEN MONTHS

? Exterior lighting upgrades were completed along Dartmouth Avenue, Mudd Quadrangle area and in selected areas of the campus

? A robbery alarm was installed in the financial services department and training involving Campus Security and the Claremont Police Dept. was provided to all staff in the building.

? A new central station alarm system was installed in Campus Security providing greater detail and a more rapid notification and response in fire and intrusion alarm incidents.

? Fire and intrusion alarm systems installed in the new Chicano/Latino Student Affairs Center.

? Intrusion alarm systems installed in the Human Resources and Real Estate offices.

PLANNED SAFETY IMPROVEMENTS IN THE NEXT TWENTY-FOUR MONTHS

? Continued upgrades will be made to exterior lighting.

? Intrusion alarm upgrading will continue.

? Fire alarm system upgrades will be completed.

? Exit sign upgrades will be completed.

WHAT YOU NEED TO KNOW ABOUT SEXUAL ASSAULT

It is the policy of Claremont University Center (CUC) to ensure, to the fullest extent possible, that any employee 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 the full use of these provisions.

CUC will not tolerate sexual assault, whether directed at males or females or whether committed by a stranger or an acquaintance. We have 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 ongoing support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim will be maintained.

CUC will make the college community aware of any rapes or other sexual assaults by strangers on campus, and will judge the need of reporting acquaintance rapes to the community on a case-by-case basis. 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 Physical Plant 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.

WHAT SHOULD YOU DO IF YOU HAVE BEEN SEXUALLY ASSAULTED?

MAKE SURE YOU ARE OUT OF DANGER. If you need immediate assistance, call Campus Security right away at extension 72000, or contact the CUC Personnel Representative at extension 73872. You also have the option of calling the police directly by dialing 9-9-1-1 from a campus phone. Assistance is also available 24 hours a day by calling the local Rape Crisis Hotline at (909) 626-4357.

GET PROPER MEDICAL ATTENTION for physical injuries and sexually transmitted diseases even though you may not think you need it. Do not shower, bathe, douche or brush your teeth. Medical evidence can be collected. Collecting evidence is the victim's choice and does not mean that he/she must pursue criminal charges, it merely leaves the option open. NOTE: The hospital has an obligation to inform the police and the police will interview the victim at the hospital. It is the victim's choice as to whether or not a police report is taken and criminal charges are pursued against the assailant.

There are several treatment options:

- 1) Pomona Valley Community Hospital Medical Center Emergency Room at 1798 North Garey Avenue in Pomona, (909) 865-9600.
- 2) San Antonio Hospital Emergency Room, 999 San Bernardino Road in Upland, (909) 920-4747.
- 3) Planned Parenthood has a health care provider that can test for pregnancy and sexually transmitted diseases, and is located at 1900 Royalty Drive in Pomona, (909) 620-4290.
- 4) The victim can be treated and tested by his/her own health care provider.
- 5) Eligible employees may wish to contact the Employee Assistance Plan (EAP) which is available through the benefits program by calling Psychological Systems at 1 (800) 992-8448 (a clinical coordinator will assist you). The CUC Personnel Representative can also assist with this option.

WHAT KIND OF HELP IS AVAILABLE?

The CUC Personnel Representative will assist the victim with information, transportation, resources/referrals, and information regarding criminal prosecution, civil prosecution, the CUC disciplinary process and the availability of mediation for the victim and the alleged assailant if they both are college employees and/or students. The Personnel Representative will provide information about the status of any disciplinary hearings connected with the assault and the results of any such actions to the victim, if the alleged perpetrator is a member of the CUC community.

NOTE: If the victim wishes to remain anonymous, the Personnel Representative will serve as a consultant to the campus individual who is assisting the victim.

Sexual assault, rape and acquaintance rape prevention presentations, workshops and literature are available through Campus Security (ext. 72000), Monsour Counseling Center (ext. 18202) and Project SISTER, the local rape crisis center and 24 rape crisis hotline, (909) 626-4357.

CRIME STATISTICS			
Claremont University Center			
CRIME	1995	1996*	1997
Aggravated Assault	0	0	0
Burglary	4	1	2
Grand Theft Auto	2	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	1	1	0

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