

HARVEY MUDD COLLEGE

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 puts 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.
- ? 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.

HARVEY MUDD COLLEGE (HMC) is concerned about the safety and welfare of all students, employees, and guests, and is committed to providing a safe and secure environment. In addition to the security services provided by Campus Security, HMC has precautionary measures in place that are intended to enhance the quality of life and to assure the safety and security of the resident student body.

Harvey Mudd College is a residential college; nearly all students live on campus in the residence halls. The Dean of Residential Life is the College officer responsible for the residence halls. The Dean or a professional staff member is on-call at all times, twenty-four hours a day, seven days a week during the academic year. All residence halls are served by live-in proctors, who are available and on-call throughout the school year to supervise and help govern residential life.

The following are precautionary measures for the safety of HMC students, staff and faculty:

- ? Most residence halls have direct access to student rooms from outside. Concern for hall entry door security does not apply with the exception of one residence hall which maintains a 24 hours lock on entrance doors equipped with push-button combination locks. (Combination changed as needed).
- ? Residence hall windows and doors are checked annually and hardware is repaired or replaced as needed.
- ? The entire campus has been rekeyed with high security keyways not reproducible outside of The Colleges' system. Lost keys result in a lock rekeying and new key issue. All student keys are collected at the end of each semester to identify unreported lost keys. A lost dorm master key results in the entire dorm being re-keyed.
- ? Administrative and academic buildings are locked and unlocked on a scheduled basis by custodial staff.
- ? Keys are controlled by the Facilities & Maintenance Office. Sign-in and sign-out procedures are closely monitored and stored in a database system. Access to key lock boxes is restricted.
- ? Escort service is provided by Campus Security as well as through a "buddy system" of student volunteers whose names and numbers are listed and distributed to students. In addition, a 5-College escort service, staffed by students and trained by Campus Security, is operational during the academic year.
- ? Emergency phones are mounted on dorm exteriors.
- ? During winter break a dedicated security officer is hired to patrol residential living areas from 6:00 p.m. to 6 a.m. daily to enhance the security of remaining residents and property.
- ? New student orientation includes information about campus crime and basic prevention tips. A whistle safety program is supported with whistles issued to students.
- ? "Campus Watch" resides with the Student/Faculty Committee. Annual programming efforts include:
 - ? "Together For a Safe Campus," a weekly e-mail summary of crime and security incidents.
 - ? Self-defense classes are held each semester for both men and women.
 - ? On-campus bike registration twice yearly. Bike U-locks and other bike security items are available at cost from the Dean's Office.
 - ? Alcohol Awareness Week and Date Rape Awareness Week promoted. Student Activities assistants provide literature and programs.
- ? Campus Security officers and trained student security officers provide crowd control and event management at events where alcohol is served. At 5-college events with alcohol, professional bartenders are used and legal alcohol service conditions are maintained.

- ? A preventative maintenance program including scheduled checks for battery back-up systems, generator operations and other devices needed to preserve security, is in place.
- ? Laundry room door windows are installed, and peep holes are installed in dorm room doors.
- ? Residence hall door and window security devices have been installed.

SAFETY IMPROVEMENTS IN THE PAST EIGHTEEN MONTHS

The college has taken crime and campus security seriously.

- ? 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.
- ? Walkway lighting system upgraded.
- ? Seven exterior emergency phones installed.
- ? Exterior-mounted key safes (Knox Boxes) were installed for Campus Security use.
- ? Emergency phones with blue light locators have been installed on exterior building walls throughout the campus.
- ? A map of the basement system has been provided to Campus Security for rapid response improvement.

PLANNED SAFETY IMPROVEMENTS IN THE NEXT TWENTY-FOUR MONTHS

- ? Exterior lighting surveys and improvements.
- ? More emergency phones added (parking lots).
- ? Campus sign program developed and implemented.
- ? Student mailboxes replaced with locking mailboxes and the mailroom will be a locked facility.
- ? Install burglary alarm - Kingston Hall.
- ? Investigate card access system in academic areas, Platt, and Case Dorm.
- ? Implement campus-wide inventory control system.
- ? Implement campus-wide computer hardware security program.
- ? Consider residence hall structural modifications to increase security.

SEXUAL ASSAULT POLICY

It is the policy of HMC to ensure, to the fullest extent possible, that any student or employee (faculty or member), who is the victim of sexual assault committed on its campus shall receive prompt treatment, support, and information; and to encourage victims of sexual assault to make full use of these provisions.

For the purposes of this policy, sexual assault includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Acquaintance rape, while the most difficult of sexual assaults to define, is nonetheless a nonconsensual, forcible act of violence.

HMC does not tolerate sexual assault, whether directed at males or females and whether committed by a stranger or an acquaintance. The College seeks to address the needs of the sexual assault victim and to protect other members of the campus community from potential sexual assaults. Referrals for treatment and ongoing support are offered to victims. In the interests of privacy and when within the College's jurisdiction, confidentiality regarding the names of the victim and alleged assailant is maintained.

HMC will make the college community aware of any rapes or other sexual assaults by strangers on campus, and will judge on a case-by-case basis the need to report to the college community acquaintance rapes or sexual assaults. In the case of a sexual assault by a stranger, the location of the incident will be made known to the college community. Students and employees will be notified of assaults or rapes which occur on other Claremont Colleges campuses when reports are received by the Dean of Students or the Personnel Administrator.

SEXUAL ASSAULT PROCEDURES

Get medical treatment. Because sexual assault may involve physical trauma and is a crime, the victim of a sexual assault is strongly encouraged to seek treatment.

There are several options for treatment:

? Go to the Pomona Valley Hospital Medical Center Emergency Room, located at 1798 N. Garey Avenue in Pomona, (909) 865-9600. Because the assault on the victim is a crime, the hospital has an obligation to inform the police and the police will interview the victim at the hospital regarding the assault. The victim will have a choice as to whether to allow collection of evidence and whether to go forward with prosecution.

If the victim is willing to go to the hospital, the campus individual or the college official first notified can arrange transportation. This individual or the victim can contact the Rape Crisis Hotline (909) 626-4357 twenty - four hours a day. The Rape Crisis Center can assist with advice, hospital accompaniment, reporting and legal options, rape and sexual assault support groups, short term and long term counseling and other referrals. It is important that the victim NOT shower, douche, or change clothes, in order to preserve evidence as may be necessary to the proof of criminal assault.

? A victim who does not wish to go to the hospital is strongly encouraged to receive treatment/assistance from other available source, such as:

PLANNED PARENTHOOD, 1900 Royalty Drive in Pomona,(909) 620-4290, where testing for pregnancy and sexually transmitted diseases is available.

On campus, MONSOUR COUNSELING CENTER, 735 N. Dartmouth Avenue, has staff on call twenty four hours a day during the academic year for assistance and counseling. Call extension 18202 or (909) 621-8202 during the weekday, and/or call Campus Security at extension 72000 for contact with a counselor anytime, after hours, weekends, and holidays during the school year.

Victims who are employees may wish to seek counseling through the College's EMPLOYEE ASSISTANCE PROGRAM, by contacting: PSYCHOLOGICAL SYSTEMS at 1 (800)-992-8448.

? A victim who is an HMC student, or the campus individual representing a student victim (e.g., fellow student or faculty or staff member) should contact the Dean of Students/The College Representative at extension 18125 or at (909) 621-8125.

? A victim who is an employee, or the campus individual representing an employee victim, (e.g., fellow faculty or staff member) should contact either the Dean of Faculty of the Personnel Representative (both are college representatives).

If the victim wishes to remain anonymous to the college representative, the college representative will serve as a consultant to the campus individual representing the victim and that person will provide ongoing support as needed. The college representative will provide ongoing rape management, either directly or as a consultant, depending on the wishes of the victim. The college representatives will serve as back-up for each other. In the event a college representative cannot be reached, call Campus Security at extension 72000 or (909) 621-8170.

? Verbal and written information about sources of support on campus and in the community are provided to the victim by the college representative, or the campus individual representing the victim.

? The victim will be provided with information about criminal and civil prosecution. If both the victim and alleged assailant are either an HMC student or employee, the college representative will provide information about the College's disciplinary process and the availability of mediation. In the case of student victims, the Dean of Students' office can assist in arranging housing and/or academic accommodations that may arise because of the assault.

? The victim will be provided information about the status of any disciplinary hearings connected with the assault and the results of any such actions by the college representative. And, ongoing follow-up to the case on an as-needed basis, ensuring that the victim has access to the support services s/he needs, will be provided by the college representative.

SEXUAL ASSAULT PREVENTION, EDUCATION, AND AWARENESS

The Dean of Students' Office leads a mandatory training session on sexual assault and harassment during the proctor training program. Proctors are trained in the definition, prevention, and campus resolution procedures for these sexual offenses. Follow-up training for the proctors occurs, as needed, at weekly proctor supervision meetings.

? Freshmen, new transfer students, and upper-class orientation sponsors receive information on sexual assault prevention and complaint procedures at a session on gender issues during new student orientation.

? Student athletes participate in a similar mandatory session on sexual assault each year.

? Gender relationship programs are offered by the College each year. Interested students are encouraged to attend.

? All students receive the College's anti-sexual assault policy and procedures for resolving complaints in the HMC Student Handbook, which is distributed to each student at the beginning of the fall semester.

CRIME STATISTICS Harvey Mudd College			
CRIME	1995	1996*	1997
Aggravated Assault	0	0	0
Burglary	17	3	1
Grand Theft Auto	3	2	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	1
Weapons Possession	0	0	0

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