

# **CLAREMONT MCKENNA COLLEGE**

## **Annual Campus Security Report 1998**

**Prepared by the  
Department of Campus Security  
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**This information is provided in compliance with The Crime Awareness and Campus Security Act of 1990 (amended in 1998 and renamed the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act")**

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 Colleges 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 13 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 are called when police presence and/or assistance is deemed appropriate. 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 educate members of the college community. The Colleges' crime prevention program is based upon the dual concepts of eliminating 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.
- Crime Prevention Presentations: crime specific workshops presented to students and employees throughout the year.
- Escort Services: available through student-run escort programs and Campus Security.

- Exterior and Interior Emergency Telephones: linked directly to Campus Security 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: checks of exterior lighting, doors, windows, hardware, and grounds are conducted by the crime prevention officer and campus maintenance and facilities staff.

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 should never be propped open. A propped door 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 judgment when walking, jogging, or engaged in solitary activity, especially at night.
- Request escort service anytime by calling Campus Security at Ext. 72000 or 621-8170; or, at night, 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 of - 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 is involved, 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 college property or as part of its 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 that college's 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, etc.

**CLAREMONT MCKENNA COLLEGE** 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 services provided by Campus Security, CMC has a number of precautionary security measures in place which are intended to enhance the quality of life and to assure the safety and security of the student body.

- All residence halls are locked at all times, throughout the year. RA=s are responsible for making sure there are no equipment failures or propped doors.
- Live-in resident assistants (RA=s) are available and on-call throughout the academic year. A dean or other professional staff member of the Dean of Students= Office is also on-call at all times, 24 hours daily, 7 days a week.
- 7 of 11 residence halls are equipped with a security system which allows entrance only with a special card key. Only current CMC students are issued a card key. Students are instructed to report lost card keys immediately and any lost card keys are deactivated immediately.
- There is card key access to residence halls with common hallways.
- Students must sign to receive their room key. No one other than the student can obtain the key. Only one (or two if it is a double room) key is kept for each room. If a student loses his/her key, the door is automatically re-keyed.
- Campus Security has a set of master keys; all other master keys are checked out through Administrative Services and returned the same day. A strict, regularly supervised key control and facility access policy is in operation.
- Bedroom door locks are specially designed and are accessed by double-cut keys that cannot be duplicated locally, thereby providing greater security.
- It is the responsibility of every student to assure that the residence halls are kept securely locked. After entering or leaving the residence hall it is wise to check to make sure the door re-latches. A \$25.00 fine is assessed if a residence hall exterior door is found propped.
- Guests should be escorted at all times in the residence halls.
- See-through entry doors are installed at residence halls with a common entry.
- Some areas with multiple users have combination locks.
- All buildings are secured with high security keyways.
- Fire extinguishers are located in every building. Fire sprinklers are in many buildings and smoke detectors are in each residence hall.
- Fire alarms which report directly to Campus Security are in all buildings.
- Building attendants lock and secure academic and administration buildings after regular use hours nightly. After hours unscheduled access must be approved by facilities managers before key service is provided.
- Security "Alerts" and Bulletins are posted and/or distributed campus-wide in a timely manner to inform the campus community of crimes, suspected crimes, or suspicious activity which may threaten the safety of CMC students and employees.
- Whistles are distributed to any new student who wishes to have one. Students are encouraged to carry and use them if they are endangered.

- Self-defense classes are available through the athletic department.
- An escort service, financed by the Dean of Students Office, is available to assist students throughout the academic year. They utilize two-way radios and wear identifying shirts. In addition, Campus Security provides escort service throughout the year.
- Campus Watch program signs are posted throughout the campus.
- New student orientation programs include a mandatory safety and security session with Campus Security staff.
- Security staffing and prior notification are required at designated student parties and other events, especially when alcohol is served. Exterior parties with alcohol are fenced.

## **SECURITY CONSIDERATIONS USED IN MAINTENANCE OF CAMPUS FACILITIES**

- Several parking lots and the Fitness Center are equipped with surveillance cameras which are monitored by Campus Security.
- Intrusion alarms are installed in the Athenaeum and basement storage area at Bauer North, Poppa Computer Lab and at Axelrood Pool.
- Maintenance staff, who are trained to report suspicious activity, are on campus from 5:00 A.M. to 1:00 A.M.
- A base station and 22 hand-held radios are maintained to enhance rapid response to campus needs by staff.
- Trees and shrubbery near buildings and walkways are regularly trimmed to minimize their use for concealment.
- Quarterly security (lighting, shrubbery and general safety) inspections are conducted by the Director of Administrative Services, Director of Grounds, and the Vice-President. Deficiencies are corrected and enhancements are instituted.
- Reports of non-working lock hardware are routed to staff maintenance personnel immediately.
- Weekly walk-throughs are performed to check exterior lighting.
- Building attendants and maintenance personnel are required to wear uniforms and I.D. badges when working on campus.
- Intrusion alarms monitored by Campus Security are installed in several facilities.
- Fire lanes are secured - entry is by request only.
- Peepholes have been installed in Benson, Berger, Phillips and the Student Apartment residence facilities.
- Card access and a prop alarm are added security measures for after hours use of Poppa Computer Lab.
- Card access required for after hours use of small gym at Ducey Gym.
- Emergency phones installed at Cramer Walkway, the 6<sup>th</sup> & Mills Parking Lot and Roberts Hall.

## **CMC SEXUAL ASSAULT POLICY**

It is the policy of Claremont McKenna College to ensure, to the fullest extent possible, that any student, faculty or staff member who is the victim of sexual assault committed on the campus shall receive treatment, support, and information. "Sexual assault" is defined by the Education Code Section 94385 as including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Assault" is defined by California Penal Code 240 as an unlawful attempt to apply physical force to the person of another, where at the time of the attempt the person making the attempt had the present ability to apply such force and had the intent to commit an act, the direct and natural probable consequences of which, if successfully completed, would be the application of physical force upon the person of another. Sexual assault is an assault committed with the specific intent to commit rape, forced sodomy, forced oral copulation, rape by a foreign object, or sexual battery.

"Sexual battery" is defined by California Civil Code Section 1708.5 as committed when a person acts 1) with intent to cause a harmful or offensive contact with an intimate part of another, or 2) with the intent to cause a harmful contact with another by use of his or her intimate part, and a sexually offensive contact with that person directly or indirectly results; or a person acts to cause an imminent apprehension of the acts described in category 1 or 2 of this paragraph. "Intimate part" means the sexual organ, anus, groin, or buttocks of any person, or the breast of a female. "Offensive contact" means contact that offends a reasonable sense of personal dignity.

"Sexual battery" is also defined by California Penal Code section 243.5 as committed when any person touches, against the will of the person touched and for the purposes of sexual arousal, sexual gratification or sexual abuse, an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice. "Touches" means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense. "Intimate part" means the sexual organ, anus, groin or buttock of any person and the breast of a female.

Implicit in sexual assault is a lack of consent. "Consent" is defined as explicit agreement that an individual is willing to engage in an activity. However, if at any point, an individual indicates in a verbal or nonverbal manner that he or she does not want sexual contact to go any further, then any further interaction takes place without consent. An individual has the right to say that sexual contact should stop at any time regardless of how much sexual contact has already occurred, even if he or she had agreed earlier to more sexual contact. Sexual interaction with individuals who are prevented from resisting because of alcohol, controlled substances, or unconsciousness is sexual interaction without consent.

Claremont McKenna College 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 treatments 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.

Claremont McKenna College 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. We are legally obligated to report to local and 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 Physical Plant or increase 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 CMC 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 Human Resources.

## **EDUCATIONAL PROGRAMS**

The Claremont Colleges provide ongoing educational programs for students, faculty, and staff in order to promote awareness about rape, sexual harassment, and other sexual offenses. These programs are designed to heighten community awareness and prevent sexual offenses. Programs may vary from college to college.

In order to promote a safe campus environment, individuals who may be in violation of college policies on sexual offenses should be informed about their conduct. They may not be aware that their behavior is sexually offensive, threatening or hurtful. Education may remedy their behavior.

## **Campus and Community Resources**

Resources that provide assistance to survivors of sexual offenses are available on each campus, through the Central Services, and from the community. They include:

Campus Security	(909) 621-8170 or ext. 72000
Claremont Police Department	(909) 399-5411
Dean of Students Staff	(909) 621-8114 or ext. 18114
Monsour Counseling Center	(909) 621-8202 or ext. 18202
Baxter Medical Center	(909) 621-8222 or ext. 18222
Project Sister	(909) 626-HELP
Los Angeles Rape Hotline	(310) 392-8381

Pomona Valley Community Hospital Medical Center Emergency Room  
1798 North Garey Avenue, Pomona CA 91768 (909) 865-9600

San Antonio Hospital Emergency Room  
999 San Bernardino Road, Upland, Ca 91786 (909) 920-4747

Planned Parenthood  
1900 Royalty Drive, Pomona, Ca (909) 620-4290

## **THE PROCEDURES FOLLOWED ONCE A SEX OFFENSE HAS OCCURRED – REPORTING PROCEDURES**

1. Charges which involve sexual assault must be filed within twelve months of an alleged incident.
2. Students who suspect that a violation of this sexual offense statement may have occurred should contact a member of the Dean of Students staff at the college where they are enrolled.
3. Students are strongly encouraged to report suspected violations as soon as possible after they have occurred. If alleged criminal conduct is involved, students are strongly encouraged to file charges with local law enforcement officials. Students who wish to file a formal complaint may request assistance from their Dean of Students.
4. Students who wish to file criminal charges should not shower, change clothes, or douche in order to preserve evidence. The Pomona Valley Community Hospital Emergency Room is equipped with rape kits for the collection of physical evidence. While not required, physical evidence can strengthen a case in both criminal and campus disciplinary proceedings.
5. The Dean of Students will provide victims with information about criminal prosecution, civil prosecution, college disciplinary procedures, and informal resolution options. Information about possible changes in academic or living arrangements may also be obtained from the dean.
6. Students who wish to have possible misconduct reviewed by a college judiciary board must prepare a written complaint. Assistance in preparing a complaint may be obtained from the Dean of Students. Discussions with a dean will be treated confidentially, insofar as the law allows. The Claremont Colleges have an obligation to report statistics on rape or sexual assault committed on campus.

## **SANCTIONS**

Members of the Claremont community found guilty of violating college policies on sexual offenses may be subject to penalties up to and including expulsion for students, and termination for employees.

## STATISTICS

The Student Right to Know and Campus Security Act of 1990, was amended in 1992 and 1998. 1998 amendments renamed this subsection the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” This act requires eligible institutions to collect, publish and distribute information/statistics about the following criminal offenses:

- (I) murder;
- (II) sex offenses, forcible or nonforcible;
- (III) robbery;
- (IV) aggravated assault;
- (V) burglary;
- (VI) motor vehicle theft;
- (VII) manslaughter;
- (VIII) arson; and
- (IX) arrest or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and

“Of the crimes listed, and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice.”

<b>Crime Statistics Claremont McKenna College</b>				
<b>OFFENSE</b>		<b>1996</b>	<b>1997</b>	<b>1998</b>
Murder		0	0	0
Sex Offenses	Forcible	0	0	1
	Non-forcible	0	0	0
Robbery		0	0	0
Aggravated Assault		0	0	0
Burglary		7	3	2
Motor Vehicle Theft		1	2	0
Manslaughter		0	0	0
Arson		0	0	0
Arrests or persons referred for campus disciplinary action for Liquor law violations, drug-related violations, and weapons possession		0	0	N/R, *
Hate Incidents	Race	0	0	0
	Gender	0	0	0
	Religion	0	0	0
	Sexual Orientation	0	0	0
	Ethnicity	0	0	0
	Disability	0	0	0

N/R – Campus officials did not report campus disciplinary action.

\* - Two HMC persons were involved in liquor law violations that occurred on the CMC campus have been recorded in HMC’s report.

# 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.
- At night, work or study only in occupied buildings. Call Campus Security at Extension 7-2000 for an escort if you are alone.
- Don't carry extra credit cards or large sums of money.
- 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 frequently stolen.
- 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.”