

PITZER COLLEGE

Annual Campus Security Report 1998

**Prepared by the
Department of Campus Security
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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.

PITZER COLLEGE is very concerned about the safety and welfare of all students, employees, and visitors, and is committed to providing a safe and secure environment. In addition to services provided by Campus Security, Pitzer has precautionary measures in place that are intended to enhance the quality of life and to assure the safety and security of the students, staff and faculty.

The Dean of Students is the college officer responsible for the residence halls. The Dean or a professional staff member is on-call at all times, twenty-four hours a day, seven days a week during the academic year. All residence halls are served by live-in hall directors and resident advisers (RAs) who are available and/or on-call at all times throughout the school year to supervise and help govern residential life.

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

- Residence halls are locked at 11:00 p.m. nightly and are unlocked at 7:00 a.m. automatically by the card reader access system. The residence halls stay locked on the weekends.
- Administrative and academic buildings are locked by night custodial staff.
- Each residence hall main entrance is staffed by service desk student workers from 5:00 p.m. to midnight, Monday -- Friday, and from 3:00 p.m. to midnight on Sunday. They provide information and materials to students and visitors.
- Residence hall roof doors are locked after 7:00 p.m. nightly.
- Resident advisers perform duty “rounds” to monitor behavior and facility safety.
- Access to residence hall basement storage/work areas from student room areas is restricted to authorized staff with keys.
- Master keys are restricted. The incidence of lost keys has been reduced by the installation of Knox Boxes which enable rapid building entry by Campus Security and authorized staff.
- Security alerts are distributed campuswide in a timely manner to inform the campus community of crimes or suspected crimes that may threaten the safety of Pitzer students and employees.
- Escort services are available through a joint Pomona/Pitzer, student, radio dispatched, escort service during the academic year and from Campus Security at any time.
- Whistles are issued to students who are encouraged to carry and use them if there is danger or an emergency.
- Self defense classes are offered to students.
- Campus Watch is promoted and Campus Watch signs are posted on the campus and on maintenance vehicles. Security Awareness Brochures are distributed to students. Theft awareness door hangers are used to encourage door locking in residence halls.
- Regular trimming of trees and shrubbery is done to minimize concealment, ensure lighting effectiveness and maintain good visibility near building entrances and exits.
- Building inspections for safety and security are performed monthly. Work orders are issued as needed.
- Additional security officers are designated for residence hall security patrol during holiday breaks.
- Violence in the Workplace training seminars are provided to staff.

SECURITY CONSIDERATIONS USED IN MAINTENANCE OF CAMPUS FACILITIES

- Fire emergency ladders are installed in dorm rooms on the second and third floor of Mead Hall.
- Student room doors are equipped with a high security key system. Residential doors and windows have additional pin locks installed. Students are issued keys to their own dorm only.
- If a residence hall key is lost, the room lock is re-cored and new keys are given to authorized users.
- Emergency telephones connected directly to Campus Security are installed throughout the campus.
- A major parking lot is equipped with video surveillance cameras which is monitored by Campus Security during specified hours.
- Facility contractors not identified by wearing apparel will wear an orange Pitzer numbered badge.

PITZER POLICY REGARDING SEXUAL OFFENSES

Every Pitzer Community member has the right to freedom from harassment and/or abuse, including sexual offenses. When this right is ignored, the offense degrades the victim, our community, and society at large. Pitzer College will not tolerate sexual offenses of any kind. Please refer to the Code of Student Conduct for more details on Pitzer's Sexual Offense policies.

It is the policy of Pitzer 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.

REPORTING PROCEDURES IF YOU ARE THE VICTIM OF A SEXUAL OFFENSE

If alleged criminal conduct is involved, students are strongly encouraged to file charges with the local law enforcement officials. Students who wish to file a formal complaint may request assistance from the Dean of Students.

The victim of a sexual offense who wishes to file criminal charges should not shower, douche, change clothes or remove anything from the location of the crime. Call Campus Security at extension 72000 and/or the Claremont Police Department at 9-9-1-1 (9-dialtone-9-1-1) immediately for a report and investigation. They will arrange for transportation to Pomona Valley Community Hospital Emergency Room (1798 N. Garey Avenue, Pomona, 909/865-9600), where the victim will receive medical treatment and physical evidence will be collected via a rape kit. While not required, physical evidence can strengthen a case in both criminal and campus disciplinary proceedings.

Hospital has an obligation to inform the police of all rape and sex offense victims who respond for treatment. The police will interview the victim at the hospital. The victim has the choice as to whether or not to allow collection of evidence and whether to go forward with criminal prosecution if the assailant is identified.

Other treatment options include:

- San Antonio Hospital Emergency Room, 999 San Bernardino Road in Upland, (909) 920-4747.
- Planned Parenthood has a health care provider that can test for pregnancy and sexually transmitted diseases, and is located at 1900 Royalty Drive, Pomona, (909) 620-4290.
- Project SISTER, (909) 626-4357, the local rape crisis center provides short-term counseling, rape survivor's support groups and referrals for long-term counseling and information.

- On campus, during the academic year, students can receive preventive medicine for pregnancy and treatment for sexually transmitted diseases at Baxter Medical Center, 175 E. Sixth Street, extension 18222.
- Counseling and support services are available at Monsour Counseling Center, 735 N. Dartmouth, extension 18202.
- Eligible employees may wish to contact the employee assistance plan which is available through the benefits program. Contact Psychological Systems at 1(800) 992-8448. The Human Resources Representative can assist the employee with this option.

The Dean of Students or College Representative will provide victims with information about criminal prosecution, civil prosecution, college disciplinary procedures, and informal resolution options. Information about the possible changes in academic and living arrangements may also be obtained from the Dean.

Students who wish to have a 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 incidents of rape and other sex offenses committed on campus.

Students (both complainants and respondents) who are parties to college judiciary hearings are entitled to be accompanied by advisors. The hearing officer will report the disposition of the case to the respondent, the complainant, and other appropriate college officials no later than three days following the completion of the hearing.

SANCTIONS

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

CAMPUS SEXUAL ASSAULT/OFFENSES RESOURCE LIST

The following resources are available at Pitzer and on the Claremont campuses to assist students and employees in responding to an assault or to discuss concerns about sexual assault.

- 1) Campus Security can put you in touch with the psychologist and/or dean on call at any time:
 On campus - ext. 72000 Off campus or from a private line, dial - (909)-621-8170
- 2) Student Services Staff

Your RA and Hall Director	
The Deans	
Dean of Students	ext. 72821
Monsour Counseling Center	ext. 18202
Baxter Medical Center	ext. 18222
- 3) Staff/Faculty/Resource Persons

Betty Farrell	ext. 73767
Jackie Levering-Sullivan	ext. 73722
Ann Stromberg	ext. 72672
- 4) Faculty or staff, contact the Human Resources Director/College Representative. The victim or the campus individual first notified should contact the Dean of Faculty ext. 18217, or the Director of Human Resources, ext. 18254, who are the College Representatives. One of these individuals will provide ongoing case management, either directly or as a consultant, depending on the wishes of the survivor. In the event the College Representative cannot be contacted, call Campus Security at extension 72000.

EDUCATIONAL PROGRAMS ARE AVAILABLE ABOUT SEXUAL ASSAULT

- All new students receive mandatory training and information on sexual assault prevention and complaint procedures.
- RAs and Hall Directors are trained in the definition, prevention and campus judicial process for sex offenses.
- All students receive the College's sexual assault policy and related information in the Student Handbook, which is distributed to each student at the beginning of the fall semester.
- The Womens' Center offers rape and sexual assault programs and discussion groups throughout the academic year.

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.”

Crime Statistics Pitzer College				
OFFENSE		1996	1997	1998
Murder		0	0	0
Sex Offenses	Forcible	1	0	0
	Non-forcible	0	0	0
Robbery		0	0	0
Aggravated Assault		0	0	0
Burglary		7	5	2
Motor Vehicle Theft		2	3	2
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	9
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

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.
- 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 mandate 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."