

SCRIPPS COLLEGE

Annual Campus Safety Report 1999

**Prepared by the
Department of Campus Safety
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The Claremont Colleges are a unique consortium of seven independent institutions including: Pomona College, Claremont McKenna College, Pitzer College, Harvey Mudd College, Scripps College, Keck Graduate Institute 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 Consortium (CUC). Under the auspices of CUC, 18 Central Programs and Services provide support and services to The Claremont Colleges.

THE DEPARTMENT OF CAMPUS SAFETY

Campus Safety 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 Safety Department is staffed by 13 full-time uniformed safety 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 safety officers who work special assignments, perform crime prevention duties, and carry out a host of support functions for the department.

Safety 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 Safety 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 Safety 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 Safety 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 Safety.
- 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 Safety.
- Exterior and Interior Emergency Telephones: linked directly to Campus Safety 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 Safety 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 Safety 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 Safety for help/assistance.
- All crimes and suspicious persons should be reported to Campus Safety immediately. If you are a victim of - or a witness to - a crime, we urge you to call the Safety dispatcher at once, DIAL EXT. 72000 OR 621-8170, OR ACTIVATE AN EMERGENCY PHONE.

It is most helpful to Safety 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 Safety at Ext. 72000 for information regarding storage and safekeeping of legally owned weapons used for practice, competition, etc.

SCRIPPS 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 the services provided by Campus Safety, Scripps has precautionary measures in place that are intended to enhance the quality of life and to assure the safety and security of the student body.

All residence halls are served by live-in Resident Advisors who are available and on-call throughout the academic year to supervise and help govern residential life. 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 school year.

The following are precautionary measures for the safety of Scripps students and employees:

- There is a desk system, which allows students into the halls. Desk hours are determined at the beginning of each semester.
- Residence hall main entrances, controlled by an access card system, are locked unless there is a desk worker on duty. Other exterior doors are locked at all times.
- Resident Advisors do “rounds” of the residence halls for security and safety purposes.
- Security alerts are distributed in a timely manner to inform the campus community of crimes or suspected crimes that may threaten the safety of Scripps students and employees.
- A self-defense course for P.E. credit is offered in the Scripps Exercise Room each semester.
- Campus Watch Programs are run by the Student Proctor Committee. Workshops on personal safety are held during new student orientation and throughout the year as sponsored by individual resident advisors.
- Whistles are issued to all students who are encouraged to carry and use them if there is danger or an emergency.
- Escorts are available through several Student Escort Services during the academic year and through Campus Safety at all times.
- Parties held at Scripps require fencing.

Scripps College has an active, ongoing Disaster Preparedness Committee which exists to prepare all members of the College community for a major disaster or emergency. The College has worked in recent years to implement regular drills for students, faculty and staff, train personnel in first aid, CPR and search and rescue, and equip the campus with appropriate supplies in the event of an emergency. The Scripps College Disaster Preparedness Committee works closely with the Claremont Colleges Disaster Preparedness Committee to ensure that there is maximum cooperation and support in the event of a major earthquake or other disaster.

SECURITY CONSIDERATIONS USED IN MAINTENANCE OF CAMPUS FACILITIES

- When the loss of a card key is reported, the card's code is deactivated immediately.
- Peep holes are installed on all residence hall doors.
- First floor windows on the east side of Toll Hall have wrought iron bars for added security.
- All doors leading in and out of the dorms and inner courtyards are equipped with prop alarms.

- Emergency telephones connected directly to Campus Safety are located at dorm front desks and laundry rooms as well as throughout the campus.
- Campus telephones are installed on the outside of each residence hall for visitors to call someone for entrance to the dorm or to report emergencies.
- The Scripps Exercise Room, the Academic Computing Lab, and other selected areas are alarmed to prevent intrusion.
- The Oasis Gate and Margaret Fowler Gardens are locked nightly.
- Most administrative buildings have intrusion alarms which are monitored at all times.
- Motion sensor lighting has selectively been installed for safety and security.

SCRIPPS SEXUAL ASSAULT POLICY

Scripps College takes a strong stand on the issue of sexual assault. As a women's college, we feel it is important to demonstrate our concern for women's safety and women's lives by promoting awareness and understanding of the issues surrounding sexual assault, while providing progressive policy, information and support services for our students.

Scripps College wishes to provide a safe learning environment, conducive to the learning process for all its students and therefore, will absolutely not tolerate any kind of sexual interaction accomplished by force or intimidation. The College recognizes that any kind of forced sexual interaction harms the victim/survivor both physically and psychologically. In addition, when such an act occurs it degrades the victim/survivor, our campus community, and society at large.

Assault is actual or threatened physical contact with a person's body without the person's consent. Sexual assault is an assault which includes actual or threatened contact with a person's genitals and/or breasts, and/or attempts to disrobe a person fully or partially. Rape is sexual assault in which an object (usually, but not always, a penis) is forced into a bodily orifice, e.g., it may be genital, anal or oral. The victim/survivor does not provoke rape; rape is a crime of violence that is intended, and usually planned, by the assailant. The primary motive is not sexual gratification, but rather, to dominate, humiliate, and/or injure. The definition of rape does not depend upon the relationship, or lack thereof, between assailant and victim/survivor. Current figures show 60% of rapes are committed by acquaintances or relatives.

Consent is defined as explicit clear agreement to engage in an activity. However, if at any point, a person indicates verbally or non-verbally that he or she does not want the sexual contact to go any further, then any further contact is considered to be without the person's consent. A person has the right to say s/he does not want any further sexual contact, no matter how much sexual interaction has already taken place. Also, even if the person had earlier agreed to more sexual interaction, s/he has the right to change her or his mind and say that s/he no longer wants to continue the interaction. If a person is not given the opportunity to express what s/he wants or is not in a condition to express what s/he wants (e.g., due to being under the influence of alcohol or drugs, due to being asleep, etc.), then any sexual interaction is assumed to be without her/his consent.

As part of The Claremont Colleges community, Scripps College is committed to working with the other Claremont Colleges toward serious and responsible address of the complex and often misconstrued issue of sexual assault. This is necessary in order to assure our most complete efforts are in action. Any Scripps student who is sexually assaulted by a member of The Claremont Colleges community is encouraged to seek legal advice regarding filing of criminal charges. In addition, the student may file judicial action against a student at his/her home college. See the policy on Student Conduct on the other Claremont campuses.

WHAT TO DO IF A SEXUAL ASSAULT/OFFENSE OCCURS

- Get to a safe place.
- Call Campus Safety, extension 72000, (or Claremont Police at 9-9-1-1 from any campus phone or 399-5411) and Project SISTER 24 hour crisis hotline, 626-HELP - **IMMEDIATELY**. Campus Safety and/or the police can arrange for transportation to Pomona Valley Community Hospital Emergency Room (1798 N. Garey Avenue, Pomona, (909) 865-9600) where medical treatment will be provided and physical evidence will be collected during the rape examination. While not required, physical evidence can strengthen a case in both criminal and campus disciplinary proceedings. Hospitals have an obligation to inform the police of all sex offense victims who respond for treatment, and the police will interview the victim at the hospital. The victim has the choice as to whether or not to allow the collection of evidence and whether to go forward with criminal prosecution if the assailant is identified.
- If you want, call a friend, RA, The Dean of Students' Office, or someone you trust to come and be with you. (The Monsour Counseling Center also has a staff person on call 24 hours per day for emergencies during the academic year, available upon request through Campus Safety).
- To help preserve evidence, **do not** douche, bathe, shower, change clothing or remove anything from the location of the assault.
- The immediate concern is your safety and well-being. You have the right to confidentiality, to have a person of your choice accompany you, to have unbiased information about your options, to seek counsel and to make your own decisions.
- In order to prosecute a rape charge, it is extremely important to obtain a rape exam within 72 hours of the assault. Even if you are unsure, it is advisable to obtain a rape exam so that the option to prosecute within the legal system remains open. PROJECT SISTER can meet you at the nearest hospital emergency room and advise you to help make the experience a little easier.
- Victims of threatened or actual sexual assault may experience one of more common, but highly stressful reactions. These include self-blame, unremitting anxiety, recurrent nightmares, and depression. Regardless of how recently the assault occurred, or of how severe the reaction, discussing the experience with a trained professional can be extremely helpful. PROJECT SISTER Sexual Assault Crisis Services (626-4357) include a rape survivors support group, short-term counseling and referrals for long-term counseling as well as supportive staff and dependable information. Monsour Counseling Center (ext. 18202) and Baxter Medical Center (ext. 18222) can also be consulted for counseling or medical examination. Strict confidentiality will be maintained.

THE CLAREMONT COLLEGES INTER-CAMPUS SEXUAL ASSAULT STATEMENT, DEFINITIONS AND PROCEDURES FOR STUDENTS

Sexual conduct which takes place on the campuses of the Claremont Colleges, or which involves a student, faculty member or staff member, must be consensual. Sexual offenses will not be tolerated. It is common to all of the Claremont Colleges that a state of intoxication is not a justification for any conduct violation.

The definitions, rights, and obligations outlined herein pertain to this statement only, and are not intended to diminish, modify, or abrogate definitions, rights or obligations set forth in the sexual assault policies of the individual colleges in Claremont.

SCRIPPS COLLEGE SEXUAL ASSAULT/OFFENSE 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.

INTER-CAMPUS PROCEDURES

1. The Dean of Students at the college where the complainant is enrolled will arrange an appointment in a timely manner with the Dean of Students at the college where the accused is enrolled.
2. The Dean of Students at the institution where an accused student is enrolled will investigate alleged misconduct with all due haste.
3. The Dean of Students will notify the President if the accused is a college employee. The college where the accused is employed will investigate, and if warranted, pursue disciplinary action in accordance with institutional procedures, and the remedy imposed will be commensurate with the violation.
4. Different procedures exist for the review of the student, faculty, or staff conduct. The Dean of Students will explain which procedures apply. Informal resolution may be an option with the consent of both the complainant and respondent.
5. A case will be referred to the appropriate hearing body if informal resolution is pursued and a mutually satisfactory conclusion is not reached, or if the conditions of informal resolution are not honored.

HEARING PROCEDURES

1. Members of the Claremont Colleges community who are charged with a sexual offense are subject to the jurisdiction of the institution where they are enrolled or employed.
2. Students (both complainants and respondents) who are parties to college judiciary hearings are entitled to be accompanied by advisors. Advisors may be students, faculty members, or staff members. The number of advisors present at any hearing may not exceed the number allowed by the procedures of the college where the case is

being heard. Legal counsel will be allowed to serve as advisors only if the campus procedures where the case is heard so allow.

3. 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.

EVIDENCE

Information regarding prior sexual conduct of either the complainant or the respondent will not be considered relevant in a disciplinary hearing. The manner in which a complainant was dressed will not be admitted.

SANCTIONS

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

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 offense 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 6-college central services and from the community. They include the following:

Campus Safety	EXT. 72000 or (909) 621-8170
Claremont Police Department	9-9-1-1 (from any campus phone) or (909) 399-5411
Student Services Staff	EXT.72127 or (909) 621-8277
Monsour Counseling Center	EXT. 18202 or (909) 621-8202
Baxter Medical Center	EXT. 18222 or (909) 621-8222
Project Sister	(909) 626-HELP
L.A.Rape Hotline	(213) 392-8381

SEXUAL ASSAULT EDUCATION AND AWARENESS

- All new students attend a required information session during student orientation where sexual assault and rape/acquaintance rape prevention strategies are discussed.
- Ongoing programs and discussions are held in the residence halls each academic year.
- Information and resource handout materials are available for students. New Student Orientation Session.
- RAs are trained in the definition, prevention, and judicial procedures for sexual offenses.

- All students received the College's sexual assault policy, information, and complaint procedures in the Student Handbook, which is distributed to each student at the beginning of the fall semester.
- “Take Back the Night” march around 5-Colleges, intended to empower women to have control over their lives and their bodies.
- Clothesline Project – provides students with an opportunity to make a t-shirt that speak to personal experiences or thoughts on abuse against women.
- Occasional programs as students request or initiate (speakers, videos, conferences, etc.)

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 Scripps College				
OFFENSE		1996	1997	1998
Murder		0	0	0
Sex Offenses	Forcible	0	0	0
	Non-forcible	0	0	0
Robbery		0	0	0
Aggravated Assault		0	1	0
Burglary		2	2	0
Motor Vehicle Theft		0	1	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	1* N/R
Hate Incidents	Race	0	0	1
	Gender	0	0	0
	Religion	0	0	0
	Sexual Orientation	0	0	1
	Ethnicity	0	0	0
	Disability	0	0	0

* - Number reported by Campus Safety

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

The “Clery Campus Security Act” Final Regulations require that statistics for incidents be kept for incidents which happen on campus property, and if on campus property, how many occurred in residential facilities; how many in non-campus buildings; and how many on public property that surround the immediate area of the campus.

The term “public property” means all public property that is within the same reasonable contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

Statistics for public property comes from the local police department, if available.

Crime Statistics Scripps College						
OFFENSE		1999	On-Campus	Residential Facility	Non-Campus Building	Public Property
Murder		0	0	0	0	0
Sex Offenses	Forcible	1	1	1	0	1
	Non-forcible	0	0	0	0	0
Robbery		0	0	0	0	3
Aggravated Assault		0	0	0	0	0
Burglary		0	0	0	0	9
Motor Vehicle Theft		0	0	0	0	0
Manslaughter		0	0	0	0	0
Arson		0	0	0	0	0
Arrests for liquor law violations, drug-related violations, and weapons possession		0	0	0	0	0
Persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession		0	0	0	0	0
Hate Incidents	Race	0	0	0	0	0
	Gender	0	0	0	0	0
	Religion	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0
	Ethnicity	0	0	0	0	0
	Disability	0	0	0	0	0

Public property crime stats are provided by Claremont Police Department.

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 Safety 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 Safety 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 Safety at ext. 7-2000 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 Safety.

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 Safety. (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.”