

HARVEY MUDD COLLEGE

Annual Campus Safety Report 2000

**Prepared by the
Department of Campus Safety
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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")

SUMMARY OF THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all public and private institutions of postsecondary education participating in federal student aid programs, to disclose certain timely and annual information about campus crime and security policies.

Schools have to publish an annual report every year by October 1st that contains 3 years worth of on/off campus crime statistics. These statistics must be gathered from campus police or security, local law enforcement, and other school officials who have significant responsibility for campus activities. Professional mental health and religious counselors are exempt from reporting requirements. The report must also contain certain policy statements, including Sexual Assault policies - which assure basic victims' rights and outline procedures to be followed in sex offenses; Weapon, Alcohol and Drug Policies.

Crimes are reported in the following 7 major categories:

1. Murder; Negligent and Non-negligent Manslaughter
2. Sex Offenses, including Rapes, Forcible and Non-forcible Sex Offenses
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson

Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral:

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession

Campus crime statistics must be reported by location: **On campus** (owned, contiguous, educational or student-used); **In Dormitories or other student residences** (within the on-campus area); **Non-campus buildings or property** (frats, non-contiguous owned and student-used); and **Public Property** (streets, sidewalks, lots adjacent to campus).

Schools are also required to provide timely warnings/notices of crimes that pose an on-going threat to students and employees. In addition, a daily log, which records all crimes reported to the campus police or security department must be maintained and open to public inspection during normal business hours. Limited information maybe withheld to protect victim confidentiality.

The annual report is to be made available to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Schools can comply using the Internet so long as the required recipients are notified and provided the exact Internet address where the report can be found and paper copies are available upon request.

The complete text of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is available at: <http://campussafety.org/publicpolicy/cleryact/text.html>

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 organizations 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.

WHO WE ARE / WHAT WE DO

- Campus Safety is the first responder to emergencies of any kind
- Protect the persons and property of students, faculty, staff and visitors to the Claremont Colleges consortium
- Patrol on bicycles, electric cart and on foot on all campus streets, byways and interior areas
- Apprehend criminals
- Provide first aid until the arrival of paramedics
- Provide security and traffic control at parties, special events and performances
- Monitor fire alarms, theft alarms and closed circuit TV surveillance systems
- Enforce traffic and parking regulations
- Take reports of crimes and incidents and forward them to the Claremont Police Dept. for investigation
- Provide incident reports to student deans and maintain records of crimes, incidents and reported activities for analysis purposes
- Assist law enforcement and other emergency service providers as needed
- Offer security survey/audit services to campus administrators
- Refer citizens to appropriate outside or on-campus sources for required services (Campus Safety is the after-hours referral source)
- Administer a "lost and found" property service
- Provide security/crime prevention seminars and presentations to groups of students, staff/faculty
- Work with student escort services and student security organizations regarding training and dispatch requirements

- Provide around-the-clock escort service on campus to anyone, as needed

The Campus 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 Campus Safety officers and part-time employees 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 EXTENSION 72000 OR 621-8170, OR ACTIVATE AN EMERGENCY PHONE.

It is most helpful to Campus 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.).

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 Safety, 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 official 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-hour lock on entrance doors equipped with push-button combination locks.
- Residence hall windows and doors are checked annually and hardware is repaired or replaced as needed.
- The entire campus is secured with high security keyways not reproducible outside of the College's system. Lost keys result in a lock rekeying and new key issue. Dorm 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 Safety 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 Safety, is operational during the academic year.
- Emergency phones are mounted on the exteriors of dorms and other campus buildings.
- During winter break, a dedicated safety 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:
 - "Mudd Security Blotter," a bi-weekly e-mail summary of crime and security incidents.
 - Self-defense classes held each semester for both men and women.
 - On-campus bike registration 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 Safety officers and trained student safety officers provide crowd control and event management at events where alcohol is served. At 5-college events with alcohol, trained bartenders are used and legal alcohol service conditions are maintained.

SECURITY CONSIDERATIONS USED IN MAINTENANCE OF CAMPUS FACILITIES

- 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 doors windows, and dorm room doors have peep holes.
- Residence hall doors and windows have security devices.
- Enhanced outdoor lighting.
- Campus-wide Emergency Evacuation Drills are held each semester.
- The Campus Emergency Operations Plan is continually upgraded. Many students, staff, and faculty have been trained for their emergency roles.
- Maps of below-grade utilities are kept updated.
- Upgraded walkway lighting system.
- Seven exterior emergency phones with blue light locators are installed on exterior building walls throughout the campus.
- Exterior-mounted key safes (Knox Boxes) are installed for Campus Safety use.
- Campus sign program developed and implemented.
- Student mailroom is within a locked/secured facility.

SEXUAL ASSAULT POLICY

It is the policy of HMC to ensure, to the fullest extent possible, that any student, faculty, or staff member, who is the victim of sexual assault committed on its campus shall receive prompt treatment, support, and information; victims of sexual assault are encouraged 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 Director of Human Resources.

SEXUAL ASSAULT PROCEDURES

Seek 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 or not to allow collection of evidence and whether or not 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 sources, such as:

PLANNED PARENTHOOD, 1900 Royalty Drive in Pomona, 1(800) 328-2826, 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 Safety 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: PSYCHOLOGY 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 or the Director of Human Resources (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, 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 Safety 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 Dean of Students will provide victims 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. 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.

SANCTIONS

Members of The Claremont Colleges' community found guilty of violating College policies on sex offenses may be subject to penalties up to and including: expulsion for students and termination for employees.

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. 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.

ALCOHOL BEVERAGE POLICY

The state of California prohibits the use, possession, and purchase of alcohol by individuals under the age of twenty-one; and the use of alcohol in public by all people, regardless of age. The alcoholic beverages rules of Harvey Mudd College are required by law to be consistent with California alcoholic beverage laws. The following standards of conduct will govern the use of alcohol on the HMC campus and at HMC sponsored events off campus.

Possession or use of alcohol in public is forbidden. Public locations include all grounds and dormitory exteriors, except those areas designated for approved parties.

Alcoholic beverages may not be served on HMC property or at any HMC event where persons under twenty-one years of age are present, unless written approval has been granted by the Activities Dean of a plan that assures compliance with the law.

HMC events are defined as any on-campus event. In addition, those off-campus events that may be identified as being an activity of the college will also be governed by state law and HMC standards of conduct.

Students are responsible for abiding by California alcohol laws and these HMC standards of conduct. Failure to abide by the law or standards of conduct will result in disciplinary sanctions.

EXPLOSIVES, FIREARMS, and OTHER WEAPONS POLICY

Firearms are prohibited at the Claremont Colleges, except where authorized by law. Firearms may be stored at the Campus Safety Office. The use of firearms in Claremont, Los Angeles County, or in the western portion of San Bernardino County is prohibited by law.

The State law, as well as Harvey Mudd College policy, prohibits bringing firecrackers or explosive materials of any kind onto any part of the campus or into the buildings. This includes combustibles in containers such as gasoline cans. Furthermore, gasoline-powered scooters and motorcycles cannot be stored in individual rooms or elsewhere in residence halls at any time. Vehicles found to be stored in unauthorized areas will be towed and stored at the owner's expense.

Illegal knives, switchblades, and other blades which violate California State Law are prohibited.

BB guns, pellet rifles, and other weapons which propel projectiles are also prohibited and are not allowed on campus. These items must be stored at Campus Safety. Contact Campus Safety at extension 72000 or 909-621-8170 for information regarding storage and safekeeping of legally owned weapons used for practice, competition, etc.

Crimes Reported By The Claremont Colleges Department of Campus Safety

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Total Crimes Reported For: Offense Type (Includes attempts)	Harvey Mudd College						All Claremont College Campuses			Public Property					
	1998		1999		2000		1998	1999	2000	1998	1999	2000			
	Res.	Other	Res.	Other	Res.	Other									
Murder	0	0	0	0	0	0	0	0	0	0	0	0			
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0			
Forcible Sex Offenses	0	0	0	0	0	0	1	7	1	0	1	2			
Non-Forcible Sex Offenses	0	0	0	0	0	0	3	2	0	0	0	0			
Robbery	0	0	0	0	0	0	0	2	1	0	3	7			
Aggravated Assault	0	0	0	0	0	1	2	2	2	0	0	6			
Burglary	0	1	1	1	0	2	10	13	27	0	9	59			
Arson	0	0	0	0	0	0	0	0	0	0	0	0			
Motor Vehicle Theft	0	1	0	0	0	0	7	3	4	0	0	11			
Hate Crimes (By prejudices)															
Race	0	0	0	0	0	0	1	0	0	0	0	0			
Gender	0	0	0	0	0	0	0	0	0	0	0	0			
Religion	0	0	0	0	0	0	0	0	0	0	0	0			
Sex Orientation	0	0	0	0	0	0	2	0	0	0	0	0			
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0			
Disability	0	0	0	0	0	0	0	0	0	0	0	0			

Number of Arrests/Referrals For Select Offenses

Offense Type(Includes attempts)	1998		1999		2000		1998	1999	2000	1998	1999	2000			
	Res.	Other	Res.	Other	Res	Other									
Liquor Law Violations															
Arrest	0	0	0	0	0	0	2	0	0	0	0	0			
Referral	0	0	0	0	0	0	0	0	0	0	0	0			
Drug Law Violations															
Arrest	0	0	0	0	0	0	3	0	1	0	0	0			
Referral	0	0	0	0	0	0	0	0	0	0	0	0			
Weapons Law Violations															
Arrest	0	0	0	0	0	0	2	0	0	0	0	0			
Referral	0	0	0	0	0	0	0	0	0	0	0	0			

Crimes Reported By Claremont Colleges Officials or Other Law Enforcement Agencies

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Total Crimes Reported For: Offense Type (Includes attempts)	HMC						All Claremont College Campuses			Public Property					
	1998		1999		2000		1998	1999	2000	1998	1999	2000			
	Res.	Other	Res.	Other	Res.	Other									
Murder	0	0	0	0	0	0	0	0	0	0	0	0			
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0			
Forcible Sex Offenses	0	0	0	0	0	0	0	1	5	0	0	0			
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0			
Robbery	0	0	0	0	0	0	0	0	0	0	0	0			
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0			
Burglary	0	0	0	0	0	0	0	0	0	0	0	0			
Arson	0	0	0	0	0	0	0	0	0	0	0	0			
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0			
Hate Crimes (By prejudices)															
Race	0	0	0	0	0	0	0	0	0	0	0	0			
Gender	0	0	0	0	0	0	0	0	0	0	0	0			
Religion	0	0	0	0	0	0	0	0	0	0	0	0			
Sex Orientation	0	0	0	0	0	0	0	0	0	0	0	0			
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0			
Disability	0	0	0	0	0	0	0	0	0	0	0	0			

Number of Arrests/Referrals For Select Offenses

Offense Type(Includes attempts)	1998		1999		2000		1998	1999	2000	1998	1999	2000			
	Res.	Other	Res.	Other	Res	Other									
Liquor Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0			
Referral	6	1	16	2	2	0	7	18	3	0	0	0			
Drug Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0			
Referral	0	0	1	0	0	0	0	2	0	0	0	0			
Weapons Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0			
Referral	0	0	0	0	1	0	0	0	1	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 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.
- 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 proctor)
- 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 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 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."