

# **POMONA COLLEGE**

## **Annual Campus Safety Report 2000**

**Prepared by the  
Department of Campus Safety  
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## 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 1<sup>st</sup> 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 Campus 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.

Campus 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 extension 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. Activating the telephone 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 Campus 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.).

**POMONA COLLEGE** is very 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 Safety, Pomona College 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.

Pomona College is a residential college, nearly all students live on campus. The Dean of Students is the college officer responsible for residential and campus life issues.

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

- The Dean or professional staff member is on-call at all times, twenty-four hours a day, seven days a week, throughout the academic year. All residence halls are served by live-in Resident Advisers (RAs) who are available and on-call throughout the school year to supervise and help govern residential life.
- All entrances are locked 24 hours. Main entrances are maintained by card key systems. Resident Advisers check residence hall doors to be sure they are locked each night.
- Two residence halls have reception desks that are staffed during the day by paid employees and by Resident Advisers in the evenings. Students' guest(s) must register with the Office of Campus Life. Students are expected to be responsible for their guests at all times.
- 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 Pomona students and employees.
- Escort services are available through the radio equipped Student Escort Service during the school year and through Campus Safety year round. (Student escort hours are 7:00 p.m. to 1:00 a.m. daily. Campus Safety provides escorts 24 hours daily).
- All non-residential campus buildings are locked nightly by a lock-up person.
- Safety and self-protection classes are offered through the Physical Education Program for academic credit.
- The Whistle Alert Program, designed to encourage students to carry and use whistles if there is danger or an emergency, is ongoing. All new students are issued whistles and returning students are provided them upon request.
- Large parties and dances are staffed by added security officers.
- Student Escort service provided via electric cart.

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

- The Campus Watch program including the posting of signs campuswide, and on maintenance vehicles, is in place.
- Office computer equipment is required to have lock downs.
- New/enhanced emergency phone systems is installed.
- MDI card key units are installed on the entrances of nine residence halls.
- MDI care keys units are installed on the entrances of six of academic buildings.
- Card keys are collected annually and the system is re-programmed. The access code is changed to eliminate lost cards.

- High security screens are installed on all first floor windows with six exceptions due to fire escape regulations at Mudd-Blaisdell.
- Emergency telephones connected directly to Campus Safety are installed across the campus and in remote areas such as, several laundry rooms, the track and tennis courts and a basement in one of the dorms.
- Eighty-two intrusion alarm systems are installed in various buildings across the campus.
- A tight key control policy is in place. Locks are changed immediately when a key is reported lost and new keys are issued.
- Security screens with alarm capability connected to Campus Safety are installed on the Harwood Hall roof to prevent and deter access to the roof and upper floor rooms.
- High security locks are installed on all new construction.
- In most areas, campus exterior lighting is inspected nightly by electricians.
- Knox boxes have been installed throughout the campus to enhance Campus Safety's response time to incidents involving facilities and to reduce the likelihood of lost keys.
- Campus Planning and Maintenance staff meetings include the presentation and dissemination of Campus Watch/Crime Prevention information.
- Three parking lots and two computer centers are under video camera surveillance.
- Two computing center entrances have card access units installed.
- Anti-door propping signs are installed on all entrances to dorms.

## **ALCOHOL POLICY**

The College reminds students that they are not exempt while on campus from State and Federal law, and that the State law specifies that persons under the age of 21 may not purchase, possess, consume, or distribute alcoholic beverages. Federal law requires that the College enforce State and local laws in order to qualify for Federal funds for financial aid. Furthermore, the College is a community with specific educational purposes, and any practice which serves to defeat these purposes is not tolerated.

Inappropriate or excessive consumption of alcoholic beverages, by persons of any age, may contribute to an atmosphere which is educationally disruptive or abusive of the rights of others. The College requires students to exercise personal responsibility in regard to these laws and educational principles.

The sale, possession, and use of alcohol on the campus, or as part of College activities, must comply with the laws of the State of California, the City of Claremont, and College policy.

The laws of the State of California as well as College policy specify that students under the age of 21 may not consume, possess, distribute, or sell alcohol. These regulations apply in all locations and on all occasions.

Even though students over 21 are permitted to drink alcoholic beverages, they must obey regulations that apply in the State of California, the City of Claremont, and in the College.

The State of California, as well as College policy, prohibits sale and distribution of alcohol to people under 21, furnishing alcohol to obviously intoxicated persons, false identification, disorderly conduct, and drunk driving.

The City prohibits public intoxication, open containers in cars, and drinking in public parks.

The dangers of drunk driving are obvious, and the law is increasingly rigorous and punitive. Jail sentences are mandatory in California for the second offense. The College cannot and will not intervene on behalf of a student arrested for drunk driving. Drivers and passengers must plan trips to assure that drivers (“designated drivers”) have nothing alcoholic to drink before or during excursions. Operating a motorized vehicle on College premises while intoxicated is forbidden.

In order to ensure compliance with these laws and policies, and allow for fair and practical enforcement, the College imposes additional restrictions on the use of alcohol on campus, even among those for whom it is legal to drink. Specifically, the College prohibits people over 21 years of age from drinking alcoholic beverages in public areas except at events officially registered with the Office of the Campus Center.

The purpose of registration is to ensure that appropriate controls on underage drinking are in place. Organizers of parties must be aware of their responsibilities. Hosts may not serve guests who appear to be intoxicated, and they must prohibit access to alcohol by guests who are under 21. Hosts must follow the regulations and guidelines listed below and in the Facilities Use forms.

In view of the fact that 65 to 80 percent of the students enrolled at Pomona College are under the age of 21 at any time during the year, alcohol cannot be purchased with funds collected as mandatory fees by the College. Such funds, which include all fees turned over to the ASPC by the College for the purpose of supporting student activities, may not be used for the purchase of alcoholic beverages.

An event publicized to the general public is automatically considered a public event for the purposes of this policy, and alcohol is therefore prohibited. Athletic events are also considered public events. In order for an event to be considered private, student identification cards must be checked, and only students of The Claremont Colleges and their guests over the age of 18 are permitted to attend.

In general, social events involving the use of alcohol can be very dangerous to persons or property. The College requires, therefore, that special precautions and security arrangements be taken to keep order and control access to social events at which alcohol is served. These arrangements, which must be approved by the Office of the Campus Center, will normally include the hiring of Security Officers.

Finally, students are reminded that every member of the community shares responsibility for the safety and welfare of fellow students who become a danger to themselves or to others. Any student responsible for organizing or sponsoring an event may be subject to legal prosecution and action by the College if alcohol is served and made available to minors.

The Deans of Students, the Monsour Counseling Center staff, RAs, Head Sponsors, and Sponsors are prepared to assist people who are unable to refrain from excessive drinking.

## **WHAT YOU NEED TO KNOW ABOUT SEXUAL ASSAULT (SEXUAL OFFENSE POLICY)**

Pomona College expects that every member of the community will adhere to the highest standards of behavior in sexual conduct. Sexual interaction accomplished by force, duress, threat of force, coercion or intimidation or during incapacitation created by drugs or alcohol use will not be tolerated by Pomona College. In addition, when such an act occurs it degrades the victim, our campus community, and society at large. This policy on sexual misconduct is intended to set minimum standards of conduct and to outline behavior that is not acceptable. Victims of any sexual offense are encouraged to seek assistance or discuss the incident with an RA or a dean as soon as possible.

Sexual offenses often result in physical and/or psychological harm. Even if the victim decides not to report the incident to authorities, the victim is urged to seek medical and counseling assistance for potential emotional trauma and the possibility of sexually transmitted diseases and pregnancy. Deans and RAs will assist the victim in examining all options available and in contacting and providing assistance with the appropriate College and community agencies, with her/his consent. Additionally, they will assist in obtaining transportation to the hospital. 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 sexual assault.

The emergency room at Pomona Valley Community Medical Center (located at 1798 N. Garey Avenue, Pomona, (909) 865-9600) is equipped with rape kits for collecting and preserving evidence. It is possible to file a report of rape at the hospital and decide against legal prosecution at a later date. Deans, RAs, and volunteers from Project SISTER are available to accompany and remain with a victim at the hospital while s/he files a report. Campus Safety will also provide/arrange transportation and support, and contact the dean on call after hours.

## **SANCTIONS:**

Sanctions for violation of the sexual misconduct policy may range from expulsion or suspension from the College to restrictions on campus privileges, required alcohol or drug counseling, conduct probation, community service or other penalties as outlined in the Student Code. The severity of the sanctions will depend upon the extent to which the victim is coerced or manipulated or denied the opportunity to express her or his wishes in a sexual situation, on the degree of obvious intoxication of the victim and on any prior disciplinary history of the respondent. Violations involving the use of force will generally incur the most severe sanctions. Less serious acts of sexual misconduct may, at the request of the victim, be resolved through mediation rather than by the Judiciary Council.

## **REPORTING SEXUAL MISCONDUCT TO COLLEGE OFFICIALS**

Victims of any act of sexual misconduct are encouraged to seek assistance immediately and to discuss the incident with a dean in the Office of Student Affairs or with a Resident Advisor (RA) as soon as possible. Deans and RA's will assist the victim, at the time of the complaint, in examining all the options available and in contacting the appropriate community agencies. The deans will also arrange transportation to the hospital, if the victim wishes.

The deans will assist the victim in notifying the Claremont Police Department and in changing academic and living arrangements, precipitated by the offense if requested by the victim, and, if these changes are reasonably available. The victim is urged to seek medical and counseling assistance for potential emotional trauma and the possibility of sexually transmitted diseases and pregnancy.

Victims can file crime reports and/or civil suits while, at the same time, going through Pomona's student judicial system. Victims may also choose informal discussion and/or mediation by one or more of the deans or by an outside mediator instead of filing formal charges to be heard by the Pomona Judiciary Council.

### **TELEPHONE NUMBERS FOR ASSISTANCE:**

CAMPUS SAFETY	EXT. 72000
MONSIEUR COUNSELING CENTER	EXT. 18202
BAXTER HEALTH SERVICES	EXT. 18222
PROJECT SISTER RAPE CRISIS HOTLINE	626-4357
PLANNED PARENTHOOD	620-4290
CLAREMONT POLICE DEPARTMENT	399-5411

## **REPORTING RAPE/SEX OFFENSES TO THE LOCAL POLICE**

The same act can simultaneously violate the Pomona Student Code and the laws of the state of California. If an individual believes that a sexual interaction constitutes rape or some other felonious sexual offense (which includes forced sodomy, forced oral copulation, or rape by a foreign object) (California Penal Code, section 206), the victim may wish to report the act to the police and bring a criminal or civil prosecution.

If this option is being considered, it is important that the victim not shower, douche or change clothes, in order to preserve evidence that may be necessary to prove criminal sexual assault. The emergency room at Pomona Valley Hospital

Medical Center is equipped with rape kits for collecting and preserving evidence. It is possible to file a report of rape at the hospital and decide against legal prosecution at a later date. Deans, RA's, and volunteers from Project Sister are available to accompany and remain with a victim at the hospital while she or he files a report. Campus Safety will also arrange/provide transportation and support and contact the dean on call.

Victims should report the incident to the deans or the police even if they do not intend to prosecute or bring an action to the Judiciary Council. **REPORTING THE INCIDENT PROTECTS OTHERS ON CAMPUS.**

## **SEXUAL ASSAULT AWARENESS AND TRAINING**

Several programs and strategies are available to promote awareness and prevention of rape and sexual offenses throughout the school year, such as:

- The distribution of a Crime Statistics Brochure to every student which includes sexual assault/rape/date and acquaintance rape prevention strategies.
- New students receive information on sexual assault prevention and complaint procedures at a mandatory session each academic year.
- Open discussions for all students about sexual assault and related issues are held at the Womens' Union during the academic year.
- RAs are trained in the definition, prevention, and campus resolution procedures 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.
- All student Judiciary Council members receive training about issues of sexual misconduct.

## **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 Pomona 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 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)	POMONA 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	3	0	0	1	5	0	1	2			
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	3	7			
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	6			
Burglary	0	0	0	0	0	0	0	0	0	0	9	59			
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	11			
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			
Referral			0	0	1	0	7	18	3	0	0	0			
Drug Law Violations															
Arrest			0	0	0	0	0	0	0	0	0	0			
Referral			0	0	0	0	0	2	0	0	0	0			
Weapons Law Violations															
Arrest			0	0	0	0	0	0	0	0	0	0			
Referral			0	0	0	0	0	0	1	0	0	0			

\* 1998 - A total of 2 incidents were reported. No breakdown is available. Prior to 1999, breakdown was not necessary.

# 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 72000 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 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 Campus Safety at extension 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.”