

# **KECK GRADUATE INSTITUTE**

## **Annual Campus Safety Report**

**2002**

**(Jan. 1 – Dec. 31, 2002)**

**Prepared by the  
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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 Safety 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 must annually publish a report by October 1<sup>st</sup> that contains three years 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 seven 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 may be 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 CAMPUS SEX CRIMES PREVENTION ACT (SECTION 1601 OF PUBLIC LAW 106-386)**

This federal law enacted on October 28, 2002 amends the Jeanne Clery Disclosure Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. These changes take effect October 28, 2002 and this notice will be a requirement beginning with the annual security report due October 1, 2003.

### **How to obtain Sex Offender Information**

The Claremont Colleges campus community may obtain sex offender information in one of two ways:

**1) Calling the Sex Offender Identification Line** – this telephone service is for use by the public and organizations to identify serious sex offenders. The cost of calling the **1-900-463-0400 line** is a flat fee of \$10 for information on up to two individuals.

To use the 900 line, you must be at least 18 years of age, and you must know the following about the person you are checking:

- Name of person, AND one of the following:
- An exact address; or
- Exact date of birth; or
- California driver's license, identification or social security number

\*Note: if you only know the person's name, you will need to provide a complete description of the person.

**2) The Claremont Police Department provides another means to obtain information on California's registered sex offenders via Megan's Law CD-ROM.** A CD-ROM, available for public viewing, provides the following information about serious sex offenders: registrants' name; aliases; photograph (if available); sex; physical description, including scars, marks, and tattoos; registered sex offenses; county of residence, and ZIP code (based on last registration).

To view the CD\_ROM, you must:

- Be 18 years of age or older;
- Provide a California driver's license or Identification card;
- Sign a statement that you are not a registered sex offender, that you understand the purpose of the release of information is for the public to protect themselves and their children from sex offenders; and that it is illegal to use the information to harass, discriminate or commit a crime against any registrant;
- State a distinct purpose for viewing the CD-ROM, if required by local law enforcement.

**For Megan's Law CD-ROM viewing information, please call Claremont Police at (909) 399-5411. Claremont Police Department is located at 570 W. Bonita Ave, in the city of Claremont.**

*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, Campus Safety and 17 other 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 24 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**

- First responders 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 Department of Campus Safety is staffed by 14 full-time uniformed Campus Safety Officers, six Dispatchers, an Administrative Assistant and a Director. The regular staff is supplemented by 25 to 40 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**

Our crime prevention strategies are 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 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.
- 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 campus wide.
- Facility Surveys: checks of exterior lighting, doors, windows, hardware, and grounds are conducted by Campus Safety 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.
- Unsupervised 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.
- **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.**

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.).

**Keck Graduate Institute** (KGI) is committed to providing a safe and secure environment for all students, employees and visitors. In addition to the services provided by Campus Safety, a number of precautionary measures are in place that are intended to enhance the quality of campus life and to help ensure the safety and security of the community such as:

- Security Alerts are distributed campus wide in a timely manner to inform the community of crimes or suspected crimes which may threaten the safety of KGI students and employees.
- Escorts are provided by Campus Safety personnel year round.
- A special safety/security orientation is provided to new students.

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

- Fire, intrusion, and critical mechanical alarms monitored by Campus Safety are installed on all major facilities.
- Regular preventive maintenance and testing is done on all alarm systems.
- Knox (lock) boxes are installed at each campus building, resulting in better key control and improved emergency response.
- Academic and administrative buildings are checked and locked nightly.
- Streetlights are inspected regularly. Upgrades or immediate repairs and/or replacements are carried out. Overall, lighting is reviewed annually by representatives of the Dean of Students Office, Campus Facilities and Campus Safety.
- Trees and shrubbery located near buildings and walkways are trimmed on a regular basis.
- Exterior lighting around the campus has been enhanced.
- Bike racks are located on the south side at both the east and west entrance to the 535 Building and the north side of the 517 Building.

## **KGI SEXUAL ASSAULT POLICY**

It is the policy of Keck Graduate Institute to ensure, to the fullest extent possible, that any student, faculty or staff member who is a victim of sexual assault committed on the campus shall receive treatment, support and information; and to encourage victims of sexual assault to make full use of these provisions.

KGI will not tolerate sexual assault, whether directed at males or females or whether committed by a stranger or an acquaintance. KGI has an obligation to address the needs of the sexual assault victim as well as a responsibility to protect the other members of the campus community from potential sexual assaults. Referrals for treatment will be made and on-going support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim will be maintained.

KGI will make the KGI community aware of rapes or other sexual assaults by strangers on campus, and will judge the need for reporting acquaintance rapes to the community on a case-by-case basis. The University is legally obligated to report to the federal government the number of sexual assaults that occur on campus each year. In the case of a stranger rape, the location of the incident will be made known in order to determine if the area itself is hazardous and needs

attention by the Physical Plant Department or increased security patrols. If, for reasons of safety, the campus community is to be notified of the occurrence of the assault, the victim will be informed prior to such notification. Members of the KGI community will be notified of assaults or rapes that occur on other Claremont Colleges campuses if that information is received by the Assistant Director of Student Services or the Director of Human Resources.

The victim or the campus individual first notified should immediately contact the appropriate representative listed below:

John Friesman (or other member of the Student Services Staff)  
Director of Student Services  
535 Watson, (909) 607-8590

Bonnie Busenberg  
Director of Human Resources  
535 Watson, (909) 607-7853

## **WHAT SHOULD YOU DO IF A SEX OFFENSE OCCURS?**

**MAKE SURE YOU ARE OUT OF DANGER.** If you need immediate assistance, call Campus Safety right away at extension 7-2000, or contact the KGI Human Resources Representative at extension 7-7853, or the Student Services Representative at 7-8208. You also have the option of calling the police directly by dialing 9-9-1-1 from a campus phone. Assistance is also available 24 hours a day by calling the local Rape Crisis Hotline at (909) 626-4357.

**GET PROPER MEDICAL ATTENTION** for physical injuries and sexually transmitted diseases even though you may not think you need it. Do not shower, bathe, douche or brush your teeth. Medical evidence can be collected. Collecting evidence is the victim's choice and does not mean that he/she must pursue criminal charges; it merely leaves the option open. NOTE: The hospital has an obligation to inform the police and the police will interview the victim at the hospital. It is the victim's choice as to whether or not a police report is taken and criminal charges are pursued against the assailant.

There are several treatment options:

- 1) Pomona Valley Community Hospital Medical Center Emergency Room at 1798 North Garey Avenue in Pomona, (909) 865-9600.
- 2) San Antonio Hospital Emergency Room, 999 San Bernardino Road in Upland, (909) 920-4747.
- 3) Planned Parenthood has a health care provider that can test for pregnancy and sexually transmitted diseases, and is located at 1900 Royalty Drive in Pomona, (909) 620-4290.
- 4) The victim can be treated and tested by his/her own health care provider.
- 5) Eligible employees may wish to contact the Employee Assistance Plan (EAP) which is available through the benefits program by calling Psychological Systems at 1 (800) 992-8448 (a clinical coordinator will assist you). The KGI Human Resources Representative can also assist with this option. Psychological counseling for students is available at Monsour Counseling Center at (909) 621-8202.

## **WHAT KIND OF HELP IS AVAILABLE?**

The KGI Human Resources Representative or the KGI Student Services Representative will assist the victim with information, transportation, resources/referrals, and information regarding criminal prosecution, civil prosecution, the KGI disciplinary process and the availability of mediation for the victim and the alleged assailant if they both are college employees and/or students. The Human Resources Representative or the Student Services Representative will provide information about the status/results of any disciplinary hearings connected with the assault and the results of any such actions to the victim, if the alleged assailant is a member of the KGI/College community.

NOTE: If the victim wishes to remain anonymous, the Human Resources Representative or the Student Services Representative will serve as a consultant to the campus individual who is assisting the victim.

Sexual assault, rape and acquaintance rape prevention presentations, workshops and literature are available through Campus Safety (extension 72000).

Other available resources include:

- Project Sister – local rape crisis center & 24 hour crisis hotlines, (909) 626-4357.
- Baxter Medical Center – on campus, available during academic year, extension 18222.
- Monsour Counseling Center – on campus, available during academic year, extension 18202.
- Claremont Police Department – 9-9-1-1 or (909) 399-5411.

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**SANCTIONS:**

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

## **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 21 is prohibited.
- b) The sale or furnishing of an alcoholic beverage to anyone under the age of 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.

## **EXPLOSIVES, FIREARMS, and OTHER WEAPONS POLICY**

Possession, use or transportation of firearms or “deadly weapons” is prohibited on the property of Keck Graduate Institute. According to the California State Penal Code, Section 626.9 (b), any person who brings or possesses a firearm upon the grounds of, or within, a private institution is guilty of a felony which is punishable by imprisonment in the state prison for one, two or three years. In addition, the use of firearms in Claremont, Los Angeles County, or in the western portion of San Bernardino County is prohibited by law.

State law, as well as Keck Graduate Institute 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.

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. If necessary, recreational items may be stored at Campus Safety.

Violation of this policy by any member of the community will result in confiscation of the weapon and may result in disciplinary action.

## **SAFETY TIPS**

### **GENERAL SAFETY**

- Be aware of your surroundings and any sign 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 72000 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.”

## Crimes Reported By Claremont Colleges Officials or Other Law Enforcement Agencies Public Property Crimes Reported by Claremont Police Department \*

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)	Keck Graduate Institute						All Claremont College Campuses			Public Property *					
	2000		2001		2002		2000	2001	2002	2000	2001	2002			
	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	3	0	2	6	0			
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	1	0	0	0			
Robbery	0	0	0	0	0	0	1	1	0	7	3	7			
Aggravated Assault	0	0	0	0	0	0	2	11	0	6	8	2			
Burglary	0	0	0	0	0	1	27	21	48	59	157	82			
Arson	0	0	0	0	0	0	0	1	0	0	0	0			
Motor Vehicle Theft	0	0	0	0	0	0	4	10	11	11	17	17			
Hate Crimes (By prejudices)															
Race	0	0	0	0	0	0	0	2	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	3	0	0	0	0			
Ethnicity	0	0	0	0	0	0	0	0	1	0	0	0			
Disability	0	0	0	0	0	0	0	0	0	0	0	0			

### Number of Arrests/Referrals For Select Offenses (Not reported by Claremont Police Department)

Offense Type (Includes attempts)	2000		2001		2002		2000	2001	2002	2000	2001	2002			
	Res.	Other	Res.	Other	Res.	Other									
Liquor Law Violations															
Arrest	0	0	0	0	0	0	0	10	0	0	0	0			
Referral	0	0	0	0	0	0	3	3	0	0	0	0			
Drug Law Violations															
Arrest	0	0	0	0	0	0	1	1	0	0	0	0			
Referral	0	0	0	0	0	0	0	0	1	0	0	0			
Weapons Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0			
Referral	0	0	0	0	0	0	1	0	0	0	0	0			