

CLAREMONT GRADUATE UNIVERSITY

Annual Campus Safety Report 2007 (Jan. 1 – Dec. 31, 2007)

Prepared by the
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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 must annually publish a report by October 1st 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***

We must also disclose, by geographic location and by category of prejudice, any of the aforementioned offenses, and any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. These categories of bias are: race, gender, religion, sexual orientation, ethnicity, national origin and disability.

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 currently enrolled students and all employees by October 1 each year. The report must also be provided to any prospective student or prospective employee upon request. The report must be distributed to all current students and employees by one of the following: directly by publications and mailings; by the US Postal Service; by campus mail; email or a combination of these methods. Posting the Annual Campus Safety Report on an Internet or Intranet Web site is also permissible as long as the required recipients are notified and provided the exact (URL) Internet or Intranet web site at which the report is posted.

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, intrusion alarms, theft alarms, panic alarm systems and a variety of temperature alarms campus-wide.*
- *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.*
- *Provide security/crime prevention seminars and presentations to groups of students, employees and parents.*
- *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.*
- *Administer a "lost and found" property service.*

The Campus Safety Department is staffed by 13 full-time uniformed Campus Safety Officers, 6 Dispatchers, a Part Time Information Technology Specialist, an Administrative Assistant and a Director. The regular staff is supplemented by 9 Part time Campus Safety Officers and approximately 15 Reserve Campus Safety Officers, 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, responding to 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.

In addition, Campus Safety staff assist local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus.

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.***
- ***Timely Warnings: are issued as soon as the pertinent information is available for crimes that pose or may pose a serious or continuing threat to the campus community.***
- ***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.***
- ***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 campus-wide.*
- *Facility Surveys: checks of exterior lighting, doors, windows, hardware, and grounds are conducted by Campus Safety, Campus Maintenance /Facilities staff and housing staff, upon request.*

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.

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.*
- *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 ANY EMERGENCY PHONE on campus.*

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 s/he 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.).

- *You can also report crimes and suspicious activity directly to the police by dialing 9-9-1-1 from a campus phone. You must dial '9' first to get an outside line, then dial 9-1-1 to reach the 911 operator, be prepared to provide THE EXACT BUILDING ADDRESS OF YOUR LOCATION. Police and Fire Departments are only able to respond to building addresses, not building names. If you call 911 from a non-campus phone (cell, etc.), you must give your exact location/building address for a timely response.*

● **CLAREMONT GRADUATE UNIVERSITY (CGU)** 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:

- A tenant's bulletin board is centrally located at the apartment complex for the posting of information common to all, such as security alerts. 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 CGU students and employees.

Timely Warning Policy

“In the event that a situation arises, either on or off campus, that, in the judgment of the Provost, Dean of Students, AVP Human Resources or Director of Campus Safety, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. Additionally, notice may be sent through Connect- ED Emergency Notification System.”

- Escorts are provided by Campus Safety personnel year round upon request.
- Campus Watch signs are installed at the graduate apartment complex and throughout the campus.
- Custodial, Grounds and Facilities services staff attend an annual crime prevention presentation by Campus Safety.
- A special safety/security orientation is provided to new students.

All crimes, suspicious activity and safety/security related incidents should be reported to Campus Safety immediately. If you are the victim of – or witness to – a crime, we urge you to:

- ***Contact Campus Safety immediately at ext. 72000 or (909) 621-8170, OR***
- ***Activate an Emergency Phone anywhere on campus., OR***
- ***Contact the Dean of Students at extension 18965 or (909)621-8965, OR***
- ***You can report crimes directly to Claremont Police at (909)399-5411; to contact the police or fire department for emergencies only, if calling from a Campus Phone dial 9-9-1-1 and be prepared to give the exact building address of your location. Calling from a non-campus phone, dial 9-1-1 and also be able to give the dispatcher an exact building address for a timely response.***

It is most helpful to Campus Safety and Claremont Police, 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 any other noticeable features (glasses, facial hair, etc.), and whether or not s/he displayed a weapon. If a vehicle is involved, please note: last direction of travel, license plate number and state, vehicle make, model, color and body type, and other identifying marks (rust, dents, etc).

SECURITY CONSIDERATIONS USED IN MAINTENANCE OF CAMPUS FACILITIES

- The CGU Apartments have a five foot tall perimeter fence located around the complex with locking entrance gates.
- A 24-hour on-site manager and two (2) resident assistants located in three of the five buildings of the complex.
- Located in the complex are two (2) emergency campus telephones with direct contact to Campus Safety.
- Campus Safety performs periodic routine patrols of the property
- The apartment complex has a video surveillances system installed recording activities within the area.
- Students will work with Campus Safety and the Housing Office to develop a neighborhood watch program at the complex.
- 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.
- Computers in the Academic Computing Center are protected by a fiber optic theft protection system.
- Emergency telephones are installed in the Academic Computing Building, the Jagels Building, the Dean of Students' office and emergency phone “towers” are located at parking lot entrances on 7th, 9th, 11th and 12th Streets.
- A campus phone is installed outside of Hagelbarger’s for ready access to assistance on campus.
- Knox (lock) boxes are installed on campus buildings, resulting in better key control and improved emergency response.
- Academic and administrative buildings are checked and locked nightly.
- Streetlights are inspected weekly. 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 located at Burkle Building; Stauffer Hall; and Academic Computing Building.

CGU SEXUAL ASSAULT POLICY

Sexual assault is a horrible and intolerable crime, and one that people are often afraid to report. It is the policy of Claremont Graduate University 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. We understand the fear and devastation you may be experiencing, and we want to assist you in getting the help you need. There are also campus resources available to help

you with the trauma of your ordeal. You may want to visit the Monsour Counseling and Psychological Services website for more information about services offered to CGU students.

CGU will not tolerate sexual assault, whether directed at males or females, or whether committed by a stranger or an acquaintance. CGU 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 ongoing support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim will be maintained.

CGU will make the CGU community aware of any 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 Facilities 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 CGU community will be notified of assaults or rapes that occur on other Claremont Colleges campuses if the Dean of Students or the Director of Human Resources receives that information. The victim or the campus individual first notified should:

Immediately contact the appropriate representative listed below:

Jim Whitaker	Brenda Leswick
Dean of Students	Associate VP, Human Resources
Harper Hall East	Harper Hall
909.621.8965	909.621.8686

Campus Safety (ext 72000 or (909) 621-8170)

REPORTING SEXUAL MISCONDUCT TO COLLEGE OFFICIALS

Survivors of any act of sexual misconduct are encouraged to seek assistance immediately and to report the incident to the Dean of Students as soon as possible. The Dean may provide assistance in arranging transportation to the hospital, if desired; in examining all of the options available; and in contacting appropriate community agencies. The following steps should be reviewed and considered by students in the event of sexual assault:

Step 1: Treatment

First priority is given to arranging any necessary treatment for a victim of sexual assault or misconduct. Sexual misconduct that involves violence and/or penetration may produce physical trauma and is a crime. The College Officer or Dean first notified of the sexual assault may encourage the victim to seek treatment for trauma and to guard against the possibility of sexually transmitted diseases and pregnancy. There are several options for treatment.

Treatment Option 1: Go to the Pomona Valley Hospital Medical Center Emergency Room.

***Pomona Valley Hospital Medical Center
1789 North Garey Avenue
Pomona, California
909-865-9500***

At the emergency room, the survivor will be examined and treated for physical injuries or sexually transmitted diseases. Because the assault on him/her is a crime, the hospital has an obligation to inform the police. The police will interview him/her at the hospital regarding the assault. The victim will have a choice as to whether to allow collection of evidence and whether to go forward with prosecution.

If the student decides that the hospital is the appropriate treatment option, the Dean may assist with arrangements for transportation.

If criminal or civil prosecution is being considered, a hospital visit is important. She/he should not shower or change clothes. She or he should bring a fresh change of clothes to the hospital. If the student has already changed clothes, he/she should put the clothes worn at the time of the assault into a bag and bring them to the hospital.

The emergency room at Pomona Valley Hospital Medical Center is equipped with rape kits for collecting and preserving evidence. A student who goes to the hospital may have a friend accompany him/her.

Treatment Option 2:

Use other Community Resources

A student who does not wish to go to the hospital or for whom the instance of sexual misconduct does not make a hospital visit necessary should receive treatment/assistance from some other resource such as his/her personal physician, Planned Parenthood, or Monsour Counseling and Psychological Services.

*Planned Parenthood
1550 N. Garey Avenue
Pomona, California
909-620-4268*

*Monsour Counseling and Psychological Services
757 College Way
Claremont, California
909-621-8202*

An on-call psychologist from Monsour can be paged after the regular hours for the center by calling Campus Safety at 909-607-2000 and asking that the on-call psychologist be paged to call the student.

Step 2: Contact the University Representative

A CGU student who becomes the victim of any form of sexual misconduct should contact the Dean of Students even if she or he does not intend to prosecute or bring an action against the other party.

*Dean of Students office
Campus Safety*

*909-621-8965
909-607-2000*

If the student wishes to remain anonymous, he or she may have a representative (a fellow student, faculty, or staff member) who interacts with the Dean and provides on-going support as needed. The Dean will provide ongoing support, either directly or as a consultant to the victim's representative, depending on the wishes of the survivor.

Generally, the Dean will not initiate action of legal or college judicial nature without the consent of the affected student. All instances of sexual assault (but not all cases of sexual misconduct) must be reported to Campus Safety, although the student's name or identity need not be reported.

Step 3: Notification of Others That an Assault Has Occurred.

The Dean will notify the President and the Director of Campus Safety that a sexual assault has occurred, maintaining confidentiality if confidentiality is requested.

Step 4: Referral for Support.

The dean will provide information about sources of support at or near CGU, either directly or through the individual representing the survivor. Of particular value will be:

Rape Crisis Hotline Project Sister	909-626-4337
Monsour Counseling and Psychological Services Center	909-621-8202

The dean will assist the student in changing academic and living arrangements if these changes are requested and are reasonably available.

Step 5: Referral for Mediation or Prosecution.

The dean will explain to the affected student options for pursuing action, should the student wish to take that course. The Sexual Misconduct policy is not intended to replace the criminal and civil justice systems. Students can file crime reports and/or civil suits while, at the same time, going through CGU's student judicial system. Informal discussion and mediation are also options. Generally, the dean will not initiate action of a judicial or legal nature without the consent of the affected student. The dean's role is to explain all of the options available for pursuing action, should the student wish to take that course. The dean will also help the student receive counseling and other supportive resources.

Options that the student may wish to consider (listed from most serious to least serious in nature):

- 1. Report the incident to the police for prosecution. If the assault is of a sexual nature, an obligatory report must be filed with Campus Safety. However, the student's name may be omitted from the report if he/she prefers.*
- 2. Avail themselves of the CGU grievance process.*
- 3. Request Mediation. At the request of the survivor (and when the respondent agrees), the dean may mediate or seek outside mediation to facilitate resolution of the incident.*
- 4. No action. The complainant may report an incident but ask that no further action be taken. Should the dean determine that the welfare of others on campus is at risk because of the respondent's conduct or the nature of the report, the dean may encourage the complainant to pursue one of the options discussed above.*

In all cases of sexual assault, the college encourages survivors to take advantage of counseling and support systems on and off-campus.

Reporting Results of Disciplinary Hearings to the Victim

The survivor of any sexual assault or physical abuse, as well as the accused, which is the basis of any disciplinary action taken by the College shall be given notice of the results of the disciplinary action.

Telephone Numbers for Assistance

On Campus

Office of Student Affairs	1-8965
Campus Safety	7-2000
Monsour Counseling and Psychological Services	1-8202
Student Health Services	1-8222

Off Campus

Claremont Police Department	399-5411
Project Sister – Rape Crisis Hot Line	626-4357
Planned Parenthood	620-4268

CGU Sexual Harassment Policy

Being sexually harassed can be emotionally devastating for a student and we sincerely hope that such behavior would not occur on our campus. Claremont Graduate University is committed to creating and maintaining a community in which students, faculty, administration, and staff can work together in an atmosphere free from sexual harassment, while respecting individual roles. Every member of the CGU community should be aware that the Graduate University is strongly opposed to sexual harassment and that such behavior is prohibited by both federal and state law and by University policy. It is the intention of the Graduate University to prevent, correct, and, if necessary, discipline behavior which violates this policy. Sexual harassment is defined to mean any attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, or to punish a refusal to comply.

If you have been a victim of sexual harassment, there are campus resources available to help you with the emotional trauma of your ordeal. Please visit the Monsour Counseling and Psychological Services website for more information about services offered to CGU students.

All reports of sexual harassment will be promptly investigated and, where necessary, disciplinary action will be taken against an employee or student found guilty of sexual harassment. Filing of a complaint must be done within six months of the alleged occurrence. Inquiries regarding policy or procedures and sexual harassment complaints are to be brought to the attention of the appropriate official listed below:

For Students:

Jim Whitaker
Dean of Students
Harper Hall East, 909.621.8965

For Faculty:

Yi Feng
Provost
Harper Hall, 909.621.8068

For Staff:

Brenda Leswick
Associate VP, Human Resources
Harper Hall, 909.621.8686

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.

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) ***A California Law, Assembly Bill 488, signed by the Governor on September 24, 2004, now provides the public with internet access to detailed information on registered sex offenders. This expanded access allows the public for the first time to use their personal computers to view information on sex offenders required to register with local law enforcement under California's Megan's Law. For internet access to registered sex offender information go to: www.meganslaw.ca.gov***

CLAREMONT GRADUATE UNIVERSITY

POLICY ON SUBSTANCE ABUSE

POLICY

It is the policy of Claremont Graduate University to provide a safe, healthy, and productive workplace for all employees, including staff, faculty, and student employees. The unlawful possession, distribution, dispensation, use, sale, purchase, or offering for sale of a controlled substance is prohibited in the workplace of these institutions. The term "controlled substance" is defined in Schedules I through V of the Controlled Substances Act 21, U.S. Code 812, as amended, and includes,

but is not limited to, such substances as marijuana, heroin, cocaine, barbiturates, amphetamines, and other narcotics.

As a condition of employment and of continued employment, all employees of Claremont Graduate University are required to adhere to this policy.

An employee who is convicted of a criminal drug statute violation occurring in the workplace must, within five (5) days after the conviction, notify the institution of such conviction by informing the Human Resources Officer.

Employees who are convicted of manufacturing, distributing, selling, offering to sell, dispensing, possessing, purchasing, or using controlled substances in the workplace shall be subject to disciplinary action up to and including termination of employment and referral for prosecution for violation of the law. In the case of a student employee, expulsion from the institution may also be considered.

Persons who are not employees of Claremont Graduate University, but who perform work for their benefit (such as independent contractors, temporary employees provided by agencies, visitors engaged in joint projects, etc.), are required to comply with this policy. Violation by such persons is likely to result in their being barred from the workplace, even for a first offense.

HEALTH RISKS

Health risks of drug abuse have been well researched and documented.

All drugs are toxic or poisonous when abused. Health risks of drug abuse include, but are not limited to; sleep disorders, confusion, hallucinations, paranoia, deep depression, malnutrition, liver and kidney damage, cardiac irregularities, hepatitis, and neurological damage.

Alcohol is a depressant. It depresses the central nervous system and can cause serious physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease; cancer of the esophagus, liver, bladder or lungs; memory loss, tremors, malnutrition, vitamin deficiencies, and possibly sexual dysfunction.

Abuse of either or both alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and still births.

Substance abuse often leads to on-the-job accidents and absenteeism.

Claremont Graduate University
Policy on Substance Abuse

LOCAL, STATE, AND FEDERAL LEGAL PENALTIES

Local, State, and Federal laws establish severe penalties for unlawful possession or distribution of controlled drugs and alcohol. Upon conviction, these penalties may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these penalties could include the seizure and summary forfeiture of property, including vehicles. Recent Federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000. Some other examples of the laws include:

- Unlawful possession of any controlled substance is punishable by imprisonment in a state prison.
- The purchase, possession, or consumption of any alcoholic beverages (including beer and wine), by any person under the age of 21 is prohibited.

- It is unlawful to provide alcohol to a person under the age of 21.
- Selling or serving alcohol to an intoxicated person is prohibited.
- Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for his/her own safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.
- Selling, either directly or indirectly, any alcoholic beverages except under the authority of a California Alcoholic Beverage Control License is prohibited. This includes selling glasses, mixes, ice, or tickets for admission.
- Possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is unlawful, regardless of who is driving or whether one is intoxicated.
- Driving a motor vehicle or bicycle while under the influence of alcohol is unlawful.

AVAILABLE RESOURCES

In order to help employees who are concerned with substance abuse, information about treatment programs and rehabilitation is available through the Employee Benefits Department in the Pendleton Business Building.

Beginning January 1, 1991, an Employee Assistance Program was made available at no cost to all regular, benefit-based faculty and staff. The program includes individual or group counseling for adults, adolescents, and children, marriage and family counseling, alcohol and drug dependency counseling, and crisis/emergency counseling. The system is accessed by calling 1-800-998-8448, and a clinical coordinator will evaluate the problem and offer a list of providers who specialize in the program being presented. All records will be treated confidentially.

POLICY ON EXPLOSIVES, FIREARMS, and OTHER WEAPONS

Possession, use or transportation of firearms or "deadly weapons" is prohibited on the property of Claremont Graduate University. 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, law prohibits the use of firearms in Claremont, Los Angeles County, or in the western portion of San Bernardino County.

The state law, as well as Claremont Graduate University, 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. Also, gasoline-powered scooters and motorcycles cannot be stored in Graduate University housing.

Illegal knives, switchblades, and other blades that violate California state laws are prohibited. BB guns, pellet rifles, and other weapons which propel projectiles also are prohibited and are not allowed on campus.

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

Campus Crime Statistics reported in accordance with The Jeanne Clery Disclosure act

Total Crimes Reported For: Offense Type (Includes attempts)	Claremont Graduate University						All Claremont College Campuses			Public Property Includes Crime Stats from local police♦					
	2005		2006		2007		2005	2006	2007	2005	2006	2007			
	Res.	Other	Res.	Other	Res.	Other									
Murder	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Manslaughter	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Forcible Sex Offenses	0	0	0	0	0	0	3	9	11	N/A	N/A	N/A			
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Robbery	0	0	0	0	0	0	2	1	2	N/A	N/A	1			
Aggravated Assault	0	0	0	0	0	0	0	2	6	N/A	N/A	N/A			
Burglary	0	2	1	4	2	2	138	114	79	N/A	N/A	N/A			
Arson	0	0	0	0	0	0	2	0	0	N/A	N/A	N/A			
Motor Vehicle Theft	0	1	0	1	0	1	35	20	21	N/A	N/A	N/A			
Hate Crimes (By prejudices) **															
Race	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Gender	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Religion	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Sex Orientation	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Ethnicity	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Disability	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			

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

Offense Type (Includes attempts)	2005		2006		2007		2005	2006	2007	2005	2006	2007			
	Res.	Other	Res.	Other	Res.	Other									
Liquor Law Violations															
Arrest	0	0	0	0	0	0	1	0	0	N/A	N/A	N/A			
Referral	0	0	0	0	0	0	*42	*113	128	N/A	N/A	N/A			
Drug Law Violations															
Arrest	0	0	0	0	0	0	6	2	1	N/A	N/A	N/A			
Referral	0	0	0	0	0	0	5	*54	49	N/A	N/A	N/A			
Weapons Law Violations															
Arrest	0	0	0	0	0	0	1	0	0	N/A	N/A	N/A			
Referral	0	0	0	0	0	0	0	0	1	N/A	N/A	N/A			

*revised stats from originals reported in 2005 and 2006 respectively

♦Crime stats were supplied by Claremont Police Department, but not able to apply them to this report as required by The Clery Act.

** No Hate Crimes reported in 2007