

Claremont McKenna College

Annual Campus Safety Report

2009

(Jan. 1 – Dec. 31, 2009)



Prepared by the
Department of Campus Safety
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This information is provided in compliance with The Crime Awareness and Campus Security Act of 1990 (amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and 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 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 12 full-time uniformed Campus Safety Officers, 6 Dispatchers, 5 Sergeants, an Administrative Assistant and a Director. The regular staff is supplemented by 13 Part time 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 Residential Life 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 MCKENNA COLLEGE is concerned about the safety and welfare of all students, employees, and guests, and is committed to providing a safe and secure environment. In addition to the services provided by Campus Safety, CMC has a number of precautionary security measures in place, which are intended to enhance the quality of life and to assure the safety and security of the student body.

- All residence halls are locked at all times, throughout the year. RAs are responsible for making sure there are no equipment failures or propped doors.
- Live-in resident assistants (RAs) are available and on-call throughout the academic year. A dean or other professional staff member of the Dean of Students Office is also on-call at all times, 24 hours daily, seven days a week.
- 8 of 12 residence halls are equipped with a security system, which allows entrance only with a special card key. Only current CMC students are issued a card key. Students are instructed to report lost card keys immediately and any lost card keys are deactivated immediately.
- Students must sign to receive their room key. No one other than the student can obtain the key. Only one (or two if it is a double room) key is kept for each room. If a student loses his/her key, the door is automatically re-keyed.
- Campus Safety has a set of master keys; all other master keys are checked out through Facilities and Campus Services and returned the same day. Strict key control and a strict facility-access policy are in operation.
- Bedroom door locks are specially designed and are accessed by double-cut keys that cannot be duplicated locally, thereby providing greater security.
- It is the responsibility of every student to assure that the residence halls are kept securely locked. After entering or leaving the residence hall it is wise to check to make sure the door re-latches. A \$25.00 fine is assessed if a residence hall exterior door is found propped.
- Guests should be escorted at all times in the residence halls.
- See-through entry doors are installed at residence halls with a common entry.

- All buildings are secured with high security keyways.
- Fire extinguishers are located in every building. Fire sprinklers are in many buildings and smoke detectors are in each residence hall.
- Fire alarms, which report directly to Campus Safety, are in all buildings.
- Building attendants lock and secure academic and administration buildings after regular use hours nightly. After hours unscheduled access must be approved before key service is provided.
- Whistles are distributed to any new student who wishes to have one. Students are encouraged to carry and use them if they are endangered.
- Self-defense classes are available through the athletic department.
- An escort service, financed by the Dean of Students Office, is available to assist students throughout the academic year. They utilize two-way radios and wear identifying shirts. In addition, Campus Safety provides escort service any time day or night throughout the year.
- Campus Watch program signs are posted throughout the campus.
- Security staffing and prior notification are required at designated student parties and other events, especially when alcohol is served. Exterior parties with alcohol are fenced.

SECURITY CONSIDERATIONS USED IN MAINTENANCE OF CAMPUS FACILITIES

- Several parking lots and the Fitness Center are equipped with surveillance cameras.
- Intrusion alarms are installed in the Athenaeum and basement storage area at Bauer North, Poppa Computer Lab and at Axelrood Pool.
- Housekeeping staff, who are trained to report suspicious activity, are on campus Monday through Friday from 5:00 a.m. to 1:00 a.m.
- Staff utilize 23 hand-held radios to enhance rapid response to campus needs.
- Trees and shrubbery near buildings and walkways are regularly trimmed to minimize their use for concealment.
- Regular security (lighting, shrubbery and general safety) inspections are conducted by facilities. Deficiencies are corrected and enhancements are instituted.
- Reports of non-working lock hardware are routed to staff maintenance personnel immediately.
- Housekeeping, grounds, and maintenance personnel are required to wear uniforms and I.D. badges when working on campus.
- Fire lanes are secured. Entry is provided only as necessary.
- Peepholes have been installed in Benson, Berger, Phillips, Beckett, Marks, Stark Residence Halls and the Student Apartment residence facilities.

- Card access and a prop alarm are added security measures for after hours use of Poppa Computer Lab.
- Card access required for after hours use of Fitness Room at Ducey Gym.
- Electric gates have been installed to CMC's student apartments and to Ducey Gym staff parking lot.
- Emergency phones are installed at Cramer Walkway, the 6th & Mills Parking Lot, Bauer Parking Lot, and Roberts Hall.

Timely Warning Policy

Should members of the Claremont McKenna College believe that there is an increased possibility of physical harm to any member of the CMC community, they should immediately report that information to the Campus Safety Office at 909-607-2000. Campus Safety and the CMC Dean of Students Office will make a preliminary investigation of the threat, and notify the appropriate individual(s) of that threat, including what can be done to protect against harm. The College may use, at its discretion, any of the following communication tools: email, text messages, verbal commands from Building Coordinators, written documents, airhorns, EtherTV, the College website (cmc.edu), and personal communication.

ALCOHOLIC BEVERAGES POLICY

California State Law makes it a misdemeanor for a person of any age to sell or give alcoholic beverages to persons under the age of 21 years. It is also a misdemeanor for anyone under the age of 21 years to purchase or possess alcoholic beverages. Furthermore, California court decisions have held institutions liable for damages ensuing from consumption of alcohol at sponsored events. College policy does not abrogate the personal responsibility of College members for their illegal actions or legal liability.

The irresponsible consumption of alcohol can result in antisocial behavior, personal injury, driving under the influence, damage to property, and alcohol addiction. Actions that encourage the irresponsible consumption of alcoholic beverages or produce the behavior noted above will not be permitted at CMC and are subject to judicial action.

The College expects students who choose to consume alcohol to do so in a responsible manner. Persons serving or consuming alcohol on the campus must comply with the following College guidelines:

1. The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
2. Alcoholic beverages may be served and consumed only at private events limited to members of the College community and their invited guests. Alcoholic beverages may not be served or consumed at events open to the public, such as intercollegiate athletic contests, or outside the confines of a registered and fenced party area.
3. When alcoholic beverages are to be served at any event sponsored by a student group, the Office of the Dean of Students must be notified at least 48 hours in advance.
 - a. Two students, aged 21 or older, who are members of the sponsoring organization must assume responsibility for compliance with the Colleges policy on alcoholic beverages. The two upper-class students assuming responsibility must also be present throughout the duration of the event and must insure that students are being carded at the point of distribution.
 - b. For events held in locations other than residence halls, special arrangements must be

approved by the Office of the Dean of Students.

- c. The Dean of Students will review the adequacy of security for any proposed event.
4. The sale of alcoholic beverages is prohibited.
5. Advertising of alcoholic beverages is prohibited.
6. Nonalcoholic beverages and food must be provided at events where alcoholic beverages are served.
7. Student body fees mandatory collected by the Colleges may not be used to purchase alcoholic beverages.

Official action shall be taken against individuals and organizations involved in the failure to comply with the Policy on Alcoholic Beverages. Failure to comply will be considered grounds for serious disciplinary action.

CMC POLICY on EXPLOSIVES, FIREARMS, and OTHER WEAPONS

1. Firearms may not be kept anywhere on the Claremont McKenna College campus. The use of firearms in Claremont, Los Angeles County, or in the western portion of San Bernardino County is prohibited by law.
2. The State law, as well as Claremont McKenna 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.
3. Illegal knives, switchblades, and other blades which violate California State Law are prohibited.
4. BB guns, pellet rifles, and other weapons which propel projectiles are also prohibited and are not allowed on campus.

Responding To Sexual Assault Cases On Campus

1. Policy

It is the policy of Claremont McKenna College to ensure, to the fullest extent possible, that any student, faculty or staff member who is the victim of sexual assault committed on the campus shall receive treatment, support, and information. "Sexual assault" is defined by the Education Code Section 94385 as including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Assault" is defined by California Penal Code 240 as an unlawful attempt to apply physical force to the person of another, where at the time of the attempt the person making the attempt had the present ability to apply such force and had the intent to commit an act, the direct and natural probable consequences of which if successfully completed would be the application of physical force upon the person of another. Sexual assault is an assault committed with the specific intent to commit rape, forced sodomy, forced oral copulation, rape by a foreign object, or sexual battery.

"Sexual battery" is defined by California Civil Code Section 1708.5 as committed when a person acts 1) with the intent to cause a harmful or offensive contact with an intimate part of another, or 2) with the intent to cause a harmful or offensive contact with another by use of his or her intimate part, and a sexually offensive contact with that person directly or indirectly results; or a person acts to cause an imminent apprehension of the acts described in category 1 or 2 of this paragraph. "Intimate part" means the sexual organ, anus, groin, or buttocks of

any person, or the breast of a female. "Offensive contact" means contact that offends a reasonable sense of personal dignity.

"Sexual battery" is also defined by California Penal Code Section 243.5 as committed when any person touches, against the will of the person touched and for the purposes of sexual arousal, sexual gratification or sexual abuse, an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice. "Touches" means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense. "Intimate part" means the sexual organ, anus, groin or buttocks of any person and the breast of a female. Implicit in sexual assault is a lack of consent. "Consent" is defined as explicit agreement that an individual is willing to engage in an activity. However, if at any point, an individual indicates in a verbal or nonverbal manner that he or she does not want sexual contact to go any further, then any further interaction takes place without consent. An individual has the right to say that sexual contact should stop at any time regardless of how much sexual contact has already occurred, even if he or she had agreed earlier to more sexual contact. Sexual interaction with individuals who are prevented from resisting because of alcohol, controlled substances, or unconsciousness is sexual interaction without consent.

Claremont McKenna College will not tolerate sexual assault, whether directed at males or females or whether committed by a stranger or an acquaintance. We have 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.

Claremont McKenna College will make the College community aware of any rapes or other sexual assaults by strangers on campus, and will judge the need of reporting acquaintance rapes to the community on a case-by-case basis. We are 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 Physical Plant 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 CMC community will be notified of assaults or rapes that occur on other Claremont Colleges campuses if that information is received by the Dean of Students or the Director of Human Resources.

2. General Steps to follow in responding to notification of a sexual assault reported within 72 hours.

Step 1 Arrange for Treatment

Because sexual assault may involve physical trauma and is a crime, the campus individual first notified of the sexual assault should strongly encourage the victim to seek treatment. There are several options for treatment.

Option 1

***Pomona Valley Hospital Medical Center
Sexual Assault Response Team (SART)
1798 North Garey Avenue, Pomona, CA 91768
(909) 623-8715***

A victim will be examined and treated for any physical injury or sexually transmitted disease at the hospital. The Sexual Assault Response Team can also perform the forensic exam and evidence collection that may assist in the prosecution of the assailant if the victim chooses. If the victim is willing to go to the hospital, the campus individual first notified will assist with the arrangements for transportation. The victim who goes to a hospital will be

informed that he or she can have a friend accompany him or her to the hospital. If the victim is a male, he will be advised not to shower or change clothes. He should bring a fresh change of clothes with him. If he has already changed clothes, he will be advised to put the clothes he was wearing at the time of the assault in a bag and bring them to the hospital. If the victim is a female, she will be advised not to shower, douche, or change clothes. She should bring a fresh change of clothes with her. If she has already changed clothes, she will be advised to put the clothes she was wearing at the time of the assault in a bag and bring them to the hospital.

Option 2 Use Other Community Resources

Student Health Service has health care providers that can provide emergency contraception within 72 hours, STD testing and treatment, as well as follow-up care. SHS does not perform forensic exams or evidence collection; this service is provided by the SART at Pomona Valley Medical Center. (See OPTION 1.) All contacts at SHS remain private and confidential.

Student Health Service	(909)621-8222
757 College Way	
Monday, Tuesday, Thursday, Friday	8:30 a.m. – 5:00 p.m.
Wednesday	8:30 a.m. – 7:00 p.m.
24-hour telephone consultation through Campus Safety	(909) 621-8170

Step 2 Contact the College Representative

The victim or the campus individual first notified will contact the Dean of Students or the Director of Human Resources (hereafter referred to as the College Representative).

Mary Spellman	Andrea Gale
Dean of Students	Director of Human Resources
Heggblade Center	Claremont Boulevard Offices
(909) 621-8114	(909) 621-8490

One of these individuals will provide ongoing case management, either directly or as a consultant, depending on the wishes of the victim. The College Representatives will serve as backups for each other. In the event the College Representatives cannot be contacted, call Campus Safety (909) 621-8170.

Step 3 Notification of Others that an Assault has Occurred

The College Representative will notify the President and Campus Safety Director that a sexual assault has occurred. The name of the victim of the assault will not be released unless the release is essential to the health and safety of the individual assaulted. The President is the only person who may authorize an exception to the rule of complete confidentiality regarding the name of the victim.

Step 4 Referral for Support

Verbal and written information about sources of support on campus and in the community will be provided to the victim directly by the College Representative or through the campus individual first notified of the assault. Referrals to the following will be included:

Student Health Service	(909) 621-8222
Monsour Counseling & Psychological Services	(909) 621-8202
Project Sister	(909) 623-8389
Rape Crisis Hotline	(909) 626-4357
Hospitals:	
Pomona Valley	(909) 865-9500

Step 5

The College Representative will provide to the victim directly or indirectly information about criminal prosecution, civil prosecution, the College’s disciplinary process, and the availability of mediation for the victim and the alleged assailant if they are both College employees /or students. Sexual assault is a violation of the CMC Basic Rule of Conduct.

Step 6

The College Representative will provide to the victim information about the status of any disciplinary hearings connected with the assault, and the results of any such actions if the alleged perpetrator is a member of the college community.

Step 7

The College Representative, with the consent of the victim, will provide ongoing follow-up to the case, as soon as possible after the assault, regularly and then on an as-needed basis, as long as the victim is a student or employee of the College. The follow-up will consist of ensuring that the victim has access to the support services he or she needs. If the victim wishes to remain anonymous, the College Representative will serve as a consultant to the campus individual first notified and that person will provide ongoing support as needed on a case-by-case basis.

Steps to follow in responding to notification of a sexual assault reported after 72hours.

Step 1

The campus individual first notified, with the consent of the victim, will notify or assist the victim in notifying the Rape Crisis Hotline (909) 626-4357 or one of the following numbers to arrange for a meeting between the victim and a counselor.

Student Health Service	(909) 621-8222
Monsour Counseling & Psychological Services	(909) 621-8202
Project Sister	(909) 626-4357

Step 2

The campus individual first notified will report the occurrence of an assault to the Director of Campus Safety. The name of the victim of the assault will not be released unless the release is essential to the health and safety of the individual assaulted or that of other members of the campus community. The President of the College is the only person authorized to make an exception to the rule of complete confidentiality regarding the name of the victim.

Step 3

The campus individual first notified will contact the Dean of Students or the Director of Human Resources (hereafter referred to as the College Representative).

Mary Spellman
Dean of Students
Heggblade Center
(909) 621-8114

Andrea Gale
Director of Human Resources
Claremont Boulevard Offices
(909) 621-8490

The College Representatives will serve as backups for each other. The College Representative, either directly or acting as a consultant to the campus individual first notified, will assess the situation and make known the following referrals:

Student Health Service	(909) 621-8222
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Step 4

The College Representative will provide information about the status of any disciplinary hearings connected with the assault and the results of any such actions to the victim, if the alleged perpetrator is a member of the College community.

Step 5

The College Representative will provide directly to the victim or indirectly through the campus individual first notified, information about criminal prosecution, civil prosecution, the College's disciplinary process, and the availability of mediation for the victim and the alleged assailant if they are both College employees and/or students. Sexual assault is a violation of the CMC Basic Rule of Conduct.

Step 6

Other administrative notifications about the occurrence of an assault will be made on a case-by-case basis.

Step 7

With the consent of the victim, the case manager will provide follow-up on a case-by-case basis. If the victim wishes to remain anonymous, the College Representative will serve as a consultant to the campus individual first notified and that person will provide ongoing support as needed on a case-by-case basis.

The Claremont Colleges Intercampus Sexual Assault Policy Statement: Definitions and Procedures for Students

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

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

Definitions

1. **"Sexual Assault"** is defined by the California Education Code, Section 94385, as including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
2. Implicit in sexual assault is a lack of consent. **"Consent"** is defined as agreement that an individual is willing to engage in an activity. At any point, an individual may indicate in a verbal or nonverbal manner that he or she does not want sexual contact to go any further. An individual has the right to say that sexual conduct should stop at any time regardless of how much sexual contact has already occurred, even if he or she had agreed earlier to more sexual contact. Sexual interaction with individuals who are unable to give consent because of alcohol, controlled substances, or unconsciousness is sexual interaction without consent.
3. In this policy statement the phrase **"Dean of Students"** will refer to the Dean of Students or a Designee.

Reporting Procedures

1. Charges which involve sexual assault must be filed within twelve months of an alleged incident.
2. Students who suspect that a violation of this sexual offense statement may have occurred should contact a member of the Dean of Students staff at the college where they are enrolled.
3. Students are strongly encouraged to report suspected violations as soon as possible after they have occurred. If alleged criminal conduct is involved, students are strongly encouraged to file charges with local law enforcement officials. Students who wish to file a formal complaint may request assistance from their Dean of Students.
4. Students who wish to file criminal charges should not shower, change clothes, or douche in order to preserve evidence. The Pomona Valley Hospital Medical Center Emergency Room is equipped with rape kits for the collection of physical evidence. While not required, physical evidence can strengthen a case in both criminal and campus disciplinary proceedings.
5. The Dean of Students will provide victims with information about criminal prosecution, civil prosecution, college disciplinary procedures, and informal resolution options. Information about possible changes in academic or living arrangements may also be obtained from the dean.
6. Students who wish to have possible misconduct reviewed by a college judiciary board must pre-prepare a written complaint. Assistance in preparing a complaint may be obtained from the Dean of Students. Discussions with a dean will be treated confidentially, insofar as the law allows. The Claremont Colleges have an obligation to report statistics on rape or sexual assault committed on campus.

INTERCAMPUS PROCEDURES

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

HEARING PROCEDURES

1. Members of The Claremont Colleges community who are charged with sexual offenses are subject to the jurisdiction of the institution where they are enrolled or employed.
2. Students (both complainants and respondents) who are parties to college judiciary hearings are entitled to be accompanied by advisors. Advisors may be students, faculty members, or staff members. The number of advisors present at any hearing may not exceed the number allowed by the procedures of the college where the case is being heard. Legal counsel will be allowed to serve as advisors only if the campus procedures where the case is heard so allow.
3. The hearing officer will report the disposition of the case to the respondent, the complainant, and other appropriate college officials no later than three days following the completion of the hearing.

Evidence

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

Sanctions

Members of the Claremont community found guilty of violating college policies on sexual assault may

be subject to penalties up to and including: expulsion for students; and termination for employees.

Educational Programs

The Claremont Colleges provide ongoing educational programs for students, faculty, and staff in order to promote awareness about rape, sexual harassment, and other sexual offenses. These programs are designed to heighten community awareness and prevent sexual offenses. Programs may vary from college to college. In order to promote a safe campus environment, individuals who may be in violation of college policies on sexual offenses should be informed about their conduct. They may not be aware that their behavior is sexually offensive, threatening or hurtful. Education may remedy their behavior.

Campus and Community Resources

Resources that provide assistance to survivors of sexual offenses are available on each campus, through the Central Services, and from the community. They include:

Student Health Service	(909) 621-8222 or ext. 18222
Campus Safety	(909) 621-8170 or ext. 72000
Claremont Police Department	(909) 626-1296
Dean of Students Staff	(909) 621-8114 or ext. 18114
Los Angeles Rape Hotline	(310) 392-8381
Monsour Counseling & Psychological Services	(909) 621-8202 or ext. 18202
Project Sister	(909) 623-8389

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.**

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>

Missing Person Notification Policy

This policy contains the official notification procedures of Claremont McKenna College (The “College”) for missing students who reside in campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 488(j).

Confidential Contact

Students who reside in on-campus housing are encouraged to identify an individual to be their missing person emergency contact and to confidentially register that person’s contact information with the Dean of Students Office and the Department of Campus Safety. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. Students may update their missing person contact and their emergency contact information at any time by notifying the Dean of Students Office. This information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation or as required by law.

Investigation

If any member of the Claremont McKenna College community has reason to believe that a student may be missing he or she should immediately notify the Dean of Students Office at 909-621-8114 (Monday-Friday, 8:00 am to 5:00 pm) or the Department of Campus Safety at 909-607-2000.

The College will initiate an investigation into any report of a missing person as soon as this information is received by the College or the Department of Campus Safety. If a student is determined to have been missing for twenty-four (24) hours, the College and/or Department of Campus Safety will notify the appropriate law enforcement agency and initiate the notification procedures as set forth in this policy.

Notification Procedures

A student’s missing person contact will be notified by a member of the Dean of Students Office no later than twenty-four (24) hours after the time that the student is determined to be missing. If the student is under the age of 18 and not emancipated, the student’s parents or legal guardian, in addition to the student’s missing person contact, are required to be contacted. Appropriate law enforcement agencies will also be notified.

2010 Fire Safety Report (Contains statistics for 2009)

Introduction

The Higher Education Opportunity Act requires all institutions of higher education that maintain on-campus housing to publish an annual Fire Safety Report. This report contains the information required by the HEOA for Claremont McKenna College including, CMC’s fire safety practices and a fire log with statistics regarding on-campus fires. The annual Fire Safety Report is available by October 1 to all students, prospective students, faculty, and staff. The report is posted on the CMC website at: https://www.claremontmckenna.edu/emergency/2010_Fire_Safety_Report.pdf and an email notice of its availability is sent to all current students and employees each fall.

On-Campus Housing Fire Safety Information/Policies (as printed in *The Guide to Student Life*) **Fire Emergency Procedures**

- If you see fire or smell smoke, activate the closest fire alarm.
- Evacuate to your designated evacuation area (see evacuation map) and report to your Building Coordinator/RA/Professor.
- Report the location of the fire to Campus Safety at (909) 607-2000 or ext. 72000.
- All persons within a building are required to evacuate when an alarm has sounded. Persons who do not evacuate present a danger to themselves and a liability to the college and will be referred to the college judiciary board.

Fire Alarm Systems

The purpose of our fire alarm system is to signal the need for the evacuation of a building and to notify Campus Safety automatically.

False alarms and tampering with fire safety equipment is unlawful. The penal code provides that any person who sets off a false alarm is guilty of a misdemeanor punishable by a fine and/or imprisonment.

To preserve the integrity of the fire extinguishers placed in each building, residents, on the basis of the smallest identifiable group, will be charged a \$100 fine plus the cost of recharging the extinguishers.

Fire Safety Equipment

Students who tamper with fire-fighting or safety equipment (including fire extinguishers and smoke detectors) are subject to a fine of \$200, expenses for necessary repairs of equipment, and/or judicial action.

Fire Sprinkler Systems

Fire sprinklers have been installed in all residential buildings.

The addition of these sprinklers brings additional responsibilities to the student. Students must refrain from hanging anything from the sprinkler heads. This includes, but is not limited to, banners, flags, clothes, and hammocks. If the sprinklers are tampered with, this may activate them and the room will flood.

Tampering with the fire sprinklers is a fire code violation. Any and all damages associated with the sprinkler heads will result in vandalism charges to the student including the replacement of sprinkler heads, any water damage due to flooding, and the fire department response. Keep in mind that flooding may not be limited to your room and you could be responsible for damages to numerous rooms.

Your assistance in maintaining the fire sprinkler system is appreciated.

Halogen Light Policy

Due to documented fire dangers of halogen lighting, CMC prohibits the use of halogen lamps. Desk, table, or floor lamps that contain a halogen light bulb are not permitted on the CMC campus. The Building Attendants have been directed to report to Facilities and Campus Services any use of these lamps.

Open Flames

Due to the danger presented by open flames, candles or any other flame may not be used on the CMC campus unless they are used as part of a campus event and approved by the Director of Student Activities.

Barbecue areas are provided near certain residence halls. No grills of any kind (gas, electric, charcoal, etc.) may be used outside of these designated areas. Any grills brought to campus must be stored in the designated barbecue area, and may not be stored in hallways, on balconies, or in a residence hall room.

Explosives

The State law, as well as Claremont McKenna 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.

Fire Safety Education

The Resident Assistants receive fire prevention and response training each semester. The training consists of a classroom instruction followed by hands on application of fire extinguishers. In addition, evacuation drills are conducted each semester to test the Resident Assistant's ability to facilitate evacuation in the event of an emergency.

On-Campus Housing Fire Safety Systems

Claremont McKenna College complies with all local, state and national fire regulations. All of CMC's residential buildings have fire alarms and have redundant suppression equipment that includes automatic sprinkler systems and manual fire extinguishers. Evacuation drills of all residential buildings are conducted each semester. Fire safety systems are routinely inspected and monitored as mandated by the County of Los Angeles. A log of these inspections is maintained by the Facilities Department.

Residence Hall Fire Safety Systems

Building Name	Year Built/Renovated	Fireproof Frame	Sq. Ft Protected	Wet/Dry	Fire Alarm
Auen	2008	Yes	24,629	Wet	Yes
Fawcett	2008	Yes	24,629	Wet	Yes
Stark	1997	Yes	32,400	Wet	Yes
Marks	1999	Yes	18,744	Wet	Yes
Benson	1997	Yes	17,928	Wet	Yes
Berger	1996	Yes	17,528	Wet	Yes
Phillips	1995	Yes	13,286	Wet	Yes
Beckett	1998	Yes	12,257	Wet	Yes

Claremont	2008	Yes	37,257	Wet	Yes
Appleby	2003	Yes	15,680	Wet	Yes
Green	2003	Yes	15,677	Wet	Yes
Wohlford	2003	Yes	16,270	Wet	Yes
Boswell	2003	Yes	15,742	Wet	Yes
Student Apartments	1996	No	41,941	Wet	Yes

Fire Log

The Facilities Department maintains a Fire log that includes the nature, date, time and general location of every fire that occurs in an on campus housing facility. The log is available for inspection by contacting the Facilities Office, Monday through Friday during normal business hours.

2009 Residence Hall Fire Log

Building Name	#	Date	Cause	Injuries requiring treatment	Deaths related to fire	Property Damage Value (\$)	Report Number
Appleby	0	0	0	0	0	0	0
Auen	0	0	0	0	0	0	0
Beckett	0	0	0	0	0	0	0
Benson	0	0	0	0	0	0	0
Berger	0	0	0	0	0	0	0
Boswell	0	0	0	0	0	0	0
Claremont	0	0	0	0	0	0	0
Fawcett	0	0	0	0	0	0	0
Green	0	0	0	0	0	0	0
Marks	0	0	0	0	0	0	0
Phillips	0	0	0	0	0	0	0
Stark	0	0	0	0	0	0	0
Wohlford	0	0	0	0	0	0	0
Apartments - All	0	0	0	0	0	0	0

Plans for Improvement

The College's Emergency Management Committee is responsible for oversight of all emergency response and preparedness initiatives and Fire Safety falls under its jurisdiction. These initiatives are regularly reviewed by the Committee.

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 7-2000 for an escort if you are alone.
- Don't carry extra credit cards or large sums of money.
- Lock your valuables securely, even in your room.
- Walk with someone whenever possible. Request an escort when traveling alone at night.
- Do not risk personal injury if someone forcibly attempts to take your wallet, purse or property.
- Do carry a whistle or personal alarm and use it when you feel threatened. The sound won't hurt anybody if it wasn't that serious.
- Keep an inventory of personal property and mark items with your driver's license number and the state. (Borrow an engraver from Campus Safety or through your R.A.)
- Acquaintance Rape happens here. Learn the danger signs. Victims suffer significant life disruption.

- Distance yourself from the misuse of alcohol / drugs; it can be far worse than a bad headache the next morning.
- Do not attach your ID to your key chain or mark your keys with your name and address.
- Get to know your neighbors and share information about suspicious activities.
- Call 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 mandates 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

Public Property Crimes Reported by Claremont Police Department *

Total Crimes Reported For: Offense Type (Includes attempts)	Claremont McKenna College						All Claremont College Campuses			Public Property* (Includes Crime Stats from local police)					
	2007		2008		2009		2007	2008	2009	2007	2008	2009			
	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	1	1	2	0	0	0	11	2	2	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	0	4	N/A	N/A	N/A			
Aggravated Assault	0	2	1	1	0	2	6	5	3	N/A	N/A	N/A			
Burglary	14	5	22	5	11	9	79	127	106	N/A	N/A	N/A			
Arson	0	0	0	0	1	0	0	0	1	N/A	N/A	N/A			
Motor Vehicle Theft	0	6	0	3	0	2	21	13	7	N/A	N/A	N/A			
Hate Crimes															
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			
Larceny-Theft	N/A	N/A	0	0	0	0	N/A	0	0	N/A	N/A	N/A			
Simple Assault	N/A	N/A	0	0	0	0	N/A	0	0	N/A	N/A	N/A			
Intimidation	N/A	N/A	0	0	0	0	N/A	0	0	N/A	N/A	N/A			
Destruction, Damage or Vandalism of Property	N/A	N/A	0	0	0	0	N/A	1	0	N/A	N/A	N/A			

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

Offense Type (Includes attempts)	2007**		2008**		2009		2007**	2008**	2009	2007	2008	2009			
	Res	Other	Res	Other	Res.	Other									
Liquor Law Violations															
Arrest	0	0	0	0	0	1	0	0	1	N/A	N/A	N/A			
Referral	22	0	23	0	25	0	173	157	220	N/A	N/A	N/A			
Drug Law Violations															
Arrest	0	0	0	0	0	0	1	7	0	N/A	N/A	N/A			
Referral	0	0	2	0	4	0	77	32	99	N/A	N/A	N/A			
Weapons Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Referral	0	0	0	0	0	0	5	1	0	N/A	N/A	N/A			

*Crime stats were provided by Claremont Police Department but not able to include them in this report as required by The Clery Act; geographic area too broad.

** Stats were provided after posting.