

HARVEY MUDD COLLEGE

Annual Campus Safety Report

2002

(Jan. 1 – Dec. 31, 2002)

**Prepared by the
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This information is provided in compliance with The Crime Awareness and Campus Security Act of 1990 (amended in 1998 and renamed the “Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act”)

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

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

Schools 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

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

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

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

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

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

THE CAMPUS SEX CRIMES PREVENTION ACT (SECTION 1601 OF PUBLIC LAW 106-386)

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

How to obtain Sex Offender Information

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

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

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

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

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

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

To view the CD_ROM, you must:

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

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

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

The Claremont Colleges are a unique consortium of seven independent institutions including: Pomona College, Claremont McKenna College, Pitzer College, Harvey Mudd College, Scripps College, Keck Graduate Institute and the Claremont Graduate University. Each has its own campus, administration, student body, faculty, trustees, curricular emphasis, and distinctive style and mission. They all, however, share the resources and services of a central coordinating body known as the Claremont University Consortium (CUC). Under the auspices of CUC, Campus Safety and 17 other organizations provide support and services to The Claremont Colleges.

THE DEPARTMENT OF CAMPUS SAFETY

Campus Safety provides a full range of services to The Claremont Colleges community 24 hours a day, year `round. The department is located at 251 E. Eleventh and can be reached on campus by dialing extension 72000 from any campus phone, or by calling (909) 621-8170 from any phone not on the campus telephone system.

WHO WE ARE / WHAT WE DO

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

The Campus Safety Department is staffed by 14 full-time uniformed Campus Safety Officers, six Dispatchers, an Administrative Assistant and a Director. The regular staff is supplemented by 25 to 40 reserve Campus Safety officers and part time employees who work special assignments, perform crime prevention duties, and carry out a host of support functions for the department.

Safety officers are unarmed and have no special or police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section 837. All full-time officers undergo an intensive eight to twelve- week field training program and successfully complete and receive certification for the following: guard registration, PR-24 baton, chemical mace, bicycle patrol training, first aid and CPR. Employees undergo continuous education and training to upgrade their skills. Campus Safety is not a police department but is responsible for law enforcement, security, and emergency response at the Colleges. The department also provides support services tailored to meet the needs of the Colleges including, high visibility patrols to prevent and detect crime, investigation of suspicious activity and crime reports, as well as response to: medical emergencies, fire and intrusion alarms, traffic accidents, parking enforcement, and enforcement of college rules and regulations.

Campus Safety works closely and cooperatively with the City of Claremont Police Department. The police are notified immediately and respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and are called when police presence and/or assistance is deemed appropriate. All crime reports initiated by Campus Safety are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

CRIME PREVENTION AND SECURITY RECOMMENDATIONS

Our crime prevention strategies are based upon the dual concepts of eliminating or minimizing criminal activities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. The following is a list of ongoing crime prevention programs and projects:

- Security Alerts: prepared and distributed either selectively or throughout the campuses if circumstances are warranted.
- Campus Watch: a community program designed to increase awareness and encourage immediate reporting of criminal and suspicious activity to Campus Safety.
- Operation Identification: the engraving of serial numbers on personal property and/or recording of items of value, is promoted and available free of charge.
- Crime Prevention Presentations: crime specific workshops presented to students and employees throughout the year.
- Escort Services: available through student-run escort programs and Campus Safety.
- 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 and campus maintenance and facilities staff.

No crime prevention program can be effective without the cooperation, involvement, and personal support of students and employees. Awareness of one's environment and implementation of strategies to reduce or eliminate the opportunity for crime to occur is the best place to start. Within this framework, please use the following suggestions to help safeguard yourself and others:

- Exterior doors should never be propped open. A propped door puts everyone at risk.
- Dorm doors should be locked at all times even when leaving for a short time.
- Keys should be carried at all times and never loaned to others.
- Exercise good judgment when walking, jogging, or engaged in solitary activity, especially at night.
- Request escort service anytime by calling Campus Safety at Ext. 72000 or 621-8170; or, at night, use the student escort service.
- Engrave, mark, and/or photograph your property and record serial numbers and property description.
- Consider not bringing expensive jewelry, valuable property, and important keepsakes to campus.
- Purses, backpacks, and other personal property should not be left unattended or unsecured in office buildings, libraries, and other common use areas.
- Parked cars should be locked at all times and valuables should be concealed.
- Become familiar with the location of emergency phones throughout the campuses and use them if you have an emergency or observe criminal or suspicious activity.
- **All crimes and suspicious persons should be reported to Campus Safety immediately. If you are a victim of - or a witness to - a crime, we urge you to call the Safety dispatcher at once, DIAL EXTENSION 72000 OR 621-8170, OR ACTIVATE AN EMERGENCY PHONE.**

It is most helpful to Campus Safety if you can provide your name, telephone number and location as well as the following information on any crime suspect: physical appearance, clothing, height, weight, coloring, approximate age, sex, scars, or other noticeable features (glasses, facial hair, etc.), and whether or not he or she displayed or threatened a weapon. If a vehicle is involved, please note: last direction of travel, license plate number and state, make and model of the vehicle, color and body type, and other identifying marks (rust, dents, etc.).

HARVEY MUDD COLLEGE (HMC) is concerned about the safety and welfare of all students, employees, and guests, and is committed to providing a safe and secure environment. In addition to the security services provided by Campus Safety, HMC has precautionary measures in place that are intended to enhance the quality of life and to assure the safety and security of the resident student body.

Harvey Mudd College is a residential college; nearly all students live on campus in the residence halls. The Dean of Residential Life is the College official responsible for the residence halls. The Dean or a professional staff member is on-call at all times, 24 hours a day, seven days a week during the academic year. All residence halls are served by live-in proctors, who are available and on-call throughout the school year as peer counselors and first-responders in case of emergency.

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

- Most residence halls have direct access to student rooms from outside. Concern for hall entry door security does not apply with the exception of one residence hall which maintains a 24-hour lock on entrance doors equipped with push-button combination locks.
- Residence hall windows and doors are checked annually and hardware is repaired or replaced as needed.
- The entire campus is secured with high security keyways not reproducible outside of the College's system. Lost keys result in a lock rekeying and new key issue. Dorm keys are collected at the end of each semester to identify unreported lost keys. A lost building master key results in the entire building being re-keyed.
- Administrative and academic buildings are locked and unlocked on a scheduled basis by custodial staff.
- Keys are controlled by the Facilities & Maintenance Office. Sign-in and sign-out procedures are closely monitored and stored in a database system. Access to key lock boxes is restricted.
- Escort service is provided by Campus Safety as well as through a "buddy system" of student volunteers whose names and numbers are listed and distributed to students. In addition, a 5-College escort service, staffed by students and trained by Campus Safety, is operational during the academic year.
- Emergency phones are mounted on the exteriors of dorms and other campus buildings.
- During winter break, a dedicated safety officer is hired to patrol residential living areas daily to enhance the security of remaining residents and property.
- New student orientation includes information about campus crime and basic prevention tips. A whistle safety program is supported with whistles issued to students.
- "Campus Watch" resides with the Student/Faculty Committee. Annual programming efforts include:
 - "Mudd Security Blotter," a bi-weekly e-mail summary of crime and security incidents.
 - Self-defense classes held each semester for both men and women.
 - On-campus bike registration yearly. Bike U-locks and other bike security items are available at cost from the Dean's Office.
 - Alcohol Awareness Week and Date Rape Awareness Week promoted. Student Activities assistants provide literature and programs.

- Campus Safety officers and trained student security officers provide crowd control and event management at events where alcohol is served. At 5-college events with alcohol, trained bartenders are used and legal alcohol service conditions are maintained.

SECURITY CONSIDERATIONS USED IN MAINTENANCE OF CAMPUS FACILITIES

- A preventative maintenance program including scheduled checks for battery back-up systems, generator operations and other devices needed to preserve security is in place.
- Laundry room doors, windows, and dorm room doors have peepholes.
- Residence hall doors and windows have security devices.
- Enhanced outdoor lighting.
- Campus-wide Emergency Evacuation Drills are held each semester.
- The Campus Emergency Response Plan is continually upgraded. Students, staff, and faculty volunteers are continuously being trained for their emergency roles.
- Maps of below-grade utilities are kept updated.
- Upgraded walkway lighting system.
- Seven exterior emergency phones with blue light locators are installed on exterior building walls throughout the campus.
- Exterior-mounted key safes (Knox Boxes) are installed for Campus Safety use.
- Campus sign program developed and implemented.
- Student mailroom is a locked/secured facility.

SEXUAL ASSAULT POLICY

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

For the purposes of this policy, sexual assault includes, but is not limited to: rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Acquaintance rape, while the most difficult of sexual assaults to define, is nonetheless a nonconsensual, forcible act of violence.

HMC does not tolerate sexual assault, whether directed at males or females and whether committed by a stranger or an acquaintance. The College seeks to address the needs of the sexual assault victim and to protect other members of the campus community from potential sexual assaults. Referrals for treatment and ongoing support are offered to victims. In the interests of privacy and when within the College's jurisdiction, confidentiality regarding the names of the victim and alleged assailant is maintained.

HMC will make the college community aware of rapes or other sexual assaults by strangers on campus, and will judge, on a case-by-case basis, the need to report to the college community acquaintance rapes or sexual assaults. In the case of a sexual assault by a stranger, the location of the incident will be made known to the college community. Students and employees will be notified of assaults or rapes which occur on other Claremont

Colleges campuses when reports are received by the Dean of Students or the Human Resources Office. The college is legally obligated to report to the federal government the number of sexual assaults that occur on campus each year.

SEXUAL ASSAULT PROCEDURES

Step 1: Treatment

First priority is given to arranging treatment for the sexual assault victim. Because sexual assault may involve physical trauma and is a crime, the campus individual or the college official first notified of the sexual assault should strongly encourage the victim to seek treatment. There are several options for treatment:

Treatment Option 1:

Go to the Pomona Valley Hospital Medical Center Emergency Room

Pomona Valley Hospital Medical Center
1798 N. Garey Avenue
Pomona, California
(909) 865-9600

The victim should be informed that he/she will be examined and treated at the hospital for physical injuries or sexually transmitted diseases. The victim should also be informed that because the assault on him/her is a crime, the hospital has an obligation to inform the police and that the police will interview him/her at the hospital regarding the assault. The victim should be told that he/she will have a choice as to whether to allow collection of evidence and whether or not to go forward with prosecution.

If the victim is willing to go to the hospital, the campus individual or the college official first notified should assist with arrangements for transportation. This individual, with the consent of the victim, should contact, or assist the victim in contacting the Rape Crisis Hotline Project Sister (909/626-4357) to ask that a counselor meet the victim at the hospital. The victim who goes to the hospital should be informed that he/she may have a friend accompany him/her to the hospital. The victim should be advised not to shower or change clothes. Additionally, a female victim should be advised not to douche. The victim should bring a fresh change of clothes to the hospital with him/her. If he/she has already changed clothes, he/she should be advised to put the clothes worn at the time of the assault in a bag and bring them to the hospital.

Treatment Option 2:

Use Other Community Resources

A victim who does not wish to go to the hospital should be strongly encouraged to receive treatment/assistance from some other source such as his/her personal physician or Planned Parenthood.

Planned Parenthood
1900 Royalty Drive
Pomona, California
909/620-4290

Additionally, victims who are students should be encouraged to seek counseling by contacting;

Monsour Counseling Center
735 N. Dartmouth Avenue
Claremont, California
909/ 621-8202

Victims who are employees may wish to seek counseling through the college's Employee Assistance Program by contacting;

PacifiCare
800/234-5465

Step 2: Contact the College Representative

A victim who is an HMC student, or the campus individual representing a student victim (e.g., fellow student or faculty or staff member) should contact the Dean of Students (hereafter referred to as college representative).

Dean of Students
909/621-8125

A victim who is an employee, or the campus individual representing an employee victim, (e.g., fellow faculty or staff member) should contact either the Dean of Faculty or the Director, Human Resources (hereafter referred to as the college representative).

Dean of Faculty	Director, Human Resources
909/621-8122	909/621-8512

If the victim wishes to remain anonymous to the college representative, the college representative will serve as a consultant to the campus individual representing the victim and that person will provide ongoing support as needed.

The college representative will provide ongoing case management, either directly or as a consultant, depending on the wishes of the victim. The college representatives will serve as back-up for each other. In the event a College representative cannot be reached, call Campus Safety.

Campus Safety
909/607-2000 or 909/621-8170

Step 3: Notification of Others That an Assault Has Occurred

The college representative notifies the President and the Director of Campus Safety that a sexual assault has occurred, maintaining confidentiality if requested by the victim. The president is the only college official who may authorize an exception to the rule of complete confidentiality regarding the release of the names of the victim (with the victim's approval) and/or alleged assailant. See also the final paragraph under the Sexual Assault Policy.

Step 4: Referral For Support

Verbal and written information about sources of support on campus and in the community are provided to the victim by the college representative, either directly or through the campus individual representing the victim. Of Particular value will be:

Rape Crisis Hotline Project Sister
909/626-4357

Step 5: Referral for Prosecution

The college representative provides the victim, directly or through the campus individual representing the victim, information about criminal and civil prosecution. If both the victim and alleged assailant are either an HMC student or employee, the college representative provides information about the College's disciplinary process. In the case of student victims, the Dean of Students' office assists the victim in arranging accommodations of academic, or housing difficulties that may arise because of the assault.

Step 6: Disciplinary Status Reporting to Victim

If the alleged assailant is a member of the college community, the college representative, either directly or through the campus individual representing the victim, provides to the victim information about the status of any disciplinary hearings connected with the assault and the results of any such actions.

Step 7: Provision for Follow-up

The college representative, either directly or through the campus individual representing the victim, provides ongoing follow-up to the case on an as-needed basis, ensuring that the victim has access to the support services he/she needs.

INTERCAMPUS SEXUAL ASSAULT POLICY STATEMENT, DEFINITIONS, AND PROCEDURES FOR STUDENTS (Adopted May 1995)

Sexual conduct which takes place on the campuses of The Claremont Colleges, of 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 Community Hospital 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 prepare a written complaint. Assistance in preparing a complaint may be obtained from the Dean of Students. Discussions with the 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 the 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 sex assault may be subject to penalties up to and including: expulsion for students and termination for employees.

SEXUAL ASSAULT PREVENTION, EDUCATION, AND AWARENESS

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.

The Dean of Students' Office leads a mandatory training session on sexual assault and harassment during the proctor training program. Proctors are trained in the definition, prevention, and campus resolution procedures for these sexual offenses. Follow-up training for the proctors occurs, as needed, at weekly proctor supervision meetings.

- Freshmen, new transfer students, and upper-class orientation sponsors receive information on sexual assault prevention and complaint procedures at a session on gender issues during new student orientation.
- Student athletes participate in a similar mandatory session on sexual assault each year.
- Gender relationship programs are offered by the College each year. Students are encouraged to attend.
- All students receive the College's anti-sexual assault policy and procedures for resolving complaints in the HMC Student Handbook, which is distributed to each student at the beginning of the fall semester.

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:

Campus Safety	909/621-8170 or x72000
Claremont Police Department	909/399-5411
Monsour Counseling Center	909/621-8202 or x18202
Student Health Service	909/621-8222 or x18222
Project Sister	909/626-HELP
Victims of Crime Resource Center	800/627-6872

ALCOHOL BEVERAGE POLICY

The state of California prohibits the use, possession, and purchase of alcohol by individuals under the age of 21; and the use of alcohol in public by all people, regardless of age. The alcoholic beverages rules of Harvey Mudd College are required by law to be consistent with California alcoholic beverage laws. The following standards of conduct will govern the use of alcohol on the HMC campus and at HMC sponsored events off campus.

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

Alcoholic beverages may not be served on HMC property or at any HMC event where persons under 21 years of age are present, unless written approval has been granted by the Activities Dean of a plan that assures compliance with the law.

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

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

EXPLOSIVES, FIREARMS, and OTHER WEAPONS POLICY

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

Fireworks and all forms of explosives shall not be used or possessed anywhere on the campus, except for the approved use of potentially explosive materials in campus laboratories. These prohibited materials include combustibles in containers such as gasoline in cans and dry ice bombs. Students are reminded that the California laws, Sections 12303.2 and 12312 of the Penal Code, establish stringent restrictions on these items. Students should also be aware of the Claremont municipal code that pertains to these areas. The code can be found at http://www.ci.claremont.ca.us/municipal_code/title09.htm

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

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.
- Keep an inventory of personal property and mark items with your driver's license number and the state. (Borrow an engraver from Campus Safety or through your proctor)
- Acquaintance Rape can happen here. Learn the danger signs. Victims often suffer significant life disruption.
- Distance yourself from the misuse of alcohol /drugs, it can be far worse than a bad headache the next morning.
- Do not attach your ID to your key chain or mark your keys with your name and address.
- Get to know your neighbors and share information about suspicious activities.
- Call Safety at X7-2000 in an emergency or to report any crime or suspicious activity.

OFFICE SAFETY

- When working late, make sure doors are locked. Let someone know of your location and expected departure time.
- NEVER prop doors open, even for a short time. Your action could contribute to incredible harm to yourself or someone else.
- Do not loan your office keys or allow them to be copied.
- Do not hold a door open for a stranger.
- Keep your purse, wallet, or other valuables in a locked cabinet or drawer. Office thieves know where to look.

CAR SAFETY

- Auto theft is a problem nationally as well as on these campuses. Take action to safeguard your vehicle.
- Lock all doors after parking.
- Help secure your car against grand theft / burglary - with an electronic alarm and/or kill switch.
- Keep a copy of your registration, title, and vehicle I.D. number in a safe place separate from your vehicle.
- Store your valuables out of sight.
- If you park your car but don't use it regularly, check on it daily.
- Immediately report thefts, as well as suspicious activity in parking lots or near parked cars, to Campus Safety.

BIKE SAFETY

- State law, as well as county and city ordinances and codes mandate adherence to bicycle "Rules of the road" as well as specific equipment guidelines. Learn the laws for your own safety.
- Ride defensively, with the traffic, and use hand signals.
- Please be considerate of pedestrians and drivers in vehicles.
- You can be given a "ticket" for sidewalk driving, speeding, etc. in Claremont.
- Keep your bike maintained - especially the brakes.
- Register your bike and get a California license at Campus Safety. (City Code requirement)
- Use a U-LOCK to secure your bicycle frame and wheels to a rack. Bikes locked with cables and small chains are frequently stolen.
- Report suspicious activity or loitering around bike racks. Thieves usually carry a hidden bolt cutter or other cutting tool.
- Do not impede free use of the handicapped ramps or other access points with bikes locked to handrails, etc.
- NEVER leave your bike unsecured – even for a "moment."

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

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

Total Crimes Reported For: Offense Type (Includes attempts)	HMC						All Claremont College Campuses			Public Property *					
	2000		2001		2002		2000	2001	2002	2000	2001	2002			
	Res.	Other	Res.	Other	Res.	Other									
Murder	0	0	0	0	0	0	0	0	0	0	0	0			
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0			
Forcible Sex Offenses	0	0	1	0	0	0	1	3	0	2	6	0			
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	1	0	0	0			
Robbery	0	0	0	0	0	0	1	1	0	7	3	7			
Aggravated Assault	0	1	0	0	0	0	2	11	0	6	8	2			
Burglary	0	2	0	5	5	4	27	21	48	59	157	82			
Arson	0	0	0	0	0	0	0	1	0	0	0	0			
Motor Vehicle Theft	0	0	0	2	0	2	4	10	11	11	17	17			
Hate Crimes (By prejudices)															
Race	0	0	0	0	0	0	0	2	0	0	0	0			
Gender	0	0	0	0	0	0	0	0	0	0	0	0			
Religion	0	0	0	0	0	0	0	0	0	0	0	0			
Sex Orientation	0	0	1	0	0	0	0	3	0	0	0	0			
Ethnicity	0	0	0	0	0	0	0	0	1	0	0	0			
Disability	0	0	0	0	0	0	0	0	0	0	0	0			

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

Offense Type(Includes attempts)	2000		2001		2002		2000	2001	2002	2000	2001	2002			
	Res	Other	Res	Other	Res	Other									
Liquor Law Violations															
Arrest	0	0	0	0	0	0	0	10	0	0	0	0			
Referral	2	0	0	0	0	0	3	3	0	0	0	0			
Drug Law Violations															
Arrest	0	0	0	0	0	0	1	1	0	0	0	0			
Referral	0	0	0	0	0	0	0	0	1	0	0	0			
Weapons Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0			
Referral	1	0	0	0	0	0	1	0	0	0	0	0			