

2017 Annual Security and Fire Safety Report

(covering January 1, 2016 – December 31, 2016)



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I. Introduction: From the Director of CUC Campus Safety

To the Claremont McKenna College Community:

On behalf of the members of the Campus Safety Department, I want to personally thank you for your interest in our *Annual Fire Safety and Security Report*. The men and women of the CUC Campus Safety Department are dedicated security professionals who are committed to making the Claremont McKenna College campus and all of the Claremont Colleges safe places in which to live, work, and study.

Claremont McKenna College and the CUC Campus Safety Department publish this report because it contains valuable information for our campus community. This report also complies with important provisions of the Jeanne Clery Act. Campus safety and security, and compliance with the Clery Act, continues to be a part of everyone's responsibility at The Claremont Colleges. We encourage you to review the information made available to you in this brochure, where you will find information about our organization including descriptions of services that we provide.

As you read this report, you will also become more familiar with our strong commitment to victims of crimes and the specific extensive services we make available to crime victims. Lastly, very important information about security policies and procedures on our campus, crime data, and crime prevention information is included.

As a significant part of our *campus-oriented public safety* programming, we join President Chodosh in the commitment to foster a secure and supportive environment at The Claremont Colleges. Campus safety and security indeed requires a collaborative effort at The Claremont Colleges, and so we proudly partner with the many Departments at Claremont McKenna College that have a critical role in fostering campus safety, including: the Dean of Students office, our On-Call Deans, the Senior Administrators, Campus and Residential Life, Facilities Management, and other departments.

It will always remain our goal to provide the highest quality of public safety services to The Claremont Colleges community and we are honored to collaborate with each of our campuses.

Stan Skipworth
Director, CUC Campus Safety

Statement on Non-Discrimination, Equal Opportunity, and Related Laws

Claremont McKenna College does not discriminate on any illegal basis in the administration of its admission, educational, or employment policies and practices, nor in the recruitment, training, promotion, financial support, or compensation of its faculty, students, or staff. The College complies with all applicable state and federal laws, including, but not limited to:

- A. Title IX of the Higher Education Amendments of 1972
 - B. Title VII of the Civil Rights Act of 1964
 - C. California Fair Employment and Housing Act ("FEHA")
 - D. California Unruh Civil Rights Act
 - E. Family Educational Rights and Privacy Act of 1974
 - F. Section 504 of the Rehabilitation Act of 1973
 - G. Americans with Disabilities Act (the "ADA")
 - H. Age Discrimination in Employment Act of 1967, as amended by the Older Worker's Benefit Protection Act ("ADEA")
 - I. Any other applicable federal, state, or local law addressing nondiscrimination and/or equal employment opportunity.
- Inquiries concerning the application of these laws to this institution should be referred to the Title IX Coordinator or the Director of Human Resources.

II. Annual Security Report

Reporting Crimes and Other Emergencies

Claremont McKenna College (CMC) and CUC's Campus Safety Department (Campus Safety) have a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire College community that you immediately report all incidents to Campus Safety at 909-607-2000 to ensure an effective investigation and appropriate follow-up actions, including issuing a Timely Warning or Emergency Notification.

Voluntary, Confidential Reporting to CMC

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage CMC community members to report crimes promptly and to participate in and support crime prevention efforts. The CMC community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within CMC or the criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow CMC to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, CMC may not be able to assure confidentiality and will inform you in those cases.

CMC uses a confidential reporting system called CMCListens. Additional information about CMCListens, instructions, and the portal for reporting can be [accessed online](#).

CMCListens is an anonymous program developed by a third-party vendor named Convercent.

Reporting to Campus Safety

We encourage all members of the CMC community to report all crimes and other emergencies to Campus Safety in a timely manner. Campus Safety provides a dispatch center that is available by phone at 909-607-2000 or in person twenty-four hours a day at their office located at 150 East Eighth Street. Though there are many resources available, Campus Safety should be notified of any crime, whether or not an investigation continues, to assure that CMC can assess any and all security concerns and inform the community if there is a significant threat to the CMC or the Claremont Colleges communities.

All students are encouraged during orientation to program their cell phones with the Campus Safety phone number.

Emergency Phones

CMC has installed 56 emergency phones throughout the campus, 8 of which are "blue light" phones. Phones are located in public areas of the campus including: parking lots, elevators, residence halls, administrative and classroom buildings, and also along some common walkways. Emergency phones provide direct voice communications to the Campus Safety Dispatch Center.

Anonymous Reporting to Campus Safety

If you are interested in reporting a crime anonymously, you can utilize the Campus Safety Silent Witness program that can be accessed through the [Department's website](#).

We do not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. Please note that this website is not intended for reporting emergencies or crimes that are in progress.

Reporting to Other Campus Security Authorities (CSAs)

While CMC prefers that community members promptly report all crimes and other emergencies directly to Campus Safety at 909-607-2000 and to the City of Claremont Police Department at 909-399-5411, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as "Campus Security Authorities (CSA)." The Act defines these individuals as "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline conduct proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."

While CMC has identified numerous CSAs, the following offices are common places where community members may report crimes:

Official	Campus Address	Phone Number
Campus Safety	150 Eighth Street	(909) 607-2000
The Dean of Students Office (Deans & RAs)	Heggblade Center 400 E. Ninth Street	(909) 621-8114
Human Resources	528 N. Mills Ave	(909) 607-1236
Office of Civil Rights	Heggblade Center, 2 nd Fl. 400 E. Ninth Street	(909) 607-3407
Title IX Coordinator	Athenaeum 217 385 E. Eighth Street	(909) 607-8131
VP of Student Affairs	Heggblade Center 112 400 E. Ninth Street	(909) 621-8114
Director, Silicon Valley Program	N/A	(909) 293-9418
Director, Washington Program	N/A	(202) 607-0749

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by CMC to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, CMC encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them. CMC designates the three Chaplains in the Chaplains Office as pastoral counselors, and the Counseling staff at Monsour Counseling and Psychological Services (“MCAPS”) as the professional counselors.

It’s Up to Each of Us

CMC takes great pride in the community and offers students, faculty members, and staff members many advantages. This community is a great place to live, learn, work and study; however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities. With that in mind, CMC has taken progressive measures to create and maintain a reasonably safe environment on campus.

Although CMC reviews its policies, programs, and education, it is up to each one of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus.

Responding to Crime Reports

When Campus Safety receives word of a serious incident or emergency that could be considered a crime or policy violation, Officers generate reports. Depending on the nature of the incident or emergency, Campus Safety will forward information to the Claremont Police Department and/or the Dean of Students Office for further investigation and follow-up.

CMC responds promptly and effectively to all reports of incidents or emergencies which may constitute crimes or policy violations, including offering care and support, resources, and initiating a conduct process for identified policy violations. This process is also followed for incidents reported through CMCListens.

Preparation of the Annual Security Report & Disclosure of Crime Statistics

CMC and Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by Campus Safety, information provided by other College offices such as the members of the Dean of Students Office, Facilities and Campus Services, other Campus Security Authorities, and information provided by local law enforcement agencies surrounding the main Claremont campus and other locations (including our spaces in Silicon Valley and Washington, DC). Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by CMC. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs.

CMC distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of CMC community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting CMC’s General Counsel’s Office at 909-607-8966. Electronic copies are available on the [CUC](#) and [CMC](#) websites. CMC also discloses the availability of this

report to prospective employees on the Application for Employment. CMC also makes similar notification to prospective students and applicants through the Admission Office.

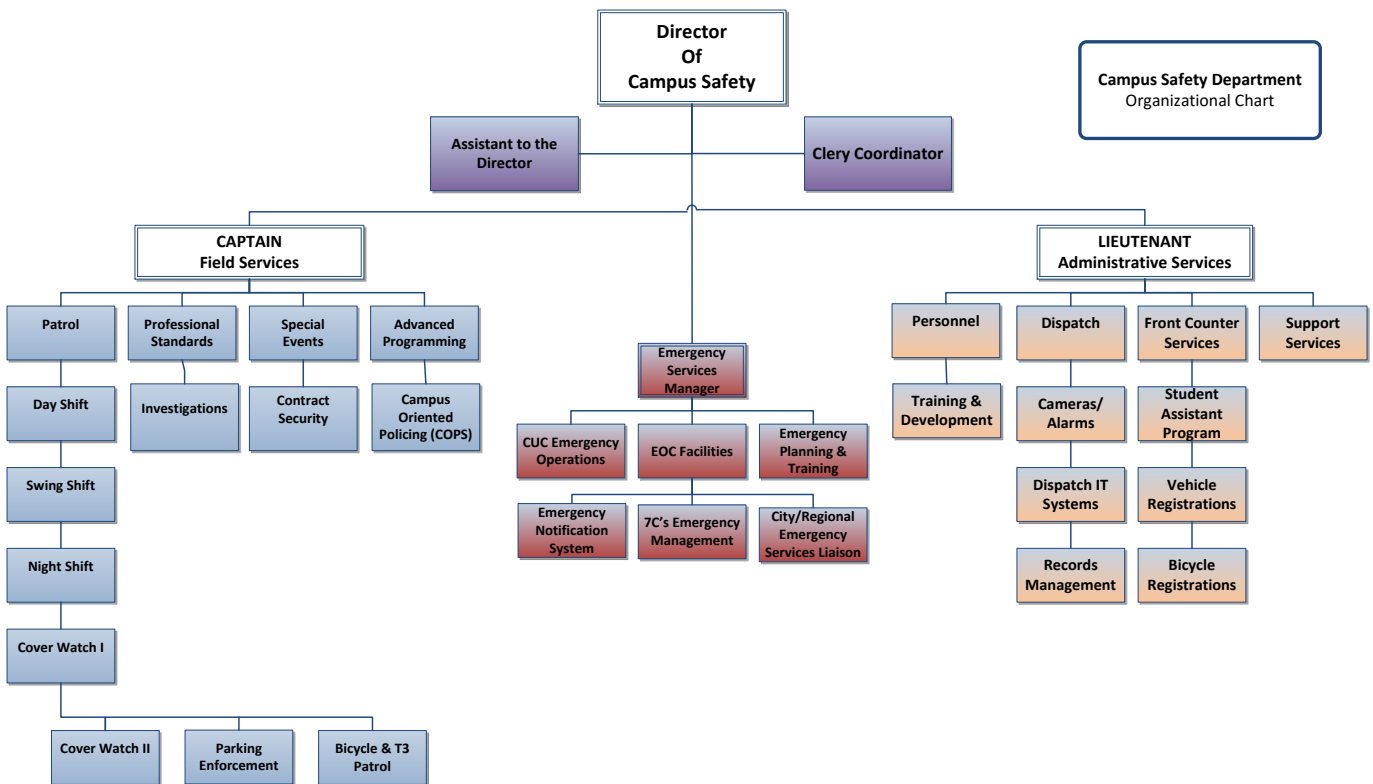
About the CUC Department of Campus Safety

Role, Authority, and Training

CUC Campus Safety protects and serves The Claremont Colleges (TCC) community 24 hours a day, 365 days a year. The Department is responsible for a number of campus safety and security programs that includes Emergency Management, Community Safety and Security Education, Physical Security, including security technology, Behavioral Threat Assessment, and Special Event Management. Other specific tasks include but are not limited to the following:

- First responders to emergencies of any kind.
- Protect the persons and property of students, faculty, staff and visitors to The Claremont Colleges consortium.
- Patrol by vehicle, electric carts and on foot 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 presentations to students and staff.

The CUC Campus Safety Department is led by a Director, and staffed by a Lieutenant, six (6) Sergeants, a Dispatch Supervisor, five (5) Dispatchers, 13 full-time uniformed Campus Safety Officers, 14 Part-time Campus Safety Officers, an Assistant to the Director, and an Emergency Preparedness Program Manager.



Campus Safety officers are unarmed and have no police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section 837. All officers successfully complete and receive certification for the following: guard registration, Oleoresin Capsicum (Pepper Spray), 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 protocols at TCC. Campus Safety 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 respond to: medical emergencies, fire and intrusion alarms, traffic accidents, parking enforcement, and enforcement of college rules and regulations.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

CUC Campus Safety works closely and cooperatively with the City of Claremont Police Department, and we maintain a Memorandum of Understanding with our local law enforcement agency to ensure effective operational roles and responsibilities. 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 for the situation. As appropriate, and in accordance with Uniform Crime Reports (UCR) standards, crime reports initiated by Campus Safety may be forwarded to the police for investigation and mandated reporting. In addition, Campus Safety staff assists local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus.

Crimes Involving Student Organizations at Off-Campus Locations

CMC does not have any recognized student organizations at any off-campus locations (e.g. Greek-letter housing near campus or other satellite housing) requiring the monitoring of crimes involving CMC students by local law enforcement agencies. Nevertheless, Campus Safety relies on its close working relationships with local law enforcement agencies to receive information about incidents involving CMC students and recognized student organizations, on and off campus. In coordination with local law enforcement

agencies, Campus Safety will actively work with local police to investigate certain crimes occurring on or near campus. If Campus Safety learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Dean of Students Office, as appropriate.

CMC requires all recognized student organizations to abide by federal, state, and local laws, and College regulations.

Daily Crime and Fire Log

Campus Safety maintains a Crime Log of all crime reported to the Department. The daily log is available upon request during normal business hours to any member of The Claremont Colleges and members of the public. This log identifies the type, location, and time of each criminal incident reported to Campus Safety. The most current 60 days of information is available at the Campus Safety building located 150 Eighth Street. Any portion of the log that is older than 60 days will be made available for viewing within two business days from the date requested for public inspection.

CMC's Facilities Department maintains CMC's Fire Log. The log with the most current 60 days of information is available to view upon request and during normal business hours at CMC's Story House building, located at 742 North Amherst Ave. Upon request, information older than the most recent 60 days will be made available for viewing within two business days of a request.

Timely Warning Reports

Purpose

The purpose of this policy is to outline procedures The Claremont Colleges (TCC), will use to issue Timely Warning Notices in compliance with the Clery Act. TCC are comprised of, Claremont Graduate University, CMC, Harvey Mudd College, Keck Graduate Institute, Pitzer College, Pomona College, and Scripps College in concert with the Claremont University Consortium (CUC).

Procedures

A Timely Warning Notice will be issued in the event any of TCC or the CUC receives notice of an alleged Clery Act reportable crime (identified below) occurring on campus, on public property within or immediately adjacent to one of the campuses of TCC, or in or on non-campus buildings or property controlled by any of TCCs, where CMC determines, in its judgment, that the allegations present a serious or continuing threat to the TCC community. For purposes of this policy, "timely" means as soon as reasonably practicable, after an incident has been reported to: Campus Safety, one of the *Campus Security Authorities* (CSAs) identified by each College, or a local police agency. The Director of Campus Safety or in his/her absence or unavailability, his/her designee (generally the Operations Lieutenant or on-duty Sergeant), and the Dean on-call or the Senior Administrator on-call (as designated by each of the Colleges), impacted by the reported crime, are responsible for determining whether to issue a Timely Warning Notice and the contents of a Timely Warning Notice.

Whether to issue a Timely Warning Notice is determined on a case-by-case basis for Clery Act reportable crimes: arson, criminal homicide, burglary, robbery, sex offenses, aggravated assault, motor vehicle theft, domestic violence, dating violence, stalking and hate crimes, as defined by the Clery Act. Bulletins or alerts may also be issued for other crimes as determined necessary by the Director of Campus Safety, Dean on-call or Senior Administrator on-call. CUC/TCC will issue a Timely Warning Notice even if insufficient

information is available if it is likely that there is an ongoing threat to the community. The goal of a Timely Warning Notice is to aid in the prevention of similar occurrences.

The above individuals determine if an alert should be sent and are the senders of the notices. In determining whether to issue a Timely Warning Notice, the responsible individuals described above will consider any factors reflecting on whether the reported crime represents a serious or continuing threat to the TCC community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) the continuing danger to the TCC community; (d) the amount of information known by TCC and Campus Safety; and (e) when it was reported (as incidents reported more than 10 days after the fact will generally not result in a Timely Warning Notice unless the other factors weigh in favor of sending a Notice). TCC will follow its Emergency Notification procedures upon the confirmation of a significant emergency or dangerous situation (including a Clery report-able crime), involving an immediate threat to the health or safety of students or employees occurring on TCC.

The Timely Warning Notice Decision Matrix/Timely Warning Notice Determination Form will be used in the decision making process to document the decision to alert or not to alert the community. Once completed the form and any and all information related to the decision will be maintained by TCC for a seven-year period.

Timely Warning Notices will be distributed via a multi-modal integrated communications system which notifies students and employees by e-mail. When appropriate, Timely Warning Notices can also be distributed via text messages and phone.

The Timely Warning Notice will typically include, to the extent known, the date, time and nature of the offense, a brief overview of its particular circumstances, a physical description of the actor(s), law enforcement's immediate actions, a request and method for witnesses to contact local law enforcement and where applicable and appropriate, cautionary advice that would promote safety. In **no instance** will a Timely Warning Notice include the name of the victim or other identifying information about the victim. In developing the content of the Timely Warning Notice, Campus Safety will take all reasonable efforts not to compromise on-going law enforcement efforts. Campus Safety will document and retain the justification for determining whether to issue a Timely Warning Notice for a seven-year period.

Anyone with information about a serious crime or incident is encouraged to report the circumstances to the Campus Safety by phone at 909-607-2000 or from campus phones at ext. 72000 and in person at 150 E. Eighth Street. If a report is made to other TCC official, those officials will immediately notify Campus Safety.

Emergency Response and Evacuation Procedures

Emergency Management at Claremont McKenna College

The Emergency Management Program is the framework within which Claremont McKenna College (CMC) reduces vulnerability to hazards and responds to emergency situations. This framework protects the CMC community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to prevent, mitigate, protect, respond and recover from all threats associated with natural conditions, technology, and human actions. CMC recognizes the following priorities:

- Protection of Life Safety
- Protection of the Environment
- Incident Stabilization
- Restoration of Essential Facilities and Services (Continuity and Recovery)

The CMC Emergency Management Program is based on the functions and principles of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the National Fire Protection Association Standard 1600, the National Response Framework, Department of Education Guidelines, FEMA's Comprehensive Planning Guide 101, and the requirements of the Occupational Safety and Health Regulations.

A summary of CMC's emergency response procedures is located at: www.cmc.edu/emergency. Included in this website are direct links to CMC's emergency planning documents and procedures.

The Claremont Colleges Emergency Response and Evacuation Procedures

This policy statement summarizes The Claremont Colleges (TCC) and CMC's emergency response and evacuation procedures, including protocols for sending Emergency Notifications. An emergency is defined as a situation that present a significant emergency or dangerous situation at one of the TCC campuses or in the local area affecting the health and/or safety of TCC's community, in whole or in part (hereafter, Emergency). TCC are comprised of Pomona College, Claremont Graduate University, Scripps College, CMC, Harvey Mudd College, Pitzer College and Keck Graduate Institute, in concert with the Claremont University Consortium (CUC). This policy statement complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations.

Campus emergency mass notification system tests are conducted regularly.

The TCC should conduct a public (announced) campus-wide test at least twice annually. A reminder of testing should be sent to subscribers at least 24 hours prior to the test. The system should be exercised or used in conjunction with scheduled exercises to maintain awareness of the system by students, faculty, and staff.

The TCC and CMC publicize the emergency response and evacuation procedures in conjunction with at least one system-wide test or exercise per calendar year.

For students attending the Silicon Valley Program, the Director of the Program provides a "Student Safety Resource Guide" with evacuation information.

Emergency Response Plans

Under the direction of the CUC Emergency Services Manager, each of TCC are developing comprehensive, all-hazards Emergency Response Plans which outline the steps the institution will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards TCC community may face. Links to each of TCC Emergency Web Sites is located at www.cmc.edu/emergency. Included at this web page is information regarding TCC's Emergency Notification Policy. The full CMC emergency management and response plan can be found here: www.cmc.edu/emergency/emergency-procedures.

To ensure these plans remain current and actionable, CMC conducts emergency management exercises at

a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises which include evacuation drills of the residence halls and dorm facilities and other essential facilities at TCC campuses. After-action reviews of all emergency management exercises are used to document the exercise.

In conjunction with at least one emergency management exercise each year, CMC will notify their community of the exercise(s) and remind the community of the information included in TCC's publicly available information regarding Emergency Response Procedures.

Emergency Notification System and Enrollment in Same

TCC is committed to ensuring TCC community receives timely, accurate, and useful information in the event of an Emergency. To support this commitment, TCC has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation. The mass notification system used by TCC to incorporate technology consisting of e-mail, text messaging, and telephony through Blackboard Connect.

There are 3 layers of notification under existing policy:

- (1) Emergency Notification - situations that present a significant emergency or dangerous situation at one of the TCC campuses or in the local area affecting the health and/or safety of TCC's community
- (2) Advisories - situations that require increased awareness or advisories (e.g. road closures, protests, water main breaks, etc.) that may directly or indirectly affect the campus. Generally, for information only, and may include an Incident that occurs adjacent to the campuses. May involve media and public safety agencies; road closures, etc.
- (3) Timely Warnings

Enrollment in the Blackboard system for CMC students is automatic based on student information system enrollment data (including cell phone numbers, personal email and CMC email addresses). The Blackboard system access any updated contact information for students on a nightly basis.

Enrollment in the Blackboard system for faculty and staff occurs upon hiring when the Human Resources Department requests computer access for new faculty and staff. For faculty and staff without computer access, enrollment is entered on a monthly basis upon the Human Resources Department providing the information to CMC's Information Technology Department. Verification of this contact information is conducted every semester by CMC.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

Campus Safety and/or other CMC first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of TCC or CMC community. Generally, CMC first responders become aware of these situations when they are reported to the Campus Safety Communications Center or upon discovery during patrol or other assignments.

Campus Safety staff or authorized designees may seek confirmation of a significant emergency or dangerous situation from one or more the following sources:

- Campus Safety staff;
- City of Claremont 9-1-1 Communications Center;
- The Claremont Colleges personnel (Facilities, Utilities, etc.);
- Other TCC-affiliated personnel;
- Blue Light Phones and affiliated smartphone applications (LiveSafe);
- City of Claremont Fire and Police Departments, EMS, and allied public safety agencies;
- Members of the community/general public through telephone and other communication systems, including social networking;
- Media reports originating from the incident scene (television, radio, etc.).
- Social Media (Facebook, Twitter, etc.)

Once first responders confirm that there is, in fact, an Emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of TCC community, the first responders will notify the Campus Safety Department or other authorized TCC staff to issue an Emergency Notification.

TCC's authorized representatives, including Campus Safety supervisors, CMC On-Call Dean staff, or other delegated Emergency Management Team staff, will immediately initiate all or some portions of the Emergency notification system.

If, in the professional judgment of first responders, issuing an Emergency Notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the Emergency, TCC may elect to delay issuing an Emergency Notification. As soon as the condition that may compromise efforts is no longer present, TCC will issue the Emergency Notification to TCC community or applicable segment of the TCC community.

Determining the Appropriate Segment or Segments of TCC Community to Receive an Emergency Notification

TCC and local first responders on the scene of an Emergency will assist those preparing the Emergency Notification with determining what segment or segments of TCC community should receive the notification. Generally, TCC community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the Emergency Notification first. TCC may issue subsequent notifications to a wider group of community members, including to the Claremont Police Department and the counties of Los Angeles and San Bernardino. If the Emergency affects a significant portion of or the entire campus, TCC officials will distribute the notification to the entire campus and TCC community.

Determining the Contents of the Emergency Notification

The individuals responsible for issuing the Emergency Notification (usually the Campus Safety Communications Officers and supervisors) will, with the assistance of campus and local first responders, determine the content of the notification. Campus Safety has developed a wide range of template messages addressing several different Emergency situations. The individual issuing the Emergency Notification will select the template message most appropriate to the situation and, in accordance with the following guidelines, modify it to address the specific Emergency. Those issuing the notification will use the following guidelines when determining the contents of the Emergency Notification:

1. **Alerting** the community (or appropriate segment of TCC community) of the Emergency and the actions they should take to safeguard their and their neighbor's safety. Messages distributed in this stage of a rapidly unfolding incident will generally be short, precise, and directive. Examples include:
 - "The campus is experiencing a major power outage affecting the following buildings: Brown, Red, White, and Yellow Halls. All occupants of these buildings should immediately evacuate and meet at the designated building rally point."
 - "There is a chemical spill at Brown Hall. The chemical released is extremely hazardous if inhaled. Occupants of Brown Hall should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene."
2. **Informing** the community (or appropriate segment of TCC community) about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation. Examples include: "The power outage affecting Brown, Red, White, and Yellow Halls was caused by a cut power line. The local utility company is responding along with facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m. Refer to TCC or individual institution homepages for additional information or dial xxx-xxxx."
3. **Reassuring** the community (or appropriate segment of TCC community) once the situation is nearly or actually resolved. The purpose of this message is to reassure TCC community that TCC or CMC is working diligently to resolve the dangerous situation and/or that the situation is resolved. It can also be used to provide additional information about the situation and where resources will be available.

Procedures Used to Notify TCC Community

In the event of an Emergency, TCC have various systems in place for communicating information quickly. Some or all of these communication methods may be activated in the event an Emergency Notification needs to be sent to all or a segment of TCC community. These methods of communication at CMC include the mass notification system, Blackboard Connect5, CMC's email system, and campus bulletin boards or digital signs. CMC will post updates during a critical incident on www.cmc.edu/emergency.

Individuals may also call the CUC Campus Safety emergency line 909-607-2000 for information about the emergency situation. If the situation warrants, CUC may establish a telephone call-in center to communicate with the campus community during the Emergency.

Trained Operators

Authorized Emergency Mass Notification Staff complete an initial training and any subsequent follow up trainings to ensure they are thoroughly familiar with the emergency notification software operating and menu systems associated with the emergency notification system hardware. Emergency Notification staff shall be trained to ensure familiarization with the emergency mass notification system components and software activation procedures at all times.

The following officials are authorized to activate mass notification systems for warnings and advisory situations, or in response to requirements outlined within the Clery Act:

Primary (Claremont University Consortium)

- Director of Campus Safety
- Emergency Services Manager
- Campus Safety Watch Commanders & Corporals (Supervisors)
- Dispatchers

Secondary

- Claremont McKenna authorized designees who have completed training and are designated as “trained operators” may send mass notifications to the CMC college students, faculty, and staff only.

Security of and Access to College Facilities

At CMC’s campus, administrative buildings are open from 8:00am until 5:00pm, Monday through Friday. Some academic and administrative spaces are open longer for student, faculty, and staff use. Access to individual classrooms and laboratories is limited to those who have an educational purpose to use those spaces after normal business hours. Similarly, access to most programs is limited to those enrolled in the program or otherwise authorized access. Only those who have a demonstrated need and approved by the Dean of Students or Dean of Faculty are issued keys or door access cards to a building.

Roberts Pavilion’s hours for students, faculty and staff can be found at the [Pavilion’s website](#). Additionally, Roberts Pavilion has front door staff which monitor access to the building, including enforcing card swipe access for those using the facility for exercise.

Many events held in CMC facilities are open to the public. Other facilities such as Huntley Bookstore and Honnold-Mudd Library are also open to the public.

Special Considerations for Residence Hall Access

On the CMC campus, all residence halls operate under a computerized access control system. Identification cards are coded so that only current CMC students and authorized staff are given electronic access to enter the residence halls; the system denies entry to all unauthorized persons. When a door is malfunctioning, the staff at Facilities and Campus Services should be notified for immediate repair. During normal business hours Facilities can be contacted at 909-621-8112 or by submitting [a work order](#). For contact with Facilities and Campus Services *after* normal business hours, please see a Resident Assistant or call Campus Safety at (909) 607-2000.

Remember to lock your residence hall doors and windows. All residence hall and apartment exterior doors are equipped with handles and/or crash bars to ensure a quick emergency exit.

Only current students, their registered guests, and College staff with a business purpose (including housekeepers, maintenance persons, and members of the Dean of Students Office) are permitted in the residence halls. Guests are issued a guest pass by the Resident Assistants, and they are expected to be accompanied by their host. It is the host’s responsibility to ensure that his/her guest is aware of College policies, many of which are described on the guest pass. Guests are not provided with room keys or door access cards. All exterior doors are locked 24 hours a day. It is the responsibility of residents and staff members to report individuals who cannot be identified as residents or the guests of residents. When Campus Safety receives a report of an unfamiliar person in a residence hall, an officer is dispatched to identify that person. The Resident Assistants live in their assigned residence halls when CMC is in session. Campus Safety personnel also make regular patrols of the exterior areas near the residence halls. During the summer or other breaks in the academic calendar, exterior doors remain locked 24 hours a day.

Security Considerations for the Maintenance of Campus Facilities

CMC is committed to campus safety and security. At CMC, locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Sidewalks and building entrances are illuminated to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

Facilities and Campus Services, in conjunction with representatives from the Dean of Students Office, conducts a “lighting and safety walk” of College property once a each year to evaluate campus lighting.

We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to Campus Safety.

Campus Security Policies, Crime Prevention, & Safety Awareness Programs

In addition to the many programs offered by the Campus Safety and other CMC offices, CMC has established a number of policies and procedures related to ensuring a reasonably safe campus community. These programs include:

Behavioral Intervention by the On-Call Deans Group

In order to extend our efforts on emergency preparedness and prevention, CMC evaluates behavioral threats through the On-Call Deans (OCD) Group. The objective of the OCD is to put in place a structured process for evaluating potentially threatening situations that may occur at CMC. The multi-disciplinary team is comprised of staff members from different offices within the CMC community. For more information about the OCD Group, please speak with a member of the Dean of Students staff in the Heggblade Center.

Live Safe App

Live Safe is a free personal safety mobile application for students, staff, and faculty to engage in a two-way conversation with Campus Safety. It allows users to directly access Campus Safety and 911 emergency services. This service can create greater situational awareness and safety preparedness by educating the user on safety-related statistics and updates. For more information, please visit the [Live Safe information page](#).

Explosives, Firearms, and Other Weapons

CMC prohibits the possession and/or use of weapons and explosives on campus in accord with local and state laws. Possessing, using or storing firearms, other weapons, ammunition, explosives or dangerous chemicals is prohibited. CMC’s Safe Campus Policy can be found in the [online Policy Library](#). The Policy does not apply to the Physical Education or ROTC Programs, which may use otherwise-prohibited items as part of their courses.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness, the Campus Safety maintains a strong working relationship with the community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming. If you or your organization would like to request a specific program, please contact Campus Safety at 909-607-2000.

Some of the special programs and services that are offered through Campus Safety which encourage community members to be responsible for their safety (and the safety of others) include:

- 24 hour per day patrolling with Campus Safety Officers: Campus Safety Officers patrol the perimeter of campus as well as interior residential sectors of the campus.
- Review of Services for Resident Assistants: Campus Safety Officers participate in resident assistant training to familiarize RAs with how to understand and access CS services including dispatch, escort services, incident reporting, emergency response, interface with emergency personnel, and emergency assessment.
- Review of Services for New Faculty Members
- Participation on Training Sessions for CMC's Incident Management Team: Campus Safety Officers participate in table top and active simulation training sessions for CMC related to emergency response. These training sessions include incidents such as an active shooter or a major earthquake or fire.
- Safety Escort Services: Campus Safety will respond to students, faculty, or staff seeking escort service to avoid walking through campus alone at any time.
- Exterior and Interior Emergency Telephone Use: Emergency phones are located throughout the campuses for a direct, automatic connection to Campus Safety. Some phones have blue lights, while some phones are red or orange in boxes. The Campus Safety dispatcher has the phone locations and will dispatch an officer to the location when the phone is activated, whether the person talks or not. People are asked to stay the near the phone if possible and describe their urgent need while an Officer responds. Community members are encouraged to use emergency phones for danger, fire, medical emergency, crimes-in-progress, or suspicious activity.
- Fire Alarm System Response: Campus Safety Officers immediately report to the location if a fire alarm has gone off. While Campus Safety Officers respond to the immediate needs, other agencies (e.g. police, fire, medical) will be directed to the location, as needed, by Campus Safety. Campus Safety Officers will clear the way and guide other emergency service providers to the exact location. Officers know the campus streets and buildings and are trained in first aid response. Campus Safety has a close working relationship with the Claremont Police Department, the Los Angeles County Fire Department, and local ambulance providers.
- Facility Surveys: checks of exterior lighting, doors, windows, hardware, and grounds
- Threat assessment and behavioral intervention resources
- Site security assessment services: Campus Safety Officers provide security and traffic control at special events and performances.
- Free bicycle registration programming: Campus Safety Provides a free 10-year bike registry service (available at Campus Safety office from 8 a.m. to 5 p.m.).
- Free safety apps for smartphones: LiveSafe is a smartphone app that helps members of The Claremont Colleges find resources and information as well as communicate suspicious or hazardous activities to Campus Safety.

For students attending the Silicon Valley Program, the Director of the Program provides a "Student Safety Resource Guide" with safety awareness information.

Student Conduct

The goals of the Dean of Students Office include the promotion of a safe, orderly, and civil College community and to encourage and inspire students to become good citizens by engaging in personal and social responsibility, ethical decision making, and demonstrating respect for the rights and safety of others.

The Dean of Students Office is responsible for administering the Student Code of Conduct for students, which articulates the behavioral standards and the equitable procedures employed by CMC to respond

to allegations of student misconduct. On issues of student conduct, CMC does not differentiate between undergraduate and graduate students; all student conduct policies apply to all students.

The Student Code of Conduct for students is administered at all College property and may also address off campus student misconduct when a student's behavior affects a College interest.

Students who are found responsible for violations may be subject to sanctions ranging from a Conduct Warning up to Suspension or Expulsion from CMC. Students residing in College housing may also lose the privilege of living on campus for violating rules and regulations or conditions of the housing contract. The full list of sanctions can be found under Section 5 of the [Student Conduct Process](#).

In many cases the Dean of Students Office will also assign developmental and educational interventions designed to promote greater awareness and improved decision-making for students and to further deter future misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself or other persons or property or is an immediate threat to disrupt essential campus operations, a staff member from the Dean of Students Office may assign an Interim Suspension, a "no-contact order," or other actions designed to protect the health and safety of the community and members therein. The Dean of Students Office may conduct re-enrollment reviews for students with known behavioral problems.

Any individual or entity may report an allegation of student misconduct to the Dean of Students Office, a Resident Assistant, or a Campus Safety Officer where the incident occurred.

CMC uses a confidential reporting system called CMCListens for those who wish to report misconduct anonymously. Additional information about [CMCListens](#), instructions, and the portal for reporting can be accessed online.

CMCListens is an anonymous program developed by a third-party vendor named Convercent.

Several offices at CMC provide outreach programming designed to inform and educate students and to promote College principles.

Please visit the ["Policies and Procedures"](#) section of the [Dean of Students Office website](#), where you will find many important documents related to student conduct.

Upon written request, CMC will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

If you have additional questions, special needs, or wish to request a hard copy of this information, please contact the Dean of Students Office in the Heggblade Center.

Student Conduct Proceedings (for violations of the Student Code of Conduct, not the Civil Rights Handbook)

From the Introductory Section of the *Student Conduct Process*:

CMC (the "College") maintains expectations of its community members to conduct themselves in a responsible manner. These expectations are designed to support the educational mission of CMC and constitute the framework on which others depend.

CMC advances its mission through two interdependent commitments: to the growth of our students' intellectual strengths and to their personal and social responsibility and accountability. CMC has adopted the Student Code of Conduct, which describes CMC's overarching expectations for student conduct and other College policies (including, but not limited to, those contained in the Guide to Student Life) to:

- support student development as responsible and mature adults;
- support positive and healthy social interactions rooted in responsible decision-making;
- promote the health and safety of CMC community members and its guests; and
- maintain an environment that facilitates and promotes the broad educational mission and purpose of CMC.

Please refer to CMC's Policy Library to become familiar with the Student Code of Conduct and other College Policies.

The Student Conduct Process (the "Process") is CMC's disciplinary process for responding to alleged student misconduct. CMC maintains similar but distinct expectations and procedures to respond to alleged misconduct by faculty and staff. If you have any concerns about the conduct of a faculty or staff member, please see one of the deans in the Dean of Students Office.

The full [Student Conduct Process](#) can be found online.

Parental Notification Policy

Federal legislation authorizes CMC to disclose disciplinary records concerning violations of CMC's rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21 regardless of whether the student is a dependent or whether the student consents to such disclosure.

The Family Education Rights and Privacy Act (FERPA) also permits CMC to report incidents or behaviors to parents or legal guardians of dependent students in cases where a student is unable to make normal decisions for themselves or when it is necessary to protect the health or safety of the student or others. Such a disclosure shall be restricted to appropriate parties and will be made on the basis of a good-faith determination based on the facts that are available at the time.

Faculty & Staff Conduct

Employees of CMC who are not students (generally "Faculty and Staff") are expected to abide by the rules of conduct presented in the [Staff Handbook](#).

From the *CMC Staff Handbook*:

CMC expects that all Employees will perform to the best of their abilities at all times. There will be occasions, however, where Employees perform at unsatisfactory levels, violate policies, or commit acts that are inappropriate. As previously noted, employment may be terminated at will by the Employee or Claremont McKenna College at any time with or without cause and without following any system of discipline or warnings. Nevertheless, Claremont McKenna College may choose to exercise its discretion to utilize forms of discipline that are less severe than termination in certain cases. Examples of such less severe forms of discipline include verbal warnings, written warnings, probationary action and demotion.

Although one or more of these steps may be taken in connection with a particular Employee, no formal order or system is necessary. An Employee may, of course, resign at any time. Claremont McKenna College may also terminate the employment relationship, at any time, without following any particular series of steps whenever it determines, in its own discretion, that such action should occur. This policy or practice does not alter an Employee's at-will status with the College.

Information about [grievances against Faculty members and grievances by Faculty members against Academic Administrators](#) can be found online.

Employees of The Claremont Colleges who work at the Claremont University Consortium are governed by CUC conduct policies and their respective departments.

Prohibition Against Discrimination, Harassment, Dating Violence, Domestic Violence, Sexual Assault and Stalking

CMC is firmly committed to providing equal opportunity for all our community members, irrespective of an individual's background. CMC strives to maintain a community in which all people respect the rights of other people to live, work, and learn in peace and dignity; to be proud of who and what they are; and to have equal opportunity to realize their full potential as individuals and members of society.

As such, CMC strives to maintain an environment for students, faculty, staff, and visitors free from all forms of discrimination and harassment prohibited by law, including sexual assault, domestic violence, dating violence, stalking, hate crimes, and issues arising under the Rehabilitation Act and the American with Disabilities Act.

This Civil Rights Handbook extends to all categories or classifications of individuals or groups who are legally protected from discrimination or harassment, including: race, color, national origin, ancestry, religion, gender, sexual orientation, age, physical disability, mental disability, marital status, veteran status, genetic information, or any other characteristic that may be specified in such laws and regulations (Protected Status). Gender includes both the physiological sex of an individual and that person's gender identity, appearance, or behavior, regardless of whether that identity, appearance, or behavior is traditionally associated with that person's sex at birth.

CMC has adopted the Civil Rights Handbook to reflect and maintain its institutional values and community expectations with respect to discrimination, harassment, hate crimes, stalking, intimate partner violence, and sexual misconduct, including:

- Taking prompt action to prevent and address such behavior and remedy its effects;
- Providing for fair and equitable procedures for determining when Prohibited Conduct has occurred and providing recourse for individuals and the community in response to such violations.

The [Civil Rights Handbook](#) can be found online.

CMC's process for investigating and responding to reports of violations of this Policy, including the procedures related to the imposition of Interim Measures or disciplinary measures against an individual alleged to be responsible for a violation, is set out in the CMC's Civil Rights Grievance Procedures ("Grievance Procedures" or "Grievance Process").

CMC maintains publicly available recordkeeping, including Clery Act reporting and disclosures without the inclusion of personally identifying information about the Complainant as defined in the Violence Against Women Act of 1994. Further, the accommodations that the Complainant received will be kept confidential, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Education and Prevention Measures

CMC's educational efforts focus on the positive consent culture in regards to sexual assault, intimate partner violence, and stalking. This campaign will be specifically responsive to our community needs based on the results of the 2015 HEDS survey findings.

In addition to the current prevention programs that are currently in place, the campaign will increase staff and faculty trainings; focus on additional in person and online trainings for 2nd, 3rd and 4th year students; increase enrollment in bystander intervention; increased communication and training for athletics; and coordinated care and support with the Dean of Students Office and Title IX.

CMC takes education and prevention on sexual misconduct, intimate partner violence, and stalking seriously and has programs designed to educate the community about these important issues. With respect to the specific area of sexual misconduct, all students participate annually in a web-based program about sexual assault that addresses issues of consent, alcohol, and sexual violence as well as bystander intervention. Further additional resources are provided to first year and transfer students during orientation, outdoor adventure trips, and with first year guides.

In addition to these efforts, CMC is aware of research indicating that incoming students are particularly vulnerable to sexual misconduct during their first several weeks on campus. As such, all incoming students are required to participate in an interactive orientation program that relies on prevention theories and engagement strategies to help students understand the many aspects of sexual assault, alcohol issues, and violence prevention. Topics covered include common myths about sexual assault and rape culture, the definition of consent, the link between sexual assault and alcohol, warning signs of domestic violence, how to help a friend who has been affected by sexual assault or relationship violence, bystander intervention, and other issues related to sexual and dating violence.

CMC also provides bystander intervention training to key student leaders (including, but not limited to, resident assistants, orientation sponsors, and student government leaders) each year as well as providing all students the opportunity to participate in open sessions throughout the school year. CMC offers students the opportunity to participate in Teal Dot training. The Teal Dot program originated from another, nationally known violence prevention training program, Green Dot, a program that originated at the University of Kentucky. Teal Dot focuses on bystander intervention training to help individuals and the community address conditions that facilitate violence. Additional education and prevention programs are offered periodically during the year, including speakers and talks sponsored by CMC departments as well as student groups. These programs are offered to provide information on risk reduction and help to empower the community with options to address conditions that facilitate violence.

There are a variety of in-person educational sessions customized to specific groups and more general sessions for our general campus community. New programming is in development for on going training for upper class students, one of these programs is Teal Dot 2.0 created and developed by our Residential Life staff and students. Other programs consist of social media campaigns promoting sex positivity, lunch

discussions discussing a positive consent culture, workshops on empowering students through recognizing their agency, and programming about healing and sex after trauma.

CMC's Chief Civil Rights Officer and Title IX Coordinator are responsible for ongoing development and administration of CMC's various training programs related to this Policy. These trainings include, but are not limited to: annual training for Responsible Employees to remind them of their role and responsibility as a Responsible Employee, reviewing CMC's policies and procedures for responding to reports of sexual violence, and reviewing the care and support resources as well as reporting options available to students. CMC officials involved in the administration of CMC's Civil Rights Policies and Grievance Procedures (including the Chief Civil Rights Officer, Title IX Coordinator, Investigators, and Community Representatives) also participate in ongoing training programs as appropriate to the individuals' respective role.

The EmPOWER Center

[The EmPOWER Center](#) formally opened in late fall of 2015 and is the Sexual Assault Prevention and Support Center of The Claremont Colleges. Directed by Rima Shah, The EmPOWER Center's mission is to create a culture where all members of The Claremont Colleges respect and look out for each other, and where students impacted by sexual violence, dating/domestic violence, and stalking receive holistic support and care. The Center works closely with students and collaboratively with each of the seven institutions to support well-integrated educational programs, and provide holistic and confidential support to students impacted by sexual violence, dating/domestic violence, or stalking. In addition to these services, free and confidential counseling services are offered through the center in collaboration with Project Sister Family Services.

Bystander Intervention

Administrators teach non-confrontational methods of intervening when a situation appears to be instinctually questionable.

When an incident of sexual or relationship violence is about to take place, bystanders can intervene simply and safely, often flipping the switch to change the outcome. Some positive ways to intervene include:

- Provide a distraction that interrupts an interaction
- Directly engage one or more of the involved parties
- Get police or other authorities involved
- Tell someone else and get help
- Ask someone in a potentially dangerous situation if he/she is okay and/or wants to leave
- Make sure he/she gets home safely
- Remind a potential perpetrator that incapacitated people can't give consent
- Help remove someone from the situation
- Provide options and a listening ear

Definitions

CMC has adopted definitions that are consistent with existing California law and the Violence Against Women Act (VAWA). CMC prohibits the below-described conduct.

Dating Violence

The definition of dating violence from VAWA is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

CMC defines "Dating Violence" as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to such violence. Whether there was such a relationship will be determined based on, among other factors, the Complainant's and Respondent's statements, and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the parties involved in the relationship.

Domestic Violence

VAWA defines domestic violence as a felony or misdemeanor crime of violence committed—A) By current or former spouse or intimate partner of the victim; B) By a Person with whom the victim shares a child in common; C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

California defines domestic violence as abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to (1) sexual relations between the parties while sharing the same living quarters; (2) sharing of income or expenses; (3) joint use or ownership of property; (4) whether the parties hold themselves out as husband and wife; (5) the continuity of the relationship; and (6) the length of the relationship.

CMC defines domestic violence as a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the Complainant; (2) a person with whom the Complainant shares a child in common; (3) a person who is cohabiting with, or has cohabitated with, the Complainant as a spouse or intimate partner; (4) a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence has occurred.

Sexual Assault

VAWA defines sexual assault as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against

another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent.”

California defines sexual battery as harmful or offensive touching of a person's intimate areas, while she or he is restrained, institutionalized, or unconscious, for sexual gratification. This is defined under California Penal Code 243.4 and sometimes referred to as sexual assault.

CMC defines sexual assault as including non-consensual sexual intercourse and non-consensual sexual contact. CMC defines non-consensual sexual intercourse as any sexual intercourse, however slight, with any object (e.g. penis, object, finger, hand), by a person upon a person, that is without consent or by force. Sexual intercourse includes vaginal or anal penetration and oral copulation (mouth to genital contact or genital to mouth contact) no matter how slight the penetration or contact. CMC defines non-consensual sexual contact as any intentional sexual touching, however slight, with any object, by a person upon a person, when such touching is without his or her consent or by force. Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner.

Stalking

VAWA defines stalking as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—**a) fear for the person’s safety or the safety of others; or b) suffer substantial emotional distress.** For the purpose of this definition:

A) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

California defines stalking in the California Penal Code as any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

CMC defines stalking **as a** course of physical or verbal conduct directed at another individual that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. A course of conduct consists of at least two acts. The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of that individual. Stalking includes, but is not limited to:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, texts, letters, notes, gifts, or any other communications that are undesired and place another person in fear;
- Using Global Positioning Systems (GPS) to monitor a Complainant;

- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the Complainant;
- Surveillance or other types of observation, including staring or “peeping”;
- Trespassing;
- Vandalism;
- Non-consensual touching;
- Verbal or physical threats;
- Gathering information about an individual from friends, family, or co-workers;
- Threats to harm self or others;
- Lying to others about the Complainant; or
- Cyber-stalking, including but not limited to, the use of online, electronic, or digital technologies, including:
 - Unauthorized posting of pictures, messages, or information about the Complainant on websites, Internet sites, social networking sites, or bulletin boards or in chat rooms;
 - Sending unwanted/unsolicited email, texts, or talk requests; or
 - Posting private or public messages on Internet sites, social networking sites, or bulletin boards.

Affirmative Consent

California law defines affirmative consent as affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

CMC defines affirmative consent as an affirmative, conscious, and voluntary decision by each participant to engage in mutually agreed-upon (and the conditions of) sexual activity. Affirmative consent is required for any sexual activity to occur between two or more individuals. Neither the lack of protest or resistance nor silence constitutes consent, and consent may be withdrawn at any time. It is the responsibility of each person involved in sexual activity to make sure they have affirmative consent from the other.

In order to give effective consent, one must be of legal age and have the capacity to give consent. The legal age of consent in the state of California is 18 years. Even in the context of a current or previous intimate relationship, each party must consent to each instance of sexual contact each time. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

Role of the Chief Civil Rights Officer and Title IX Coordinator

The Chief Civil Rights Officer and Title IX Coordinator are the designated personnel responsible for overseeing CMC’s compliance with Title IX. The Coordinator also monitors the CMC’s Grievance Procedures and ensuring the process is fair and neutral. The Coordinator can be contacted by telephone, email, or in person during regular office hours.

Chief Civil Rights Officer

Nyree Gray, Assistant Vice President for Diversity and Inclusion
Heggblade, Second Floor
850 Columbia Avenue
Claremont, CA 91711
(909) 607-0347
ngray@cmc.edu

Title IX Coordinator

Lynzie De Veres, Title IX Coordinator
Athenaeum, Second Floor
385 East Eighth Street
Claremont, CA 91711
(909) 607-8131
ldeveres@cmc.edu

Complainant and Respondent Resources at CMC and in the Community

There are many resources available to both the Complainant and Respondent.

Medical Assistance (including Evidence Collection and Confidentiality)

Individuals are encouraged to seek medical attention immediately following an incident of sexual misconduct to assess and treat any injuries, screen for pregnancy and sexually transmitted infections, and to properly collect and preserve evidence, if the patient consents to do so.

Where possible, an individual who has experienced sexual assault and is in need of medical assistance or would like to get a Sexual Assault Response Team (SART) exam should first contact the police or local law enforcement where the incident occurred in order to get instructions as to where to go for care and evidence collection.

If the incident occurs in Claremont, the Claremont Police Department is the local law enforcement and Pomona Valley Hospital Medical Center is the designated SART for this geographic area. Filing a police report is not required in order to complete the SART exam ("rape kit").

The Claremont Police Department
Emergencies: **Dial 9-1-1**
Non-Emergencies: (909) 399-5411
570 West Bonita Avenue
Claremont, CA 91711
Lobby Hours: 7:00 a.m. - 10:00 p.m., 7 days a week

Pomona Valley Hospital Medical Center
1798 North Garey Avenue
Pomona, CA 91767

909-865-9500 Phone
909-865-9600 Emergency Room

For students in the Silicon Valley Program, resources include:

Redwood City Police Department
Emergencies: **Dial 9-1-1**
Non-Emergencies: (650) 780-7100
1301 Maple Street
Redwood City, CA 94063
Lobby Hours: 8:00 a.m. – 5:30 p.m., Monday through Friday

[Keller Center for Family Violence Intervention](#)

222 West 39th Avenue
First Floor
San Mateo, CA 94403
(650) 573-2623

For students in the Washington D.C. Program, resources include:

[MedStar Washington Hospital Center](#)

110 Irving Street, NW
Washington D.C. 20010
(855) 546-1974

The disclosure of private information contained in medical records is protected by the Health Insurance Portability and Accountability Act (HIPAA). In the context of sexual violence, however, medical providers in California, including on-campus medical providers, are required to notify law enforcement if a patient tells medical personnel that they have experienced sexual violence. The patient has the right to request that a survivor advocate be present with them when they speak with the police and to request that criminal charges not be pursued. Neither on- nor off-campus medical providers will notify CMC of such a report.

Student Health Services at The Claremont Colleges

Student Health Services can provide after-incident and follow-up medical care; however, it is not an authorized SART location, and it is not equipped to collect forensic evidence. As with off-campus medical personnel, Student Health Services staff members are required by state law to notify law enforcement if a patient tells them that they have experienced a sexual assault.

These services can be found at Tranquada Student Services Center, 757 College Way, 1st Floor, Claremont, CA 91711. The phone number is 909-621-8222 (or after hours emergency number at 909-607-2000).

For students in the Silicon Valley Program, resources include:

[Keller Center for Family Violence Intervention](#)

222 West 39th Avenue
First Floor
San Mateo, CA 94403
(650) 573-2623

The Keller Center helps survivors of sexual assault and domestic violence. They provide medical, emotional, social, and legal care and support. They offer comprehensive services including emergency medical treatment, medical exams, forensic exams, child interview specialists, safety plans and patient follow-up, and expert witness in court cases.

Mental Health & Counseling

The following on-campus counseling and clergy resources provide strict confidentiality protections and are available to provide care and support. With the exception of the EAP resources, these counselors and chaplains can also provide information about pursuing a formal complaint with CMC or law enforcement.

Monsour Counseling and Psychological Services (for students without charge)

Tranquada Student Services Center

1st floor

757 College Way

Claremont, CA 91711

909-621-8202

909-607-2000 (after-hours emergency)

McAlister Center Chaplains (for students without charge)

McAlister Center for Religious Activities

919 North Columbia Avenue

Claremont, CA 91711

909-621-8685

Empower Center (for students without charge)

1030 N. Dartmouth Ave.

Claremont, CA 91711

909-623-1619

Employee Assistance Program (EAP)

Confidential advice and counseling is available to faculty and staff at no cost through the EAP. Employees and their legal spouses, domestic partners, and eligible dependents receive up to five (5) counseling sessions with a licensed/certified therapist by phone or in-person, per family member, per issue, each calendar year. Access to the EAP is available 24/7 year round.

800-234-5465

www.liveandworkwell.com

Access Code: claremontcolleges

For students in the Washington DC Program, confidential counseling resources are available. Contact information will be provided upon request by the Director of the Washington DC program. The Director can be reached at (202) 607-0749.

Complainant Advocacy

There are many care and support resources available to individuals in the local community that provide strict confidentiality. All individuals are encouraged to use the resources that are best suited to their needs, whether on- or off-campus. Details can be found in the [Civil Rights Handbook](#).

Assistance can also be found on the [7C Violence Prevention and Advocacy website](#).

Legal Assistance

Depending on what type of legal aid is desired, the Title IX Coordinator can assist in finding [low cost legal assistance near Claremont](#).

Visa/Immigration Assistance (offered through I-Place)

Jessica Alampay (F-1 visas)

(909) 607-7868

jalampay@cmc.edu

Chrystal Orozco (F-1 visas)

(909) 607-3910

corozco@cmc.edu

Accommodations

In response to all reports of an alleged violation of Prohibited Conduct under the Civil Rights Guide, CMC may offer Accommodations as are necessary to support and protect the health and safety of the parties and the safety of the CMC community (or any of its individual members) pending the outcome of the Grievance Process.

Accommodations generally refer to support or assistance that can be provided to either party without impacting the rights of the other party and which may be implemented independent of the Grievance Process. Examples of such accommodations include:

- Housing assistance for Complainant or Respondent, such as: changes to on-campus housing, on-campus relocation, assistance with dissolving a housing contract in accordance with housing policies;
- Academic assistance such as: providing alternative course completion options; dropping a course without penalty, or transferring to a different class section;
- Rescheduling of exams and assignments (in conjunction with appropriate faculty);
- Assistance in accessing academic counseling or support services (e.g., tutoring);
- Appropriate changes in work or class schedules;
- Providing an escort to ensure safe movement on campus;
- Facilitating a voluntary leave of absence; and,
- Other reasonable accommodations as the Title IX Coordinator determines are appropriate.

The Title IX Coordinator will determine what measures to take and will comply with reasonable request for living and academic changes following a report made to the Title IX Office. The Title IX Coordinator will coordinate the implementation of any appropriate accommodations as follows:

- Academic Accommodations will be coordinated with the Registrar's Office and the Academic Standards Committee.
- Housing/Student Activities-related Accommodations will be coordinated with the Dean of the

Students.

- Financial Accommodations will be coordinated directly through the Treasurer.

CMC will keep accommodations or protective measures provided to the parties confidential, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations. The Title IX Coordinator will determine what information needs to be disclosed in order to uphold the accommodations or protective measures. The Title IX Coordinator will only share to the respective office what is deemed necessary so the accommodations can be upheld.

Privacy and Confidentiality

While the words "confidentiality" and "privacy" are often used interchangeably in our daily lives, they mean different things under the law and CMC's Policy.

Privacy generally refers to an individual's freedom from intrusion into one's personal matters and personal information. In contrast, in a legal setting, confidentiality most commonly refers to situations in which an individual may disclose personal information with a legally-protected third party, such as an attorney, physician, therapist, or chaplain, with the understanding that such third party **may not reveal** such information **to anyone else without** the individual's **express permission** (unless there is an imminent threat of harm to the individual or others). This is legally-protected confidentiality.

In addition to legally-protected confidentiality, there is also the concept of confidentiality based on policy or procedure. Confidentiality based on policy or procedure ("organizational confidentiality") generally refers to organizational settings in which an individual provides "private" information to an organization with the understanding that:

- Such information may be shared **within** the organization among those who have a reasonable "need to know;"
- Those within the organization who receive such information are trained in the expectation of privacy of such information; and,
- The organization will not disclose the information to third parties without: i) the express consent of the individual; or, ii) in response to legally-binding request to disclose, such as a lawfully issued subpoena of in order to assist in the active review, investigation or resolution of the report. This could include a subpoena by a criminal or civil court for the records of the CMC's Grievance proceedings.

CMC proceedings are conducted in compliance with the requirements of the Family Education Rights and Privacy Act (FERPA), the Clery Act, Title IX Violence Against Women Act (VAWA), state and local law and CMC policy. No information shall be released from such proceedings except as required or permitted by law and CMC policy.

Individuals and Resources that Provide Legally-Protected Confidentiality

CMC wants to ensure that all members of the community, including particularly those who may have suffered discrimination or harassment, aware of the following resources that provide legally-protected confidentiality. The following individuals and resources **may not reveal** private information provided to them by an individual **to anyone else without** the individual's **express permission** (unless there is an imminent threat of harm to the individual or others or the report involves abuse to a minor).

- Crisis counselors;
- Hotlines;

- Licensed mental health counselors;
- Chaplains and other ordained clergy;
- Attorneys; and
- Physicians (subject to sexual violence exception discussed below)

It is important to emphasize that these legally-protected confidentiality provisions apply whether or not the individual is a representative or employee of CMC. Thus, licensed counselors at Monsour Counseling Center or Chaplains at the McAllister Center provide the same level of confidentiality as do licensed counselors and clergy unaffiliated with The Claremont Colleges.

As a result, anyone who speaks to any of these resources should understand that these communications do not represent a report to CMC or to a Responsible Employee (see below) within this Policy because these resources will not tell CMC what you reported without your permission. This also means that CMC will be unable to conduct an investigation into the particular incident, pursue disciplinary action against the Respondent, or offer accommodations or apply interim measures.

Please also note, however, that a Complainant who first approaches a licensed counselor or chaplain may later decide to request that CMC activate the Grievance Process or report the incident to law enforcement, and thus have the incident fully investigated. These counselors and chaplains can provide assistance with these steps.

Exception for Sexual Violence: A report of sexual violence to a California medical provider, including on-campus medical providers, triggers a requirement to notify law enforcement of the disclosure.

Timely Warnings and Confidentiality

The Clery Act requires CMC to issue Timely Warnings to the CMC community about certain crimes that have been reported and may continue to pose a serious or continuing threat to the CMC community. The Timely Warning will not include any identifying information about the Complainant.

At no time will the CMC release the name of the Complainant to the general public without the express consent of the Complainant. The release of the Respondent's name to the general public is guided by Family Educational Rights and Privacy Act (FERPA) and the Clery Act.

Mandatory Reporting as Required by Law

In sexual misconduct cases, when there is clear and imminent danger or risk to the individual or the community, when a weapon was involved with the incident, when the alleged conduct involves sexual misconduct and the individual is a minor (under the age of 18), CMC is required under California Education Code Section 67380(a)(6) to disclose the complaint to local law enforcement. The Claimant may choose to withhold their personally identifying information. If the Claimant chooses to withhold their information, the Respondent's identity will not be revealed unless the Respondent represents a serious or ongoing threat to the safety of students, employees, or CMC, or law enforcement's assistance is needed in detaining the Respondent. In these circumstances, CMC's decision to report an incident to law enforcement will be shared with the individual. CMC will also comply with such mandatory reporting obligations as soon as it reasonably can after receiving notice of the alleged incident.

Procedures CMC Will Follow When a Crime/Prohibited Conduct is Reported

CMC strongly encourages all individuals who are the subject of potential discrimination, harassment, hate crimes, sexual misconduct or other civil rights-related misconduct to pursue all remedies available to them, including pursuing a civil case or reporting incidents of potential criminal conduct to law enforcement. Reports, inquiries or complaints can be made to internal or external agencies (or both).

To promote timely and effective review, CMC strongly encourages individuals who have experienced or who have knowledge of a possible violation of any civil rights related policies to make reports as soon as possible following an incident. A delay in reporting may impact CMC's ability to gather relevant and reliable information. CMC does not, however, limit the time frame for reporting alleged violations under this Policy. To the extent possible and consistent with the provisions of this Policy, CMC will take prompt and appropriate action in response to all reports in order to end the conduct, prevent its recurrence, and address its effects regardless of when the alleged conduct occurred.

If the Respondent is not a member of the CMC community, or is no longer a member of the CMC Community, CMC will still seek to meet its commitment and obligation to end any discrimination or harassment, prevent its recurrence, and address its effects. However, CMC's ability to take disciplinary or other remedial action against the Respondent will be limited. If the Respondent is a staff member, faculty member, or student and leaves CMC with a pending complaint, the Respondent will not be permitted to return to CMC until the complaint is resolved pursuant to the Grievance Process.

Depending on the crime reported, the Complainant maybe directed immediately to Campus Safety, the Claremont Police Department, or Medical Assistance.

Reporting Options: Law Enforcement, CMC, and External Agencies

- *Reporting Sexual Misconduct to Law Enforcement*
- *Reports to CMC - Overview and Contact Information*
- *Reports Involving Minors or Suspected Child Abuse*
- *Reports to CMC - Miscellaneous Provisions*
- *Reporting to External Agencies - OCR, EEOC, and FEHA*

CMC strongly encourages all individuals who are the subject of potential misconduct to pursue all remedies available to them, including reporting incidents of potential criminal conduct to external law enforcement and incidents of civil rights violations to the appropriate external agencies.

CMC also strongly encourages individuals who have experienced potential discrimination, harassment, or sexual misconduct to report the incident to CMC so that CMC can assist these individuals in obtaining access to the support and resources they may need, and so CMC can respond appropriately. External and internal reporting options are not mutually exclusive and may be pursued concurrently.

If an incident of sexual assault, domestic violence, dating violence or stalking occurs it is important to preserve evidence to aid in the possibility of a successful criminal prosecution. The Complainant of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented including through the

preservation of photographic evidence. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

Providing for the Safety of the Complainant and the Community

CMC's first priority when receiving a report of discrimination, harassment, sexual misconduct, or other conduct prohibited under this Policy is to provide for the safety of the Complainant and the community. As a result, whenever CMC receives a report of potential misconduct under this Policy that indicates an immediate threat to the Complainant or other member of the community, CMC will seek to notify appropriate first responders (medical or law enforcement) as soon as reasonably possible. CMC will also implement any Interim Measures as it determines are necessary and appropriate to provide for the safety of Complainant or the community. A complete discussion of Interim Measures is set forth in the Grievance Procedures.

Procedures Victims of Domestic Violence, Dating, Violence, Sexual Assault or Stalking Should Follow

Complainants have the choice to involve law enforcement and campus authorities. Complainants also have the option to be assisted by campus authorities in notifying law enforcement authorities if a Complainant so chooses. Complainants also have the option to decline to notify such authorities.

In some circumstances, an interim remedy such as a "No Contact Order" may be requested by the Complainant. In those circumstances, the Complainant and Respondent are to have no contact with one another for a designated time period or until both parties are advised otherwise.

In other circumstances, Complainants may decide to request a court ordered restraining order or similar lawful orders issued by a criminal, civil, or tribal court. The Complainant can contact the EmPOWER Center or the Claremont Police Department for more information on how to obtain restraining orders. CMC does not issue orders of protection; however we will honor these request and comply with the orders. The party who obtained the order should notify Claremont Police Department of the restraining order for it to be enforced. The party who obtained the order can notify Campus Security if they need assistance notifying Claremont Police Department.

Evidence Collection

It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Therefore, it is important to preserve: clothing, text messages, photographs, or any other evidence that may be associated or useful to proving the alleged conduct occurred.

Physical evidence of a sexual assault must be collected from the Complainant's person within 96 hours of the incident, although it may be possible to obtain evidence from towels, sheets, clothes, etc. for much longer periods of time. Individuals who believe they have been sexually assaulted should go to the appropriate SART location based on the location of incident (as described above) before washing their body or changing clothing. A Sexual Assault Nurse Examiner (SANE), a nurse who is specially trained to collect evidence in cases of alleged sexual assault, will be called by the hospital to properly collect and preserve any evidence as well as document any injuries. It is best not to change clothes. However, if clothes have been changed, the clothes worn at the time of the incident should be brought to the SART location in a clean, sanitary container such as a paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe and may render evidence useless). Bring a change of clothing to the hospital, too, as the clothes worn at the time of the incident will likely be kept as evidence.

Collecting evidence does not obligate an individual to any particular course of action but can assist the authorities should the individual decide to pursue criminal charges immediately or in the future. CMC will assist any CMC community member in seeking medical assistance or reporting an incident to the police. Taxi vouchers are available at Campus Safety and the Dean of Students Office that provide free transportation to local medical centers.

Intake and Assessment with Complainant - Developing a Support and Response Plan

Upon receipt of a report or complaint of potential misconduct under the CMC's Policy, the Chief Civil Rights Officer or Title IX Coordinator will request a confidential intake and assessment meeting with the Complainant to review the alleged misconduct. This meeting is not intended to serve as an exhaustive investigation interview but rather provides the Chief Civil Rights Officer or Title IX Coordinator with sufficient contextual information to determine appropriate next steps to support the Complainant and to guide CMC's response. This intake meeting should also not be considered as a discrete event, but rather as the beginning of an interactive process between CMC and the Complainant to develop a comprehensive response plan related to the alleged misconduct that will provide for a fair, neutral, and equitable resolution to the alleged misconduct.

The development of a support and response plan involves two categories of institutional response: i) assistance, accommodations, and other support that are independent of the activation or outcome of the Grievance Process; and ii) evaluation of the complaint to determine whether to activate the Grievance Process, including the consideration of Interim Measures, sanctions, or other remedies that may be appropriate or necessary and that are dependent upon the activation and outcome of the Grievance Process.

The Chief Civil Rights Officer or Title IX Coordinator will then assess whether there is sufficient information to make a determination as to which institutional response process is appropriate, or whether the Chief Civil Rights Officer or Title IX Coordinator needs additional information to make the response determination through a "Limited Review." It is important to highlight that the Limited Review process is not part of the Formal Resolution Process. Instead, a Limited Review is used by the Chief Civil Rights Officer when additional information is necessary to determine which response process is most appropriate.

Upon discovery of an allegation, the student or employee Complainant will receive a written explanation of the student or employee's rights and options, confidentiality, accommodations, Complainant services within the institution and in the community, and an explanation of the procedures for institutional disciplinary action.

CMC will provide written notification to Complainants about options for available assistance and how to request changes to academic, living, transportation, and working situations or protective measures. CMC will work to make such accommodations or provide such protective measures if they are reasonably available, regardless of whether the Complainant chooses to report the crime to campus police or local law enforcement. This information is also available in the [Civil Rights Handbook](#).

The Grievance Process

The Grievance Process is designed to provide a fair, equitable, and prompt process for investigating and resolving complaints of alleged CMC's Civil Rights and Related Policies violations. CMC will make reasonable efforts to ensure that all parties are treated with respect, dignity, and sensitivity throughout

the process. The process will be completed within reasonably prompt timeframe designated by CMC policy, including a process that allows for the extension of timeframes for good cause with written notice to the Complainant and the Respondent of the delay and the reason for the delay. The process is conducted consistent with the institution's policies and transparent to all parties; including timely notice of meetings to all parties. CMC will provide timely and equal access to all parties and the appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.

CMC's Grievance Process will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of Complainants and promotes accountability. The annual trainings will generally consists of training on; investigation from a trauma informed lens, training on personal bias, proper techniques for questioning witnesses, updates on policies and procedures, and other topics deemed necessary.

All parties will have the same opportunity to have a Support Person present that can provide support throughout the procedures. The Support Person shall not directly participate or intervene in the meetings, investigation, or other matters related to the CMC's response under the policy. The Support Person can also be legal counsel but must adhere to the same limitations as a Support Person.

CMC provides simultaneous notification, in writing to both parties the result of the institutional disciplinary proceeding arising from Prohibited Conduct in the Civil Rights Handbook. CMC will also notify both parties of their right to appeal the decision in the Final Investigation Report. Also, CMC provides simultaneous notification to both parties of a change in the result or when a result becomes final.

Upon written request, CMC will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

For a full description of the Grievance Process, please see the [Civil Rights Handbook](#).

Decision-Making Standard and Evidentiary Considerations

In order to determine whether a Respondent is responsible for a violation of one or more violations of CMC policy under these Procedures, CMC is required to apply a preponderance of the evidence decision-making standard. Preponderance of the evidence means that, based on the information presented to the fact-finder, it is "more likely than not" that a question of fact in dispute did or did not occur or that a violation of policy did or did not occur.

CMC's procedures are not governed by civil or criminal rules of evidence. However, the procedures are structured to help insure that the Process is based upon competent and reliable information. Further information about evidentiary considerations can be found in the [Civil Rights Handbook](#).

Legal Counsel

Because this Policy and the Grievance Procedures are administrative in nature, legal counsel is permitted to serve in the role of a support person but must adhere to the same limitations. Legal Counsel is not

permitted to advocate directly in the Grievance Process, as they would in a court of law. Legal Counsel can provide emotional support and advice.

Sanctions

If a Respondent is found responsible for engaging in Prohibited Conduct under the Civil Rights Guide, the Chief Civil Rights Officer or Title IX Coordinator will notify the parties in writing that the matter is being referred to the appropriate Sanctioning Officer or process as follows:

- For student Respondents: the Vice President for Student Affairs, Admission & Financial Aid (or designee)
- For faculty Respondents: pursuant to the Faculty Disciplinary Process set forth in the Faculty Handbook
- For staff and third party Respondents: the Director of Human Resources (or designee)

Sanction(s) will be structured to end the conduct, prevent its recurrence, and remedy its effects on the Complainant and the CMC community. Not all violations will be deemed equally serious offenses, and CMC reserves the right to impose different sanctions depending on the severity of the offense. The Chief Civil Rights Officer or Title IX Coordinator will communicate the sanctions outcome to the parties within three business days of the conclusion of the sanction decision.

Any one or more of the sanctions listed here may be imposed on a Respondent found responsible for a violation under this Grievance Process. Sanctions not listed here may be imposed in consultation with and approval by the Chief Civil Rights Officer or Title IX Coordinator. Sanctions are assessed in response to the specific violation(s) and any prior discipline history of the Respondent. Some of the sanctions listed are applicable only to students, as indicated.

Possible sanctions include, but are not limited to:

A. Warning: Written notice that the Respondent's behavior was in violation of the Civil Rights and/or other policy and that future violations will result in more severe sanctions.

B. Restitution: Reimbursement by the Respondent(s) to CMC, another Claremont College, the Claremont University Consortium, the Complainant(s), or a member of The Claremont College's community to cover the cost of property damage or other loss.

C. Fine: A monetary penalty assessed as appropriate to the violation.

D. Service Hours (students only): A set number of work hours the Respondent must complete. The Chief Civil Rights Officer will determine the nature of the work to be performed. Generally, service hours are conducted on campus.

E. Educational Program/Project: Programs and activities designed to help the Respondent become more aware of CMC policies and help the Respondent understand the inappropriateness of their behavior, including, but not limited to, participation in an educational program or completion of an online program.

F. Referral for Counseling: A referral for an assessment with an appropriately-trained therapist and a mandate to follow any recommendations resulting from the assessment.

G. Loss of Privileges (students only): Denial of specific privilege(s) for a defined period of time. Privileges include, but are not limited to, participation in extra-curricular activities and events such as social events, intercollegiate athletics, intramural programs, student organizations, and student government, as well as the privilege of living on campus, living in a specific residence hall, participation in commencement ceremonies, or having a vehicle on campus.

H. Restricted Access: Conditions which specifically dictate and limit the Respondent's presence on campus and/or participation in CMC-sponsored activities. The restrictions will be clearly defined and may include, but are not limited to, presence in certain buildings or locations on campus or a no contact order. In cases involving parties from different Claremont Colleges, restricted access may extend to exclusion from another college's campus.

I. Removal of Offending Cause: Requirement to remove the item which was the subject of the complaint.

J. Relocation or Removal from Residence Halls (students only): Requirement that the Respondent relocate to another residence hall, or off-campus, by a specified date.

K. Conduct Probation (students only): Formal, written notice that the Respondent's behavior is in violation of CMC's Civil Rights and Related Policies and an expectation that the Respondent exhibit good behavior for a defined period of time. Any violation during the probationary period will result in increased sanctioning and may result in suspension or expulsion. Notice of Conduct Probation is sent to the Respondent's academic advisor as well as to the Respondent's parent(s)/guardian if the Respondent is a minor.

L. Employment Probation: Formal, written notice that the employee's conduct is in violation of CMC's Civil Rights and Related Policies and an expectation that the employee exhibit good behavior for a defined period of time. Any further violations during the probationary period will result in increased sanctioning and may result in employment suspension without pay or termination of employment.

M. Suspension (students only): Separation from CMC for a defined period of time. During the suspension period the Respondent is not permitted on campus and is not permitted to participate in any CMC-sponsored or affiliated program or activity. The terms of the suspension may include the designation of special conditions affecting eligibility for readmission or special conditions to be in effect upon readmission, including a term of Conduct Probation. During the term of suspension, the student will have the notation of "ineligible to register" on their academic transcript. The notation will be removed upon returning to campus. Should the student desire to enroll in another academic institution while on suspension, they are advised to contact the Registrar for information regarding transfer of academic credits completed while suspended.

N. Suspension without Pay (employees): Separation of employment for a defined period of time without pay for the time of separation.

O. Employment Termination: Permanent separation of the employee if the respondent is a non-student employee and permanent separation of the employee from their student position if the respondent is a student.

P. Expulsion (students only): Permanent separation from CMC. A Respondent who has been expelled is not permitted on campus and is not permitted to participate in any CMC-sponsored or affiliated program or activity.

Sanctioning Guidelines for sexual assault cases: Although it is not possible to outline specific sanctions to be imposed in all sexual assault cases, the following guidelines have been established to provide notice to the community and provide context for the Sanctioning Officer in determining appropriate sanctions:

- For student Respondents: Normally expulsion or a minimum 1-year suspension.
- For faculty or staff Respondents: Normally suspension without pay or termination for cause.

Additionally, any of the above sanctions may be imposed.

Sanctioning Guidelines for dating violence, domestic violence, or stalking cases: Although it is not possible to outline specific sanctions to be imposed in these cases, the following guidelines have been established to provide notice to the community and provide context for the Sanctioning Officer in determining appropriate sanctions:

- For student Respondents: Educational Intervention up to expulsion - depending on the nature of the violence.
- For faculty or staff Respondents: Educational Intervention up to termination for cause depending on the nature of the violence.

Additionally, any of the above sanctions may be imposed.

Sexual assault is defined in CMC's Discrimination, Harassment, and Sexual Misconduct.

Non-Disciplinary, Administrative Measures: In addition to and independent of the results an Investigation Review Meeting, the Chief Civil Rights Officer will determine any appropriate non-disciplinary, administrative measures. Such measures may include various forms of remedial, community-based responses, such as educational initiatives and/or trainings. In addition, the Chief Civil Rights Officer will continue to provide for the care and support of the parties as appropriate, including the ongoing provision of appropriate accommodations.

Victim Confidentiality & Marsy's Law

CMC recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. Different officials on campus are, however, able to offer varying levels of privacy protection to victims. California's "Marsy's Law" (California Constitution Article I, Section 28 (b) provides some protections of victim's confidential information or records. For more information about these protections and Marsy's Law, please visit the state [Victims' Bill of Rights page](#).

Reports made to CMC officials and identifying information about the victim shall not be made public.

Reports made to medical professionals, licensed mental health counselors, and Chaplains will not be shared with third parties except in cases of imminent danger to the victim or a third party.

Sex Offender Registration – Campus Sex Crimes Prevention Act (“Megan’s Law”)

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief of law enforcement officer in that

community. The State of California maintains a [database of convicted sex offenders](#) who are required to register their home addresses.

Missing Student Notification Policy

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008).

When it is determined that a residential student is missing from CMC, staff at CMC, in collaboration with Campus Safety and local law enforcement, will be guided by this Missing Student Notification Policy and related procedures.

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 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. The identity of a Confidential Contact can only be accessed by authorized campus officials and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation or as required by law.

Investigation and Notification Procedures

If anyone 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 Campus Safety at 909-607-2000 (after hours). Students in the Silicon Valley Program may also call the Director of the Program at 909-293-9418. Students in the Washington Program may call the Director of the Program at (202) 607-0749. In no instance should someone wait more than 24 hours after the student is thought missing to notify CMC.

CMC will initiate an investigation into any report of a missing person as soon as this information is received by CMC or Campus Safety. The appropriate Dean of Students representative, or other designated individual, will begin to coordinate efforts to find a missing student, including contacting the Confidential Contact, contacting the student's roommate or Resident Assistant, searching a student's use of their ID card around CMC, and/or checking social networks. The investigation may include notifying the local law enforcement agency that has jurisdiction in the geographical areas around the specific campus location (for CMC's main campus, this means the Claremont Police Department).

If a student is determined to have been missing for 24 hours, CMC and/or Campus Safety will notify the appropriate law enforcement agency and the Confidential Contact (if not done so already). If a residential student believed to be missing is under 18 years old and not emancipated, CMC will also notify a custodial parent or guardian. Although these notifications must only occur within 24 hours after CMC has been notified that a residential student is thought to have been missing for 24 hours, CMC will generally not wait for 24 hours to make these notifications.

CMC Policies Governing Alcohol and Other Drugs

The mission of CMC is to educate students for thoughtful and productive lives and roles of responsible leadership. In support of this mission we seek to provide a living and learning environment in which students can advance their own intellectual, social, moral and personal development and in which all members of our community work together in pursuit of the CMC mission. The irresponsible, abusive, or illegal use of alcohol and other drugs is antithetical to the pursuit of our mission and students' growth and development and can result in negative consequences for the individual and the community. Negative consequences include, but are not limited to, hangovers and blackouts, disruptive behavior, academic impacts, vandalism, impaired driving, alcohol or drug dependence or addiction, sexual assault, and personal injury and death.

CMC expects students to conduct themselves in a moderate and responsible manner and in accord with the law and CMC's Policy on Alcohol and Other Drugs at all times. CMC complies with all federal, state, and local laws and regulations governing the possession, use, sale, and distribution of alcoholic beverages, illegal drugs, and controlled substances by all members of the CMC community. CMC authorizes Campus Safety to act on behalf of the institution for issues in this regard when a CMC professional staff member is not present or has requested support. The influence of alcohol or other drugs is not an excuse for unacceptable and irresponsible behavior and will not be seen as a mitigating factor in any proceeding to resolve alleged violations of College policy.

For more information, please see the [High-risk Alcohol and Drug Use Prevention Program Guide](#).

College Regulations Regarding Alcohol

The following policies are in place to ensure the moderate and responsible use of alcohol by members of CMC community.

1. The purchase, possession, or consumption of alcohol (including beer, wine, and hard alcohol/liquor) by any person under the age of 21 is prohibited.
2. Providing alcohol or access to alcohol to individuals under the age of 21 is prohibited.
3. Alcohol may not be served, consumed, or present at intercollegiate athletic events.
4. When alcohol will be present at a College-sponsored or affiliated event (including student hosted events) and students will be present, the event must be registered and approved by the Student Activities Office. Such events must comply with the Guidelines for the Use of Alcohol at Formal Activities and Events.
5. The sale of alcohol is prohibited without a liquor license.
6. Common-source containers of alcohol (including, but not limited to, kegs, kegerators, multi-gallon containers, and punch bowls) are not permitted on campus unless approved by Student Activities staff through the Event Registration process.
7. Event staff and security reserve the right to refuse entry to any student or guest.
8. Attendees may not bring more than one drink into or out of an event.
9. Alcohol use is not permitted on campus prior to the first day of classes each semester regardless of when the student returns to campus for that semester.
10. Student fee money may not be used to purchase alcohol.
11. Students who wish to consume alcohol must present their government issued ID, such as a state issued driver's license, state or federal agency issued ID card, or passport.
12. Visibly intoxicated attendees will not be served alcohol and may be removed from any event.

13. Food water and other non-alcoholic beverages must be available throughout the event.
14. Public intoxication (openly drunken, disorderly behavior) is prohibited.
15. The display of alcohol containers in windowsills or in clear view of the public is not permitted.
16. Any alcohol remaining after an event will be disposed of by event staff.

College Regulations Regarding Drugs

The following policies are in place to prevent drug abuse and distribution by members of CMC community.

1. The use, sale, manufacture, possession, or distribution (providing, sharing, jointly purchasing, purchasing for others, or otherwise making available) all forms of illegal drugs (per Federal statutes) including edibles and drinkables are prohibited.
2. The use, sale, or distribution of legally prescribed medication for use in a manner in which the medication was not intended (including use by someone other than the person to whom the medication was prescribed) is prohibited.
3. Marijuana use on campus is prohibited in compliance with Federal law. Documentation of medically prescribed marijuana does not exempt a student from this Policy. A student who qualifies for medical use under California's Compassionate Use Act should speak with the Dean of Students regarding their option to live off campus.
4. The display of drug paraphernalia, regardless of whether the item has an alternate legal use, is not permitted.

Facts About Alcohol

1. The average serving of wine (5 oz), beer (12 oz), or hard alcohol/liquor (1.5 oz) contains approximately the same amount of alcohol.
2. It takes approximately one hour for the body to process (oxidize) the amount of alcohol in an average serving.
3. If a person drinks slowly (one average drink per hour or less), there is less likelihood of intoxication. A faster rate of consumption will produce a buildup of alcohol in the bloodstream, resulting in intoxication.
4. Eating before and while consuming alcohol will slow the rate at which alcohol is absorbed into the bloodstream.
5. Diluting alcohol with another liquid such as water slows down the absorption, but mixing alcohol with a carbonated beverage increases the rate of absorption.
6. The body oxidizes alcohol at a fairly constant rate. Nothing will accelerate the sobering-up process. You can give a drunk person gallons of coffee, for example, and the result will not be sobriety, but a wide-awake drunk.
7. Alcohol depresses the central nervous system. The relaxed "high" people often feel from drinking results from the alcohol depressing upper levels of the brain that store learned behavior such as judgment and self-control. Higher levels of alcohol depress deeper levels of the brain producing increased impairment.
8. Consuming alcohol while taking over-the-counter or prescription medications or illegal drugs is dangerous and presents serious health and safety concerns.
9. Binge drinking is defined by the Center for Disease Control and Prevention as a pattern of drinking that brings a person's blood alcohol concentration (BAC) to .08 grams percent or above. This typically happens when men consume five or more drinks and when women consume four or more

drinks in about two hours.

10. Binge drinking is associated with many health problems including unintentional injuries (falls, burns, drowning, crashes), intentional injuries (fighting, sexual assault), alcohol poisoning, liver disease, sexually transmitted diseases, and unintended pregnancy.

California Laws Governing Alcohol Use on Campus

Members of the CMC community are expected to be familiar with federal, state and local laws regarding alcohol. The following list is provided for as a reference and is not all inclusive. For more information about alcohol laws in California, please refer to: <http://www.alcoholpolicy.niaaa.nih.gov/APISStateProfile.html?state=CA>

Underage Drinking

It is illegal for anyone under 21 years of age to attempt to purchase, purchase, consume, possess, or knowingly and intentionally transport any liquor, malt or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card. It is also illegal to serve alcohol to a minor.

Carrying False I.D.

It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt, or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

Public Intoxication

It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property, or annoy others in your vicinity.

Public intoxication is a crime when a person appears in any public place manifestly under the influence of alcohol or a controlled substance to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.

Public intoxication also leads to other behaviors and important health concerns. Oftentimes public intoxication contributes to many criminal mischiefs and disorderly conducts on campus. Persons must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

Serving/Furnishing Alcohol to Obviously Intoxicated Person

It is illegal to sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to any obviously intoxicated person.

Driving Under the Influence (DUI)

In California, it is illegal to operate a motor vehicle with a Blood Alcohol Concentration level (BAC) or .01% BAC if you are under age 21, and it is illegal to operate a motor vehicle with a BAC of .08% at any age. Drivers under age 18 may not operate a motor vehicle with ANY measurable BAC. Penalties for a first offense include jail time of 4 days to 6 months, fines of up to \$1,000, driver's license suspension of 30 days to 10 months, and required installation of an Interlock Ignition Device.

Refusing a Chemical Test

Any person who drives a motor vehicle automatically gives consent to one or more chemical test (e.g. breath, blood, or urine). This implied consent means that a person doesn't have the right to an attorney before testing. If a person refuses to submit to a chemical test: 1) the test will not be conducted; 2) the person's license will be suspended for one year; 3) the person will most likely be charged with DUI.

Container Laws

In California, it is illegal to possess an open container of an alcoholic beverage in a car, even if that beverage has not been consumed.

California Laws Governing Drug Use on Campus

Members of the CMC community are expected to be familiar with federal, state and local laws regarding drugs. The following list is provided for as a reference and is not all inclusive.

Possession of Marijuana (California Health & Safety Code Section 11357)

Possession for Sale of Marijuana (California Health & Safety Code Section 11359)

Transportation of Marijuana (California Health & Safety Code Section 11360)

Possession of Drug Paraphernalia (California Health & Safety Code Section 11364)

Unauthorized Possession of Controlled Substances (California Health & Safety Code Sections 11350 & 11377)

Possession for Sale of Controlled Substances (California Health & Safety Code Sections 11351 & 11378)

Sale of Synthetic Cannabinoid or Stimulant Compound Derivative (California Health & Safe Code Sections 11357.5 and 11375.5). Possession of these items are prohibited under federal law (21 United States Code 811).

Transportation of Controlled Substances (California Health & Safety Code Sections 11352 & 11379)

Possession with intent to manufacture methamphetamine (California Health & Safety Code Section 11383)

Federal Omnibus Drug Initiative of 1988: Gives courts the authority to suspend eligibility for Federal student aid when sentencing an individual convicted of possession or distribution of a controlled substance.

Alcohol and Drug Policies Specific to Faculty and Staff

CMC seeks to maintain a work and educational environment that is safe for Employees and students and conducive to hard work and high educational standards. CMC complies with all appropriate federal, state and local regulations regarding illicit use of drugs and the abuse of alcohol in the workplace.

Drug and alcohol use is highly detrimental to the work place and to the efficiency and productivity CMC desires to promote. The use, possession, distribution or sale of drugs or alcohol, or being under the influence of drugs or alcohol, is strictly prohibited while working or while on CMC premises. Violation of this policy will result in disciplinary action, possibly including discharge. This policy is not construed to prohibit the use of alcohol at social or business functions sponsored by CMC where alcohol is served. However, Employees must remember their obligation to conduct themselves properly at all times while at College sponsored functions or while representing CMC at off-campus events.

Legally prescribed medications are excluded from this rule and permitted only to the extent that the use of such medications does not adversely affect the Employee's work ability, job performance, or the safety of that individual or others. Employees using prescription drugs that may impair their abilities are to notify their supervisor in advance so that appropriate precautions may be taken.

Drugs Risks and Consequences

- Alcohol and other drug use during pregnancy increases risk of physical harms to fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g. HIV, hepatitis, etc.) through needle contamination.

For more information visit the National Institute on Drug Abuse (NIDA) website: www.drugabuse.gov.

Drug and Alcohol Abuse Education Programs

Resources for Students

CMC is concerned about the harm that can come to students who use and abuse drugs, including alcohol. CMC has a strong support structure for students concerned about or involved in the abuse or misuse of alcohol and use or abuse of other drugs, including Resident Assistants, deans, sponsors, faculty members, counselors, chaplains, and many others. Campus resources include:

Health Education Outreach (HEO): (909) 607-3602

Monsour Counseling and Psychological Services (MCAPS): (909) 621-8202

Student Health Services: (909) 621-8222

For after-hours emergencies contact Campus Safety: (909) 607-2000

Resources for Faculty and Staff

CMC wishes to assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship to provide time off. The employee may use any accrued sick time or vacation benefits while on leave. CMC's health benefits will be administered as under the FMLA policy.

If an employee requests time off to participate in such a program, CMC will also make reasonable efforts to keep the fact that the employee enrolled in the program confidential.

CMC reserves the right to request proof of the employee's attendance in a rehabilitation program.

Nothing in this policy shall be construed to prohibit CMC from refusing to hire, declining a request for a leave, or discharging an employee who, because of the employee's current use of alcohol or drugs, violates CMC's policies, or is unable to perform his or her duties in a manner which would not endanger his or her health or safety or the health or safety of others.



Outdoor Class

Annual Disclosure of Crime Statistics

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. Campus Safety maintains a close relationship with all police departments where CMC owns or controls property to ensure that crimes reported directly to these police departments that involve CMC are brought to the attention of Campus Safety.

Campus Safety collects the crime statistics disclosed in the charts through a number of methods. Campus Safety dispatchers and officers enter all reports of crime incidents made directly to the department into a records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The Department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that Campus Safety maintains, the statistics below also include crimes that are reported to various Campus Security Authorities (CSAs) as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to campus authorities for respective violations, not the number of offenses documented.

Definitions of Reportable Crimes

Murder/Non-Negligent Manslaughter – the willful killing of one human being by another.

Negligent Manslaughter – the killing of another person through gross negligence.

Sexual Assault – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. Rape — the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- B. Fondling — the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- C. Incest —sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. Statutory Rape —sexual intercourse with a person who is under the statutory age of consent.

Robbery –taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault –an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – is the theft or attempted theft of a motor vehicle.

Arson – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes - a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate crimes includes all of the crimes listed above plus the following additional crimes:

Larceny/Theft - the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault - an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation - to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism or Property - to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Gender – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender (e.g., male or female).

Gender Identity – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Ethnicity – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language,

common culture (often including a shared religion) and/or ideology that stresses common ancestry.

National Origin – A preformed negative opinion or attitude towards a group of people based on their actual or perceived country of birth.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Dating Violence, Domestic Violence, and Stalking

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. It includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence – a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or,
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking - engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- (i) Fear for the person's safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: Liquor Law Violations, Drug Law Violations, and Illegal Weapons Possession (defined by state and municipal laws).

Campus crime statistics must be reported by location:

On campus - any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in the above definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On campus student housing – any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

Public Property – all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non-campus buildings or property – any buildings or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This includes property located at the Washington D.C. Program and Silicon Valley Program, as well as other hotels and campgrounds which CMC students stay at on college-sponsored overnight trips.

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.

2016 Claremont McKenna College Crime Statistics Chart

Offense		On-Campus	*Residential Facility	Non-campus Building/Property**	Public Property
Criminal Homicide					
<i>Murder and Non-negligent Manslaughter</i>	2014	0	0	0	N/A
	2015	0	0	0	N/A
	2016	0	0	0	N/A
<i>Negligent Manslaughter</i>	2014	0	0	0	N/A
	2015	0	0	0	N/A
	2016	0	0	0	N/A
Sex Offenses					
<i>Rape</i>	2014	4	4	0	N/A
	2015	11	10	1	N/A
	2016	10	7	0	N/A
<i>Fondling</i>	2014	5	2	0	N/A
	2015	6	3	0	N/A
	2016	6	3	0	N/A
<i>Incest</i>	2014	0	0	0	N/A
	2015	0	0	0	N/A
	2016	0	0	0	N/A
<i>Statutory Rape</i>	2014	0	0	0	N/A
	2015	0	0	0	N/A
	2016	0	0	0	N/A
Robbery	2014	1	0	0	N/A
	2015	0	0	0	N/A
	2016	1	0	0	N/A
Aggravated Assault	2014	0	0	0	N/A
	2015	0	0	0	N/A
	2016	0	0	0	N/A
Burglary	2014	21	16	2	N/A
	2015	15	12	0	N/A
	2016	21	16	0	N/A
Motor Vehicle Theft	2014	1	0	0	N/A
	2015	3	0	0	N/A
	2016	5	0	1	N/A
Arson	2014	6	4	0	N/A
	2015	0	0	0	N/A
	2016	2	1	0	N/A

Arrests		On-	*Residential	**Non-campus	**Public
		Campus	Facility	Building or Property	Property
Liquor Law Violations	2014	0	0	0	N/A
	2015	0	0	0	N/A
	2016	0	0	0	N/A
Drug Abuse Violations	2014	0	0	0	N/A
	2015	0	0	0	N/A
	2016	0	0	0	N/A
Illegal Weapons Possession	2014	0	0	0	N/A
	2015	0	0	0	N/A
	2016	0	0	0	N/A

Judicial Referrals		On-	*Residential	**Non-campus	**Public
		Campus	Facility	Building or Property	Property
Liquor Law Violations	2014	2	2	0	N/A
	2015	1	0	0	N/A
	2016	8	0	0	N/A
Drug Abuse Violations	2014	5	1	0	N/A
	2015	4	3	0	N/A
	2016	16	14	0	N/A
Illegal Weapons Possession	2014	0	0	0	N/A
	2015	1	1	0	N/A
	2016	0	0	0	N/A

VAWA Amendment Offenses		On-	*Residential	**Non-campus	**Public
		Campus	Facility	Building or Property	Property
<i>Dating violence</i>	2014	1	0	0	N/A
	2015	4	2	0	N/A
	2016	5	2	0	N/A
<i>Domestic Violence</i>	2014	0	0	0	N/A
	2015	0	0	0	N/A
	2016	0	0	0	N/A
<i>Stalking</i>	2014	0	0	0	N/A
	2015	0	0	0	N/A
	2016	0	0	0	N/A

Hate Crimes:

2014: There were 3 reportable hate crimes (1 on campus residential Burglary characterized by Religious Bias, and two on campus residential Thefts characterized by Religious Bias)

2015: There were no reportable hate crimes.

2016: There was 1 reportable hate crime (1 on campus residential intimidation characterized by Religious/Ethnicity Bias)

* Residential statistics are a subsection of the on-Campus totals and includes certain residence halls located at Pomona, Pitzer and Scripps Colleges.

** Statistics were requested from local law enforcement agencies with jurisdiction over these locations, but some agencies did not respond or their responses were provided in a format not usable for Clery reporting.

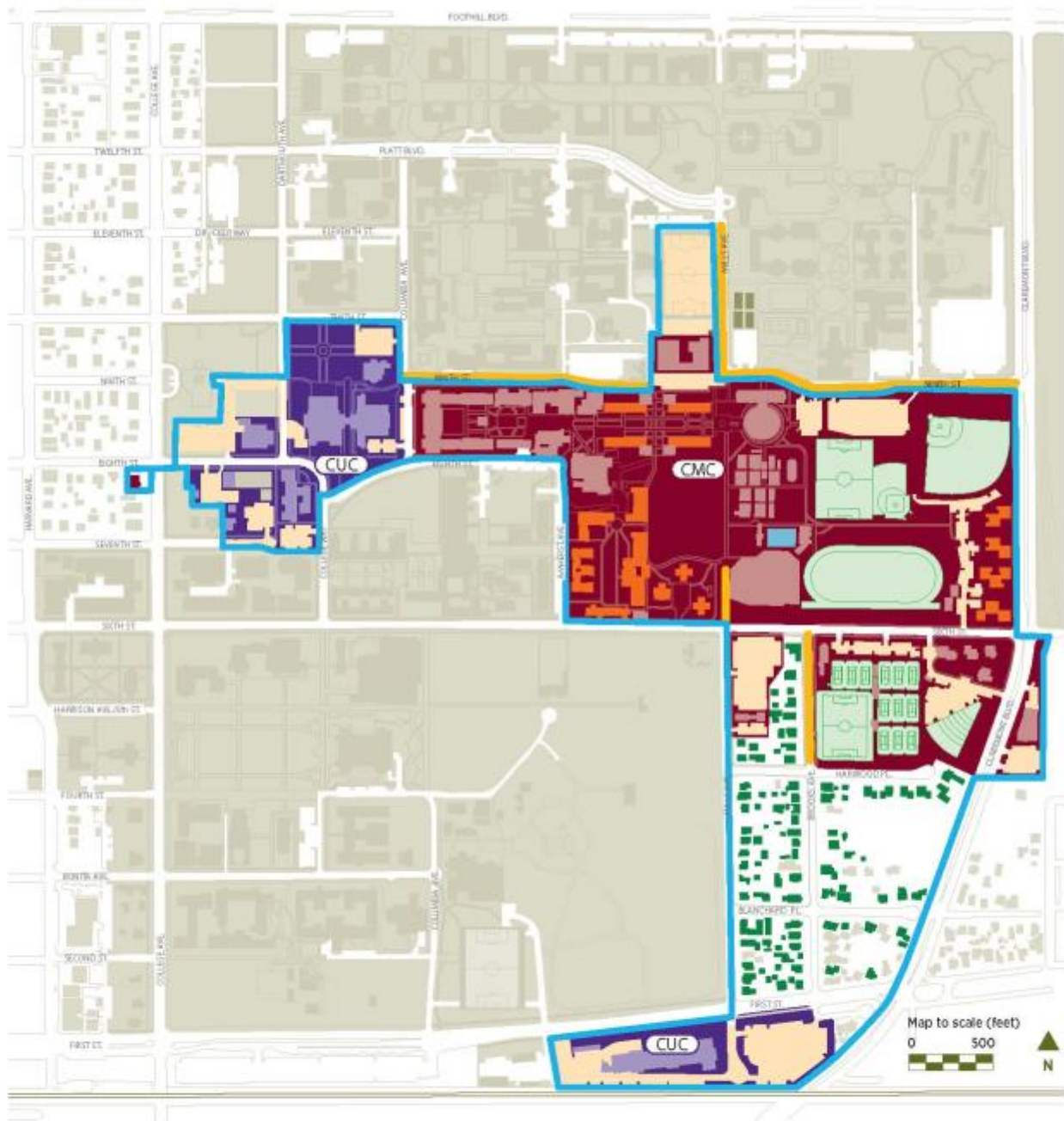
College Areas and Campus Map

CMC owns or controls space for educational purposes at the following four locations:

- In Claremont, California:
 - Main campus, business address: 500 E. Ninth Street, Claremont, CA, 91711
- In Washington, D.C.:
 - 1101 17th Street NW, Suite 604, Washington, DC, 20036
- In Silicon Valley, California, at three locations:
 - 440 North Wolfe Road, Sunnyvale, CA 94085
 - Residences: 299 Franklin Street, Redwood City, California, 94063
- In Lee Vining (near Mono Lake), California:
 - Science Research Cabin: 677 Log Cabin Mine Road, Lee Vining, California, 93541

Although not required by current law, CMC provides a “boundary” map of our main, Claremont campus as well as property that is owned by the Claremont University Consortium that is frequently used by CMC students, faculty, and staff. We offer this to help readers understand and define the borders of our campus.

Claremont McKenna College – Clery Map



- | | |
|---|---|
| CMC CMC main campus, deemed on campus property | CMC or CUC parking lots, deemed "on campus property." |
| CUC CUC property, deemed on campus property | CMC on campus residential facilities |
| CMC or CUC owned roads, deemed "on campus."
All other roads = Public Property or owned by another institution. | CMC private property |
| CMC Core Campus Boundary | CMC Main campus, athletic fields |

III. Annual Fire Safety Report

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for CMC.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

On-Campus Student Housing – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

On-Campus Student Housing Fire Drills

Unannounced fire drills and/or fire system tests are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by the Resident Assistants and Facilities and Campus Services. All College residence halls have emergency evacuation plans.

Appliances in On-Campus Student Housing Facilities

To mitigate risks of fires, CMC limits the amount and types of appliances allowed in all on-campus student housing facilities. No more than two high-wattage appliances may be used at one time in an on-campus student housing room or apartment. Air conditioning units, halogen lights, washing machines and dryers, and cooking appliances with heating elements are prohibited in all on campus residence halls.

CMC's [Appliance Policy](#) can be found online.

Smoking and Open Flames in On-Campus Student Housing Facilities

All CMC residence halls are smoke-free. This includes the hallways, stairwells, balconies and terraces. The Senior Apartments are not smoke-free.

CMC's [Smoking Policy](#) can be found online.

Due to fire hazards, open flames are also not permitted on CMC's campus unless they are used in conjunction with a campus event and are approved by the Director of Student Activities.

CMC's [Open Flames Policy](#) can be found online.

Residence Hall Fire Drills

Fire drills and/or fire system tests are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by the Resident Assistants and Facilities and Campus Services. All College residence halls have emergency evacuation plans.

Fire Safety

CMC takes Fire Safety very seriously and continues to enhance its programs to CMC community through education, engineering and enforcement. Educational programs are presented throughout the year to Resident Assistants, Building Attendants, Food Service Staff, and Teachers at the CMC Children's School. Automatic sprinkler systems and fire alarm systems are recognized engineered building features that help to provide for a safe living environment. All College operated residence halls and apartments are provided with automatic sprinkler systems, smoke detectors, and building fire alarm systems to provide early detection and warning of a possible fire emergency.

CMC maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to ensure system readiness and proper operation in the event of a fire emergency.

Additional protection is provided by Campus Safety Officers who are trained for initial response to fire incidents occurring at CMC facilities. Officers provide assistance in building evacuation and extinguishment / confinement of small fires.

Evacuation of Residence Halls in the Event of a Fire

Through the annual, unannounced drills, CMC prepares its students for the proper evacuation protocols to follow in the event of a fire. Upon being alerted to a fire alarm, students are required to leave their residence hall, report to their designated evacuation area, and report to their building coordinator.

If a student notices a fire in a residence hall that has not yet been reported, the person should activate the fire alarm, evacuate to the designated evacuation area, and call extension 72000 to report the location and nature of the fire. The student should then report to their building coordinator.

Fire Statistics for On-Campus Student Housing Facilities - 2014

Building	Address All in Claremont	#	Date	Cause	Inquiries Requiring Treatment	Deaths Related to fire	Property Damage Value (\$)	Report Number
Appleby	408 E. 8th St.	2	15- Nov-14	Arson	0	0	\$25.00	813916, 813919
Auen	497 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Beckett	726 N. Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Benson	411 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Berger	413 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Boswell	849 N. Mills/410 E. 9th St (FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Crown	650 Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Fawcett	695 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Green	845 N. Mills Ave./412 E. 9th St (FD)	1	15- Nov-14	Arson	0	0	\$282.00	813918
Marks	400 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Phillips	415 E. 6th St./734 N. Amherst Ave. (FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Stark	455 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Wohlford	406 E. 9th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	651 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	661 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	671 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	681 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A

Fire Statistics for On-Campus Student Housing Facilities* – 2015

Building	Address All in Claremont	#	Date	Cause	Inquiries Requiring Treatment	Deaths Related to fire	Property Damage Value (\$)	Report Number
Appleby	408 E. 8th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Auen	497 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Beckett	726 N. Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Benson	411 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Berger	413 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Boswell	849 N. Mills/410 E. 9th St (FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Crown	650 Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Fawcett	695 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Green	845 N. Mills Ave./412 E. 9th St (FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Marks	400 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Phillips	415 E. 6th St./734 N. Amherst Ave. (FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Stark	455 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Wohlford	406 E. 9th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	651 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	661 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	671 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	681 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Mead (Pitzer)	1051 Pitzer Road	0	N/A	N/A	N/A	N/A	N/A	N/A
West Hall (Pitzer)	1250 Pitzer Road	0	N/A	N/A	N/A	N/A	N/A	N/A
Browning (Scripps)	1151 N. Amherst	0	N/A	N/A	N/A	N/A	N/A	N/A
Toll (Scripps)	326 E. Platt	0	N/A	N/A	N/A	N/A	N/A	N/A
Attwood (H- Mudd)	301 Platt Blvd.	0	N/A	N/A	N/A	N/A	N/A	N/A
Smiley (Pomona)	550 N. College Way	0	N/A	N/A	N/A	N/A	N/A	N/A
Pomona (Pomona)	601 N. Amherst	0	N/A	N/A	N/A	N/A	N/A	N/A

*In 2015, a small number of CMC students resided in housing facilities at Scripps College, Pomona, Pitzer, and Harvey Mudd. For each of those listed residential housing facilities, no fires were reported in 2013 or 2014.

Fire Statistics for On-Campus Student Housing Facilities* - 2016

Building	Address All in Claremont	#	Date	Cause	Inquiries Requiring Treatment	Deaths Related to fire	Property Damage Value (\$)	Report Number
Appleby	408 E. 8th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Auen	497 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Beckett	726 N. Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Benson	411 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Berger	413 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Boswell	849 N. Mills/410 E. 9th St (FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Claremont	412 E. 6 th Street	0	N/A	N/A	N/A	N/A	N/A	N/A
Crown	650 Amherst Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A
Fawcett	695 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Green	845 N. Mills Ave./ 412 E. 9th St.(FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Marks	400 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Phillips	415 E. 6th St./734 N. Amherst Ave.(FD)	0	N/A	N/A	N/A	N/A	N/A	N/A
Stark	455 E. 6th St.	1	8 – Oct - 16	Arson	0	0	0	2016016 601
Wohlford	406 E. 9th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	651 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	661 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	671 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Senior Apartments	681 E. 6th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Mead (Pitzer)	1051 Pitzer Road	0	N/A	N/A	N/A	N/A	N/A	N/A
New Hall (Scripps)	406 Platt Blvd.	0	N/A	N/A	N/A	N/A	N/A	N/A
Browning (Scripps)	1151 N. Amherst	0	N/A	N/A	N/A	N/A	N/A	N/A
Toll (Scripps)	326 E. 12 St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Clark (Scripps)	324 E. 12 th St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Smiley (Pomona)	550 N. College Way	0	N/A	N/A	N/A	N/A	N/A	N/A
Dialynas (Pomona)	601 N. Amherst	0	N/A	N/A	N/A	N/A	N/A	N/A

*In 2016, a small number of CMC students resided in housing facilities at Scripps College, Pomona, and Pitzer. For each of those listed residential housing facilities, no fires were reported in 2014 or 2015.

Description of On-Campus Student Housing Fire Safety Systems* — Residence Halls/Apartments

Building	Year Built or Renovated	Fireproof Frame	Sq. Ft. Protected	Wet/Dry	Fire Alarm	No. of fire drills each year
Appleby	2003	Yes	15,680	Wet	Yes	1
Auen	2008	Yes	24,629	Wet	Yes	1
Beckett	2013-14	Yes	17,194	Wet	Yes	1
Benson	2014	Yes	17,421	Wet	Yes	1
Berger	2013	Yes	15,110	Wet	Yes	1
Boswell	2003	Yes	15,742	Wet	Yes	1
Claremont	2015	Yes	13,744	Wet	Yes	1
Crown	2008	Yes	37,257	Wet	Yes	1
Fawcett	2008	Yes	24,629	Wet	Yes	1
Green	2003	Yes	15,677	Wet	Yes	1
Marks	2014-15	Yes	28,754	Wet	Yes	1
Phillips	2013	Yes	15,973	Wet	Yes	1
Stark	1997	Yes	32,400	Wet	Yes	1
Wohlford	2003	Yes	16,270	Wet	Yes	1
Senior Apartments, Building 651	1995	No	10,969	Wet	Yes	1
Senior Apartments, Building 661	1995	No	13,372	Wet	Yes	1
Senior Apartments, Building 671	1996	No	8,800	Wet	Yes	1
Senior Apartments, Building 681	1996	No	8,800	Wet	Yes	1
Mead (Pitzer)	1966	Concert	65,289	Wet, lower level	Yes	2
New Hall (Scripps)	2016	Yes	38,700	Wet	Yes	1
Browning (Scripps)	1929/1995	Yes	38,694	Basement only	Yes	1
Toll (Scripps)	1927/1992	Yes	33,632	None	Yes	1
Clark (Scripps)	1928/1992	Yes	34,173	None	Yes	1
Smiley (Pomona)	1957	Yes	15,547	Wet	Yes	2
Dialynas (Pomona)	2011	Yes	40,000	Wet	Yes	2

*Information for the fire safety systems of any College within The Claremont Colleges was pulled from those institutions' [Fire Safety Reports](#).

Fire Safety Education and Training Programs for Students, Faculty and Staff

CMC's Emergency Preparedness program provides training to the Resident Assistants, Building Coordinators, Housekeeping Staff, and Teachers in the Children's School on these topics:

- Fire prevention
- What to do in the event of a fire
- How to report a fire or other emergency
- Use of fire extinguishers and other safety systems

Fire Incident Reporting

Students, faculty, and staff are instructed to call 9-1-1 to report a fire emergency.

Non-emergency notifications (e.g. evidence that something burned) are made to:

- Resident Assistants or the Dean of Students Office (Heggblade Center)
- Facilities & Campus Services (Story House)
- Campus Safety (150 E. Eighth Street)

Plans for Future Improvements in Fire Safety

CMC continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs, policies, and systems are developed as needed to help insure the safety of all students, faculty and staff.



The Living Room

IV. Crime Prevention Tips

While the CMC campus is a reasonably safe environment, crimes do occur. We offer the following safety tips so that you may increase your awareness of measures that you can take to protect yourself, other CMC community members, and property.

- Exterior doors should never be propped open. A propped door puts everyone at risk.
- Residence hall room doors should be locked at all times even when leaving for a short time.
- Keys or key-cards 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. Consider working out in one of our indoor exercise facilities.
- 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.
- Program the phone number of Campus Safety (909-607-2000) and your Resident Assistant into your cellphone.
- Travel across campus with a friend, sticking to lighted paths and walkways. When this is not possible, you may call Campus Safety to request an escort.
- All crimes and suspicious persons should be reported to Campus Safety immediately.

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.).

Theft

Theft is a common occurrence on college campuses. Oftentimes this is due to the fact theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim of theft:

- Keep doors to residence halls, labs, and classrooms locked when not occupied
- Do not provide access to unauthorized persons in buildings or classrooms
- Do not keep large amounts of cash with you
- Lock all valuables, money, jewelry, checkbooks, and passports in a lock box or locked drawer
- Take a photograph of any valuable possessions, including makes, models, and serial numbers, and email it to yourself so that you can access it later
- Using a personal engraver, mark specific identifying symbols into your items
- Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time
- Don't lend credit cards or identification cards to anyone
- Report loitering persons or suspicious persons to police immediately; don't take any chances

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use computer security software on computers and install firewalls.
- Report any suspicious computer activity (possible email scams) to your Resident Technology Assistant (RTA) or computer lab manager.

Appendix: List of Campus Contacts

- Campus Safety Office, 150 E. Eighth St., 909-607-2000
- Dean of Students Office, Heggblade Center, 400 E. Ninth St, 909-621-8114
- Title IX Coordinator, Athenaeum #217, 385 E. Eighth St., 909-607-8131
- Office of Civil Rights, Heggblade Center, Second Floor, 400 E. Ninth St., 909-607-0347
- Human Resources Office, 528 N. Mills Ave. West, 909-607-1236
- Dean of the Faculty's Office, Bauer North 225, 909-621-8117
- Monsour Counseling and Psychological Services (MCAPS), Tranquada Center, 757 College Way, 909-621-8202
- Student Health Services (SHS), Tranquada Center, 757 College Way, 909-621-8222
- Health Education Outreach (HEO), Tranquada Center, 757 College Way, 909-607-1147
- The Washington (DC) Program, 1101 17th St NW, Suite 604, Washington, D.C., 202-833-4946
- The Silicon Valley Program, 440 North Wolfe Road, Sunnyvale, California, 95051, 408-524-1593
- Claremont Police Department, 570 W. Bonita Ave, 909-399-5411 (business) or 9-1-1 (emergency)