

## Campus Safety Office Statement

In compliance with the Student Right-to-Know and Campus Security Act of 1990 and to ensure a safe, secure environment, the college has adopted the following procedures:

1. Students and employees should **immediately report** all criminal acts or other emergencies on campus to the Campus Safety Office, which is located in the Campus Center. Incidents may be reported by phone at 626-914-8611 or in person. The Campus Safety staff will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The administrator-on-duty will be informed of the incident as well as other appropriate administrators.
  
2. Only employees are authorized to have keys to buildings; **no students are to have access to campus facilities without employee supervision.** Alarm systems and outdoor lighting are integral parts of the campus security system. Facility security problems should be reported to the Facilities Department.
  
3. Campus Safety has the authority to enforce the Standards of Student Conduct, and, according to the Education Code, is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the criminal code of the State of California must be reported to the local police. The campus emergency procedures publication states that students and employees should make a prompt and accurate report to the Campus Safety Office in the event of an emergency. It is their responsibility to make contact with police agencies.
  
4. The Campus Safety Office supports campus programs that inform students and employees about being responsible for their own security and the security of others.

5. The Standards of Student Conduct and the State Penal Code prohibit the possession, use and sale of alcoholic beverages and illegal drugs on campus, except as specified in the Education Code.

### Crime Prevention Tips

- Walk with confidence and be aware of your surroundings.
- Program the Campus Safety Office number: (626) 914-8611 into your cell phone.
- Carry a cellular phone with you or in your car. This is the fastest way to get help in an emergency.
- After dark, walk with others or take advantage of the security escort.
- Have your keys in your hand when you approach your car. Check the floor and back seat before getting in.
- Take security measures seriously for your own protection as well as that of others.

### Security Escort

Campus Safety provides a security escort on campus for any member of the college community. During busy periods, callers may experience a 10-minute delay in the arrival of the officer. Security escorts are provided for safety, not convenience.

**To request a security escort, call (626) 914-8611.**

### Campus Crime Statistics (Clery Act)

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected reported and disseminated to the campus community and are also submitted to the U.S. Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate,

complete and timely information about safety on campus so that they can make informed decisions.

From January 1, 2006 through December 31, 2008, the following are the criminal offenses which occurred on campus and reported to the Security Office and public agencies:

Offense	2006	2007	2008
Murder	0	0	0
Manslaughter	0	0	0
Sex Offense (Forced)	0	0	0
Sex Offense (Non Forced)	0	0	0
Robbery	2	1	1
Aggravated Assault	8	6	12
Burglary	7	2	5
Vehicle Theft	4	4	3
Arson	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	4
Illegal Weapons Possession	1	1	1
Hate Crimes	0	0	0

### Registered Sex Offender Information

Information concerning registered sex offenders may be obtained from the Glendora Police Department, 150 S. Glendora Ave., Glendora by calling (626) 914-8250 or by visiting [www.meganslaw.ca.gov/](http://www.meganslaw.ca.gov/)

Sex offenders are required to register with the police in the jurisdiction in which they reside.