

# *Safety First*

A Guide to Safety and Security in the  
Riverside Community College District



## 2011 CLERY REPORT

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\*Based on 2008-2010 summary data.

Welcome to the Riverside Community College District. We hope that your time on our colleges will be pleasant, rewarding and safe. The security of our students, faculty and staff is a primary concern. We are committed to crime prevention as a means to ensure that security.

Our colleges are located in three different cities in Riverside County and the same rules of common sense for personal security are well worth heeding on campus as well as off. Be alert to your surroundings, always lock your car, and report any suspicious or criminal activity immediately to the RCCD College Safety and Police Department. We have a police department with sworn law enforcement officers on duty 24 hours a day for your protection.

We invite you to read this brochure carefully and become a partner in your own safety. It is through the cooperation of all faculty, staff and students that we can ensure that our colleges are safe, pleasant places to work and learn. The following tips advise you on how to be safer at home, on the streets, and on campus.

## **RCCD College Safety & Police Department**

It is the policy of the Riverside Community College District (RCCD) Board of Trustees to protect the college community and protect the property of the District. Under the general direction of the Vice Chancellor of Student Services, the RCCD College Safety and Police Department headed by the Chief of Police ensures that reasonable protection is provided by using methods that fit within and contribute to the educational philosophy of this institution.

RCCD College Safety and Police officers are sworn peace officers in compliance with the State of California Peace Officer's Standards & Training (POST), and have the same training requirements and authority as municipal peace officers throughout the state.

The RCCD College Safety and Police Department receives reports of all incidents occurring on campus and is responsible for investigating all campus crime. In addition, the department has a Memorandum of Understanding (MOU) with the Riverside Police Department (Riverside City College) and the Riverside County Sheriff's Department (Moreno Valley and Norco colleges).

**For All Emergencies  
Dial 911**

## College Safety and the Clery Act

This brochure is published in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” that requires U.S. colleges and universities that participate in federal student financial aid programs to disclose information about crime on and around their campuses.

### Clery Act Summary:

- Schools must publish an annual report disclosing campus security policies and three years worth of specified crime and arrest statistics.
- Schools must make this report available to current and prospective students, staff and faculty.
- Schools must make timely warnings to the campus community about crimes that pose an ongoing or immediate threat to students and employees.
- Each institution with a police or security department must have a public crime log.
- The U.S. Department of Education centrally collects and disseminates the reported statistics.
- Campus sexual assault victims are assured of certain basic rights.
- Schools that fail to comply can be penalized by the U.S. Department of Education.

## Who was Jeanne Clery?

Jeanne Clery was a 19-year-old Lehigh University freshman who was raped and murdered in her dorm room on April 5, 1986. Her parents later found out about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other victims of campus crime and persuaded Congress to enact this law, which was originally known as the “Crime Awareness and Campus Security Act of 1990.”



**See the 2010 statistics attached in the center of this brochure.**

## Megan's Law: Sex Offender Registration

You can search online for “high risk” and “serious” sex offenders in the cities of Riverside, Moreno Valley and Norco by using the interactive map for the state of California at the Internet address [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov) or you can visit the Riverside Police Department at 4102 Orange St., Riverside, CA 92501 or the Riverside County Sheriff's Department Jurupa Station at 7477 Mission Blvd., Riverside, CA 92509 Monday through Friday 8:00 a.m. to 5:00 p.m. They have computers and workstations set up for the public to access this website. Additionally, information on sex offender registration is available at the office of the State of California Attorney General, [www.caag.state.ca.us/megan](http://www.caag.state.ca.us/megan). The National Sex Offender Public Registry is available through the U.S. Department of Justice at [www.nsopr.gov](http://www.nsopr.gov).

Faculty, staff and students of the Riverside Community College District may obtain information on registered sex offenders who are students, employees or volunteers at a specific college center or facility within the District by calling the RCCD College Safety and Police at (951) 222-8171 to schedule an appointment.

### Reporting Policy for Annual Crime Statistics

The District office of Student Services and RCCD College Safety and Police are involved in a coordinated effort to generate, compile, and report crime, arrest and student disciplinary information contained in this report. District employees who hold significant responsibilities for students and college activities also provide reportable crime incident information for this report. Relevant crime data from the Riverside Police Department and the Riverside County Sheriff's Department are also included. The RCCD College Safety and Police Department closely reviews all data to ensure accuracy and avoid any possible duplication of information.

## Crime Prevention

It is the philosophy of the RCCD that security is everybody's business. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. One of the essential ingredients of any successful crime prevention program is an informed public. It is the goal of the RCCD to inform students and staff in a timely manner of any criminal activity or security problem that may pose a reasonable threat to their safety. Such information will be distributed to students via brochures, newsletters, posted notices, student publications, and the District website.

Faculty and staff are informed through in-house memos, bulletins, newsletters, and email. Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be alert, security conscious and involved. Call RCCD College Safety and Police at (951) 222-8171 whenever you see suspicious behavior.

# Sexual Assault and Acquaintance Rape

Sexual assault is a horrible and traumatic crime. However, there are many misconceptions about sexual assault and rape.

## What is Rape?

The crime of rape generally refers to non-consensual intercourse that is committed by physical force, threat or injury, or other duress. A lack of consent can include the victim's inability to say "no" to intercourse, due to the effects of drugs or alcohol. Rape can occur when the offender and victim have a pre-existing relationship (sometimes called "date rape"), or even when the offender is the victim's spouse.

Under a variation of rape known as "statutory rape," some states, including California, make it unlawful for an adult to engage in sexual intercourse with a person who has not reached the age of consent (usually 18 years of age). The most common type of rape is acquaintance rape. (Date rape is one type of acquaintance rape.)

- **Every two minutes**, somewhere in America, someone is sexually assaulted.
- **One in six American women** are victims of sexual assault, and one in 33 men.
- In 2007, there was an annual average of **248,300 victims** of rape, attempted rape or sexual assault. (These figures do not include victims 12 years old or younger.)
- About 44% of rape victims are under age 18, and 80% are under age 30.
- Rape has decreased by 60% since 1993.

## What Can You Do To Prevent Sexual Assault?

Know that you have the right to sexual limits. It is your body and no one has the right to force you to do something you don't want to do. Learn to feel comfortable with this right. Make your expectations clear. If you don't want someone touching you, let them know in a **clear, forceful manner**.

Here are suggestions to help reduce your risk:

- There is strength in numbers or group dates. Go to parties or clubs with a friend and be responsible for each other. Don't split up. Have a pre-planned signal to let your friend know that you want to leave or need help.
- Control your alcohol; don't let it control you. Drink responsibly or not at all, especially on first dates.
- Do not abuse any substance that might hinder your ability to say "no."
- Know your limits. It's never too late to say "no." Don't be embarrassed or ashamed to say "no" or ask someone to stop. It is your body.
- Verbalize your expectations. Be up front. Talk about sexual boundaries. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.

- Believe in yourself. Know your rights. You do not ask to be raped any more than anyone with money in their pocket asks to be robbed. You are in charge of your body and you can say “NO!”
- Learn self defense from a licensed professional instructor. If you choose to carry chemical spray, take the necessary classes. For information on Rape Aggression Defense (RAD) classes, please access the following Website: RAD Systems, Program Locator, [www.rad-systems.com/programs.html](http://www.rad-systems.com/programs.html), or call the Riverside Police or Riverside County Sheriff’s Department at the numbers in this brochure.
- End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse. NO ONE!

### **What if it Happens to You or Someone You Know?**

If you or someone you know is assaulted, know what to do. If you are raped, you are never to blame. There are people who care and want to help you.

### **Here Are Some Things to Remember if You Are Assaulted...**

- Get to a safe place. Get help immediately. Call the police. **DO NOT** shower or change clothes. Go to the hospital.
- It is important to your health and well being to be checked for injuries and sexually transmitted diseases such as HIV.
- Retain any clothing of yours or the suspect’s and materials that could provide evidence (e.g., bed sheeting, condoms, etc.).
- Call a rape crisis center.
- The Riverside Community College District has a disciplinary procedure for cases of alleged sex offenses and sanctions that may be imposed. You will be informed of the outcome of these proceedings and also be afforded an opportunity to change your academic situation if you request it and it is reasonably available to do so.

### **Sexual Assault Prevention and Education Resources**

For specific information about educational programs on sexual assault prevention, contact the following phone numbers:

- The RCCD College Safety and Police and Health Services personnel will assist you in contacting any of the off-campus organizations you request.
- Police escort services are available on all campuses and off-site locations by dialing (951) 222-8171 for the RCCD College Safety and Police Dispatch Center.

### Precautions to Take at Home

- If you live alone, list only your last name and initials on your mailbox or in the phone directory.
- If you just moved into a new residence, change all locks. You never know who might have a key.
- Install a through-the-door peephole so you can see anyone outside your door before you open it.
- Don't rely on chain locks. They are great privacy locks, but they are not security locks. Install good security locks such as deadbolts.
- Never dress in front of windows; always draw your shades.
- Never let anyone - repairmen, police officers, etc. - into your home without proper identification. Ask for identification.
- Never let strangers use your phone no matter what they say. If necessary, call the police for them.
- Always leave outside lights on after dark.
- It is better to wait for an empty elevator than to get in one with a strange person.
- If you receive wrong number calls, don't give out your name or phone number.
- If you receive obscene phone calls, quietly hang up and call the police.
- In an apartment building, try never to be alone in the laundry room.
- If you suspect someone is in your house, don't go in or call out. Call the police from your neighbor's house.
- If you see or hear something or someone suspicious, call the police.

### Office Security

- Lock your office whenever you leave, even if you will only be gone for a minute.
- Keep your purse, wallet and other valuables in a secure location, such as a locked desk or filing cabinet.
- Immediately report to the College Police any suspicious person loitering in your area.
- Report all crimes, no matter how minor they may seem, to the College Police.
- If you receive an annoying or obscene phone call, check the Caller ID information, write it down and hang up. Write down the time of the call, what the caller said, and note any background noises you may have heard. Call the College Police.
- If you work at night, avoid working alone.
- Keep all outside doors locked.
- Walk with other employees to and from your car.
- Police escort services are available from the RCCD College Safety and Police by calling (951) 222-8171.
- If you are entrusted with a key to a specific area, never loan it to anyone. Keys can be easily lost, stolen or duplicated.
- Be prepared to identify yourself as an employee to RCCD College Safety and Police.

## **Precautions to Take While Walking**

These are the best prevention methods to deter attacks while walking. Naturally, you won't be able to follow them to the letter, but use them as guides:

- Try not to go out at night alone. Walk with a friend.
- Don't walk on deserted streets or in alleys.
- Don't go into strange or poorly lit areas.
- Use caution in parking lots.
- Don't take shortcuts.
- Don't hitchhike or accept rides with strangers.
- Walk facing on-coming traffic.
- Walk near the curb.
- Don't walk near dark doorways or shrubbery.
- Carry your purse securely in your grasp.
- Look around when getting off a bus.
- Cross the street if you see someone suspicious following you.
- Call the police if you feel that someone is following you or acting suspiciously.
- Walk into an open business if you become suspicious of someone while walking.
- When you are arriving home by private auto or taxi, ask the driver to wait until you are inside.
- Have your keys in your hand so you can open your door immediately.
- Be suspicious. Look behind you. It may discourage an attacker.

## **Crime Prevention in the Car**

- Never pick up hitchhikers.
- Never allow another vehicle to follow you home. If you feel you are being followed, drive past your house to the nearest open business and call 911.
- Never leave your keys in the car.
- Always check in the backseat of your car before getting in.
- If you stop to aid others, don't get out of your car. Ask what you can do to help, then drive to the nearest phone and call the police.
- Never leave your purse in sight. Hide it under your seat or in your glove box.
- Always park in well lit areas, never in the dark.
- Always lock your car.
- Always lock your doors while driving.
- Always keep your car in gear while stopped at traffic signals or stop signs.
- If threatened, simply drive away. Always write down license plate numbers of suspicious vehicles.
- When arriving home, always leave your headlights on until you have opened the garage door or unlocked your front door.

## What to Do If You Are Attacked

The course of action you take is strictly up to you. It is our sincere hope that you never need assistance, that you are never victimized, but if you are attacked, here are a few suggestions:

- Use common sense; avoid panic.
- Use your natural defenses and act fast.
- Yell loudly.
- Identify your attacker's vulnerable locations. Strike legs, feet, groin. Scratch the eyes and face.
- Do not confront force with force.
- Disengage and run.
- Your goal is to escape.
- Maintain good balance.
- Use distraction techniques.
- Run towards people and open businesses.
- Be a good witness.

During an armed attack, if you feel your life is about to be taken, you must decide what course of action you should follow to defend yourself. Once you have made your decision and started your defensive action, keep in mind several other options and never stop trying new methods until you have completed your escape. If you cannot escape, bide your time and wait for another opportunity.

### **Call the Police Immediately!**

- Cooperate fully with the police.
- Press charges when your attacker is caught.
- Be a good witness.
- Remember the attacker's description, height, weight, age, race, eyes, marks or scars, clothing, mannerisms, language, vehicle's description, license number, and direction of escape.

### **What about Judo, Karate or Other Self-Defense Training?**

This type of training is great for physical conditioning; however, it may take several years of training and continual practice to develop usable skills. Don't substitute self-defense training for common sense, alertness and caution.

### **What about Carrying a Weapon?**

It is not advisable to carry guns, knives or clubs. It is illegal to carry some of these weapons, and all of them could be turned against you.

## Access to College Facilities

All RCCD students and staff members have been issued identification cards which they may be asked to produce if there is a question about their authorization to be on campus other than during regularly scheduled hours. Employees must secure authorization for that date and time from the department chairperson or supervisor and notify the RCCD College Safety and Police of their presence.

Many campus rooms and areas are protected by intrusion alarms. Before entering such areas, the RCCD College Safety and Police Dispatch should be notified at (951) 222-8171.

It is the responsibility of those who use rooms, offices and other areas to lock access doors, turn off lights, and close windows. Facilities Services staff and RCCD College Safety and Police staff will check many of the areas of the campus during off hours, but the primary responsibility for security lies with the user.

## Keys

Keys are provided to individual staff members on a need-to-enter basis as determined by the appropriate supervisor. Lost keys must be reported immediately to one's supervisor and to the RCCD College Safety and Police.

Keys must never be loaned to other staff members or students. RCCD College Safety and Police personnel will confiscate any keys which have not been specifically issued to a particular individual. Duplication and unlawful possession of District keys is a misdemeanor.

## College Property

No District property may be removed from the campus without written permission from the department chairperson or area supervisor. Unauthorized removal of District property from the campus is a violation of law and may be prosecuted by the District.

## Off-Campus Crime

The Riverside Police and the Riverside County Sheriff provide the College District with crime data for the areas surrounding the facilities operated by RCCD. The College District will notify persons using these facilities when a security problem arises. The RCCD maintains a police department with personnel available 24 hours a day.

## Substance Abuse

The possession, use and sale of alcoholic beverages by anyone on RCCD-controlled property is a misdemeanor per California Business and Professions code 25608 and a violation of District Policy 6080 item 10, in the Student Code of Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by federal, state, local and college law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from the District or termination from employment.

The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendation of a site administrator and an administrative panel.

A complete list of legal sanctions is available in the office of RCCD's Vice Chancellor of Student Services.

The District provides information on drug treatment and prevention through seminars, courses, and the Student Health Services. Contact Student Health Services for additional information.

*The Riverside Community College District includes the following facilities or locations at facilities: Riverside City College, Rubidoux Annex, Riverside System Offices (RCCSO) (NC), the Culinary Academy, the District Office on Spruce (NC), Ben Clark Public Safety Training Center, Distance Education (NC), Moreno Valley College, March Dental Education Center, March Education Center (MEC), Norco College, University/Market Prop (NC), Institutional Learning Center Stokoe, JFK Middle College HS and Economic Development Corona (NC). NC denotes a District property not used for the purposes of instruction. No oral or written representation by any employee is binding on the Riverside Community College District without the express approval of the Board of Trustees.*



**RIVERSIDE COMMUNITY  
COLLEGE DISTRICT**  
*Moreno Valley • Norco • Riverside*



**Riverside City College**

*4800 Magnolia Ave.*

*Riverside, CA 92506-1299*

*(951) 222-8000*

**Moreno Valley College**

*16130 Lasselle St.*

*Moreno Valley, CA 92551-2045*

*(951) 571-6100*

**Norco College**

*2001 Third St.*

*Norco, CA 92860-2600*

*(951) 372-7000*

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*This document is published in accordance with Section 201 P.I. 101-542 as amended by P.I. 102-206 the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."*

*RCCD College Safety & Police Department and Student Services (09/11)*