

# WELCOME

to the San Diego Community College District. We hope that your time on our campuses 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 campuses are located in a big city 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 college 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 campuses are safe, pleasant places to work and learn.

The following tips advise you how to be safer at home, on the streets and on campus.



## Precautions to Take at Home

- If you are a woman 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.
- 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, you call police.
- Always leave outside lights on after dark.
- It is better to wait for an empty elevator than to get on 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.



## Security Tips for the Office

- 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, 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.
- If you are entrusted with a key to a specific area, never loan it to anyone.

*continued*

**From campus building phones, DIAL 9 first to get an outside line.**

# SAFE & SOUND

A G U I D E

TO SAFETY AND SECURITY IN THE SAN DIEGO COMMUNITY COLLEGE DISTRICT

## NO COINS NEEDED to dial 911 from pay phones in San Diego

Keys can be easily lost, stolen or duplicated.

### **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. Drive past your house to the nearest open business and call the police.
- Never leave your keys in the car.
- Always check in the back seat 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 numbers of suspicious vehicles.
- When arriving home, always leave your headlights on until you have opened the garage door or unlocked your front door.

### **Sexual Assault and Acquaintance Rape**

Sexual assault is a horrible and traumatic crime. However, there are many misconceptions about sexual assault and rape. The most common type of rape is acquaintance rape. (Date rape is one type of acquaintance rape.)

- **In 2002, 74% of all reported sexual assault victims knew their attacker prior to the assault.**
- 68% of the assaults occurred inside a residence or vehicle.
- 71% of the victims of acquaintance

	HOMICIDE, NEGLIGENT			HOMICIDE, NON-NEGLIGENT			SEX OFFENSES, FORCIBLE			SEX OFFENSES, NONFORCIBLE		
	PUBLIC PROP	ON CAMPUS		PUBLIC PROP	ON CAMPUS		PUBLIC PROP	ON CAMPUS		PUBLIC PROP	ON CAMPUS	
<b>CAMPUS</b>	2000	2001	2002	2000	2001	2002	2000	2001	2002	2000	2001	2002
Aero Adult	0	0	0	0	0	0	0	0	0	0	0	0
Auto Skill Ctr.	0	0	0	0	0	0	1	0	0	0	0	0
Cesar Chavez	0	0	0	0	0	0	0	0	1	0	0	0
Centre City	0	0	0	0	0	0	0	0	0	0	0	0
City College	0	0	0	0	0	0	1	0	1	0	0	2
ECC	0	0	0	0	0	0	0	0	0	1	0	0
Julian	0	0	0	0	0	0	0	0	0	0	0	0
Mesa College	0	0	0	0	0	0	0	0	0	0	1	0
Mid City	0	0	0	0	0	0	0	0	0	0	0	0
WCC—Pt. Loma	0	0	0	0	0	0	0	0	0	0	0	0
Miramar College	0	0	0	0	0	0	0	0	0	0	0	0
WCC—Clairemont	0	0	0	0	0	0	1	0	0	0	0	0
WCC—Mission Bay	0	0	0	0	0	0	0	0	0	0	0	0
District Office, DSC	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	0	0	0	0	0	0	3	0	2	1	1	2

**From campus building phones, DIAL 9 first to get an outside line**

rape were between 14 and 25 years of age; 15% were between 26 and 35 years of age.

- 49% of the suspects were between 19 and 30 years of age.
- 53% of acquaintance rapes occurred between Friday and Sunday.

**Here are suggestions to 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.
- **No substance abuse.**
- 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. Women do not ask to be raped any more than a man with money in his pocket is asking 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. The district also offers Rape Aggression Defense classes for women at various times and dates throughout the year.
- End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse. NO ONE.

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.

**Here is what to do:**

- Call the police immediately. Don't shower or change clothes. San Diego Police Department (619-531-2000)/ 911, College Police (619-388-6405)
- It is important for 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 (eg., bed sheeting, condoms, etc.)
- Call a trained, caring counselor at one of these locations:

Rape Hotline, 858-272-1767

Women's Resource Center, 760-757-3500

City College Health Services, 619-388-3450, or Mesa College Health Services, 619-388-2774.

The College Police, college or Continuing Education counselors and Health Services personnel will assist you in contacting any of the off-campus organizations at your request.

**These offices have pamphlets available containing detailed information from the San Diego County Sexual Assault Response Team (SART).**

The San Diego Community College District has a disciplinary procedure for cases of alleged sex offenses and sanctions that may be imposed. You would be informed of the outcome of

*continued*

CAMPUS	HATE CRIMES						VEHICLE THEFT						ARSON					
	PUBLIC PROP			ON CAMPUS			PUBLIC PROP			ON CAMPUS			PUBLIC PROP			ON CAMPUS		
	2000	2001	2002	2000	2001	2002	2000	2001	2002	2000	2001	2002	2000	2001	2002	2000	2001	2002
Aero Adult	0	0	0	0	0	0	4	1	3	0	0	0	0	0	0	0	0	0
Auto Skill Ctr.	0	0	0	0	0	0	2	0	3	0	0	0	0	0	0	0	0	0
Cesar Chavez	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Centre City	0	0	0	0	0	0	4	0	3	1	0	1	1	0	0	0	0	0
City College	0	0	0	0	0	0	19	19	16	5	9	4	0	0	0	0	0	0
ECC	0	0	0	0	0	0	3	3	1	1	2	1	1	0	0	0	0	0
Julian	0	0	0	0	0	0	1	3	0	0	0	0	0	0	0	0	0	0
Mesa College	0	0	0	0	0	0	33	15	10	17	6	16	0	0	0	0	0	0
Mid City	0	0	0	0	0	0	6	6	2	0	2	0	1	0	0	0	0	0
WCC—Pt. Loma	0	0	0	0	0	0	7	16	7	0	0	0	0	0	0	0	0	0
Miramar College	0	0	0	0	0	0	10	31	17	0	1	0	0	1	0	0	0	0
WCC—Clairemont	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
WCC—Mission Bay	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District Office, DSC	0	0	0	0	0	0	4	1	0	1	0	0	1	0	0	0	0	0
<b>TOTALS</b>	0	0	0	0	0	0	89	95	65	25	20	22	4	1	0	0	0	0

*Public property is defined as the reasonably contiguous geographic area around the college/ center or around a building the district controls and uses for educational purposes (eg. thoroughfares, streets, parks, restaurants and public parking facilities).*

## NO COINS NEEDED to dial 911 from pay phones in San Diego

these proceedings and also be afforded the opportunity to change your academic situation if you request it and it is reasonably available to do so.

### **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 our assistance, that you are never victimized, but if you are attacked, here are a few suggestions.

- Use common sense.
- Use your natural defenses and act fast.
- Scream loudly.
- Kick legs, feet, groin.
- Scratch eyes, face.
- Run toward people and open businesses.
- Hide if you get the opportunity.
- Bide your time.

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 description, license number and direction of escape.

*What about judo or karate?*

This type of training is great for physical conditioning; however, it may take 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 and used against you.

### **College Police and Safety**

It is the policy of the San Diego Community College District (SDCCD) Board of Trustees to protect the

college community and to protect the property of the district. Under the general direction of the Assistant Chancellor for Facilities Services, the College Police Department ensures that reasonable protection is provided by using methods that fit within and contribute to the educational philosophy and process of the institution.

Community college police officers are sworn peace officers in compliance with the California Education Code and the California Penal Code. They receive the same training as San Diego Police Department officers and they have the same authority on or about the campus as SDPD officers. The College Police Department receives reports of all incidents occurring on campus and is responsible for investigating all campus crime.

In addition, the department has a formal agreement with the SDPD to summon assistance for incidents that require special resources.

### **Crime Prevention**

It is the philosophy of the SDCCD that security is everybody's business. Students, faculty, staff and visitors are

CAMPUS	ROBBERY, ARMED			ROBBERY, STRONG-ARM				AGGRAVATED ASSAULT				BURGLARY			
	PUBLIC PROP	ON CAMPUS		PUBLIC PROP	ON CAMPUS			PUBLIC PROP	ON CAMPUS			PUBLIC PROP	ON CAMPUS		
	2000	2001	2002	2000	2001	2002	2000	2001	2002	2000	2001	2002	2000	2001	2002
Aero Adult	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Auto Skill Ctr.	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Cesar Chavez	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Centre City	0	0	0	0	0	0	0	0	0	0	2	3	2	1	0
City College	0	3	2	1	0	0	4	4	3	0	0	0	12	6	3
ECC	0	3	0	1	3	0	0	0	2	0	0	0	4	3	4
Julian	0	1	0	0	0	0	1	0	0	0	0	0	8	1	3
Mesa College	0	1	0	0	0	0	1	2	0	0	0	0	3	3	2
Mid City	1	0	0	0	0	0	5	7	1	0	1	0	0	6	0
WCC—Pt. Loma	4	4	3	0	0	0	2	1	1	0	0	0	1	2	6
Miramar College	0	0	2	0	0	0	0	0	4	0	0	0	4	2	4
WCC—Clairemont	1	0	1	0	0	0	0	0	1	0	0	0	1	0	0
WCC—Mission Bay	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
District Office, DSC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>7</b>	<b>14</b>	<b>8</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>13</b>	<b>15</b>	<b>13</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>39</b>	<b>30</b>	<b>27</b>

**From campus building phones, DIAL 9 first to get an outside line**

partners in creating an atmosphere that is safe and conducive for learning.

One of the essential ingredients of any successful crime prevention program is an informed public. It is the goal of the SDCCD 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 through this brochure, 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 the college police at 388-6405 whenever you see suspicious behavior.

 **Access to Campus Facilities**

All SDCCD 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 in a specific area.

Individuals who need to be on campus other than during regularly scheduled work hours must secure authorization for that date and time from the department chairperson or supervisor, and notify the college police of their presence.

Many campus rooms and areas are protected by intrusion alarms. Before entering such areas, the college police dispatch should be notified at 388-6405.

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights and close windows. Facilities Services staff and college 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 college police.

Keys must never be loaned to other staff members or students. College 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 the law and may be prosecuted by the district.

 **Off-Campus Crime**

The San Diego Police Department provides the college with crime data for the areas surrounding the facilities operated by the SDCCD. The college will notify persons using these facilities when a security problem arises.

*continued*

CAMPUS	ALCOHOL VIOLATIONS			NARCOTICS VIOLATIONS			WEAPONS VIOLATIONS		
	PUBLIC 2000	PROP 2001	ON 2002	PUBLIC 2000	ON 2001	CAMPUS 2002	PUBLIC 2000	ON 2001	CAMPUS 2002
Aero Adult	1	2	1	0	0	0	0	0	0
Auto Skill Ctr.	12	8	4	1	1	0	0	0	0
Cesar Chavez	6	1	4	0	0	2	1	0	0
Centre City	1	1	0	1	0	1	0	3	0
City College	34	33	16	57	9 <sup>4</sup>	7 <sup>7</sup>	18	9	32
ECC	4	3	0	2	1	0	2	2	4
Julian	2	1	0	0	0	0	0	0	1
Mesa College	3	7	0	2	4 <sup>2</sup>	4	0	67	26
Mid City	6	7	9	0	2	0	0	0	0
WCC—Pt. Loma	18	14	8	0	0	0	0	1	0
Miramar College	2	1	2	1	3	0	0	2	1
WCC—Clairemont	4	0	1	0	0	0	0	0	0
WCC—Mission Bay	0	1	0	0	1	0	1	0	0
District Office, DSC	0	1	0	0	0	0	0	0	1
<b>TOTALS</b>	<b>93</b>	<b>80</b>	<b>45</b>	<b>64</b>	<b>21</b>	<b>14</b>	<b>24</b>	<b>84</b>	<b>67</b>

*\*Two of the 8 violations indicate disciplinary referrals; all other reported statistics indicate arrests.*

*<sup>1</sup>Two of the 19 violations indicate disciplinary referrals.*

*<sup>2</sup>Two of the 4 violations indicate disciplinary referrals.*

*<sup>3</sup>Four of the 24 violations indicates a disciplinary referral.*

*<sup>4</sup>One of the 9 violations indicates a disciplinary referral.*

*<sup>5</sup>Indicates a disciplinary referral.*

*<sup>6</sup>One of the 3 violations indicates a disciplinary referral.*

*<sup>7</sup>One of the 7 violations indicates a disciplinary referral.*

 **Crime Reporting Procedures**

The SDCCD maintains a police department with personnel available 24 hours a day. Emergencies, criminal action or any other incidents may be reported at any time, day or night, by calling:

- Emergencies . . . . . 911**
- College Police . . . . . 619-388-6405**
- San Diego Police . . . 619-531-2000**

(From a campus building phone, you must first dial "9" for an outside line.)

 **Substance Abuse**

The possession, use and sale of alcoholic beverages by anyone on SDCCD-controlled property is a misdemeanor per California Business and Professions Code 25608 and a violation of Policy 3100, 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 or campus 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 the college's Vice President 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.

 **Campus 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 statistics.
- Schools must make this report available to current students, faculty and staff, and applicants for the school or a job therein.
- Schools must make timely warnings to the campus community about crimes that pose an ongoing 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 crime statistics.
- Campus sexual assault victims are assured of certain basic rights.
- Schools that fail to comply can be fined by the U.S. Department of Education.

**Who is Jeanne Clery?**

Jeanne Ann 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."

 **Megan's Law—Sex Offender Registration**

You can search online for "high risk" and "serious" sex offenders in the city of San Diego by using the interactive map at [www.sannet.gov/police/newsflash/sexoffender.shtml](http://www.sannet.gov/police/newsflash/sexoffender.shtml), and in the county at [www.arjis.org/SDCRPinMapEntry.html](http://www.arjis.org/SDCRPinMapEntry.html). Or visit the San Diego Police Department, 1400 "E" Street, San Diego, CA 92101, between 8:00 am and 4:00 pm, Monday through Friday. Additional 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/)

 **Reporting Policy for Annual Crime Statistics**

The office of Student Services and College 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 campus activities also provide reportable crime incident information for this report. Relevant crime data from the San Diego Police Department, through the Automated Regional Justice Information System (A.R.J.I.S.), are also included. The College Police department closely reviews all data to ensure accuracy and to avoid any possible duplication.

**COLLEGE  
POLICE  
619-388-6405  
EMERGENCIES  
ONLY  
911**



**San Diego  
Community  
COLLEGE DISTRICT**

3375 Camino del Rio S.  
San Diego, CA 92108  
619-388-6500  
[www.sdccd.net](http://www.sdccd.net)

The San Diego Community College District is governed by its Board of Trustees. No oral or written representation by any employee is binding on the San Diego Community College District without the express approval of the Board of Trustees.

**Board of Trustees:** Marty Block, Richard Grosch, Wm. H. Schwandt, Maria Nieto Senour, Peter Zschiesche, Augustine P. Gallego, Chancellor.

*This document is published in accordance with Section 201 P.L. 101-542 as amended by P.L. 102-26 the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."*