

- ◆ Lock your doors and roll your windows up all the way when you leave your car.
- ◆ Never pick up hitchhikers.
- ◆ If a stranger approaches while you are in a car, keep your windows up, your door locked, and the engine running.
- ◆ Park in well-lit areas at night.
- ◆ Consider a good vehicle alarm. If you have a vehicle alarm system, use it whenever you leave your car. Even the best system available won't protect your vehicle if you don't use it.
- ◆ Remember, if necessary, honk your horn to attract attention.
- ◆ Keep all valuables out of sight. Place valuables in your trunk before you reach your destination so no one can observe you hiding your belongings.

WALKING

- ◆ Plan your route ahead of time, and never walk alone at night. Arrange to walk with a friend.
- ◆ Use well-lit streets, not dark alleys or bushy areas.

- ◆ When walking, act calm, confident, and know where you are going. Trust your instincts. If you feel uncomfortable in a place or situation, leave.
- ◆ Be alert! Look over your shoulder occasionally.
- ◆ NEVER ask for or accept rides from strangers.
- ◆ Avoid displaying or carrying large sums of money.
- ◆ Avoid wearing or displaying valuable jewelry in public.
- ◆ If you must carry a purse, hold it close to your body. Do not dangle it.
- ◆ Don't resist an armed robber. Hand over whatever is demanded quickly and quietly. Your life may depend on it.

WHEN CALLING COLLEGE POLICE

1. Give your location. Include: Building and room number.
2. Give your extension number.
3. Give your name.
4. Give the nature of the problem.
5. Give a description of yourself or any suspect using the following guide.

SUSPECT ID CHART (Use this page to make photocopies for your building or school)

HEIGHT _____ SEX _____

SKIN COLOR (RACE) _____ HAIR _____
EYES _____

VOICE/SPEECH _____ FACIAL HAIR _____

BUILD _____

JEWELRY _____ SCARS & TATTOOS _____

APPROX. AGE _____ CLOTHING _____



WHAT WAS SAID?

CONTACT PHONE NUMBERS

**For Crafton Hills College
909-389-3275**

**For Valley College, District Office,
District Annex, Transportation Center
909-384-4491**

SAFETY ON CAMPUS

A GUIDE TO CRIME-FREE SCHOOLS & OFFICES



A safe learning and working environment is the mission of the District Police Department. An essential component of safe schools and offices is information and education. Thus we have compiled safety tips that will deter rape, robbery, assault, burglary, theft, and other types of criminal activity. To be effective, crime prevention requires vigilance by all District employees. Our success will depend on the cooperation of all District employees.

The criminal travels the path which offers the least resistance. Simple safety procedures represent obstacles in the criminal's path which can discourage him. Some of the most effective techniques of deterrence consist of "simple" procedures and a heightened sense of vigilance.

From now on, let's make it tough on the criminal. If we all start to "think safety," we can help to reduce the opportunity for criminal activity and the possibility of becoming a victim. If we all do our part, we will enjoy the benefits of a safe and secure learning and working environment.

PERSONAL SAFETY

When dealing with people who are angry or frustrated, it is generally best to stay as calm as possible and not interrupt them.

Try to keep a counter or desk between you and the other person and maintain a distance of at least an arm's length.

At times, another staff member or a supervisor should be called on to speak with the person or stand by and give you support.

If you feel there is a real potential for violence, do not be hesitant to call College Police. We would rather respond and find the problem has subsided than to respond and find you've become a crime victim.

If you must work late, ask if others also intend to work late. Find out where they will be working, their phone number, and arrange to leave together.

To maximize safety, you should use the "buddy system" when traveling throughout the building or school, particularly through isolated areas or after hours.

Working in schools late at night, on weekends, and holidays is discouraged. If you must work at these times ensure your safety by:

- ◆ Making sure someone knows where you are going and when you expect to return.
- ◆ Keeping doors locked.
- ◆ Having someone else with you.
- ◆ Obtaining advance permission from your supervisor.

- ◆ Calling College Police upon your arrival and departure.

Be courteous and alert. A criminal who thinks that he is being watched will be less likely to commit a crime.

If you notice a suspicious person, take a good look at him/her. When you go into your office, call College Police. Don't just shrug off your suspicions.

Pay particular attention to persons who don't appear to have specific business in an area and when approached state they're looking for somewhere to pay a bill, get a job, etc. This person could be a thief looking for a target. The highest risk time for this type of operation is shortly after opening, during lunch hours, and just before closing time.

Avoid the habit of leaving a purse or other valuables on the desk unattended or in an unsecured desk or file cabinet. Don't carelessly hang a suit coat containing your wallet behind your desk chair or on a coat rack--it is a likely target for thieves.

Don't leave valuables in your desk overnight such as rings, watches, money, pocket calculators, small radios, etc.

Be alert for:

- ◆ Someone running from a car, room, or office.

- ◆ Someone screaming. If you cannot determine what the screams are, call the College Police and report it.

- ◆ Someone going room to room in the school or looking into windows and parked cars.

- ◆ A person who seems to have no purpose wandering in the school or building.

- ◆ Any unusual or suspicious noise that you cannot explain, such as breaking glass or pounding.

- ◆ Vehicles moving slowly, without lights, or with no apparent destination.

- ◆ Property carried by someone on foot at an unusual hour or place, especially if the person is running.

- ◆ Property being removed from any District building.

- ◆ A stranger in a car stopping to beckon a child.

- ◆ A child resisting the advances of an adult.

AWAY FROM THE WORK PLACE

DRIVING

- ◆ Always look inside before entering the car.