

# EL CAMINO COLLEGE COMPTON CENTER POLICE DEPARTMENT



## PURPOSE OF THIS BOOKLET

In 1998, the federal government passed the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990. The law requires colleges and universities receiving federal funding to disclose the reported instances of criminal activity on their campus.

The law specifically requires the reporting of violent crime, Burglary, and motor vehicle theft, as well as a summary of arrest and disciplinary referrals for liquor law, drug abuse and weapons violations.

In compliance with the above law the El Camino College Compton Center Police Department has produced this booklet which contains the required information. This information is available at the Campus Police Department, Administration Office, and the Student Life Office.

If you have any questions, concerns or comments, please contact the Compton College Police Department at (310) 660-3100 or via electronic mail at [campuspolice@elcamino.edu](mailto:campuspolice@elcamino.edu).

## A REMINDER

Every member of the College community shares the responsibility for preserving a safe learning environment. As a student or staff member, your increased awareness can minimize crime on campus. When you are alert, share safety tips, look out for others, and report suspicious activity promptly, you may help to eliminate unlawful activity.

## HOW WE PREPARE OUR ANNUAL CAMPUS SECURITY REPORT

The preparation of the Annual Campus Security Report is an on going process. Every effort is made to ensure that the report is complete, accurate and in compliance with the law. This process includes the gathering of crime statistics from those individuals who have been identified on our campus as having a significant responsibility for student and campus activities and local law enforcement agencies that have jurisdiction on or about the campus.

We also work closely with the Office of Student Life to insure that no changes have taken place to the existing policies and procedures. After we have collected crime statistics from the other sources, they are reconciled and compared to the records maintained by the Campus Police Department to ensure that all offenses have been counted and there are no incidents being counted twice. When all statistical information and policy changes have been received, the police department prepares the Annual Security Report and distributes the information in both a printed and on- line form. The required statistical data is also submitted to the Department of Education.

## SAFETY AND SECURITY IN OUR COMMUNITY

The El Camino College Compton Center Police Department is dedicated to the safety and well being of our students, faculty, and staff. We are continually looking for ways to increase safety. However, our best asset to keep a safe campus and reduce crime is through the cooperation of our community. Our police department has an open door policy and we encourage feedback.

## THE EL CAMINO COLLEGE COMPTON CENTER POLICE DEPARTMENT

The El Camino College Compton Center Police Department is a dedicated, full service police department available 24 hours a day, 7 days a week.

The police department is located at 1111 E. Artesia Blvd, Compton Ca, 90221, Bldg V-72. The police department has the primary law enforcement jurisdiction on the campus and on other properties owned or operated by the district.

The police department is a full service state law enforcement agency and is post certified by the California Commission on Peace Officer Standards and Training.

At the Compton Center, our officers receive the same basic training as local police departments throughout the state plus additional training that meet the needs of a campus environment.

The department also deploys students interested in assisting the college community. They patrol on foot and by cart. The department works closely with local, state, and federal law enforcement agencies to disseminate information vital to maintaining a safe campus.

### CRIME STATISTICS

Under the federal “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” formerly the Student Right to know and Campus Security Act, the El Camino College Compton Center Police Department must annually distribute statistics on the reported occurrences of the following offences:

- Murder
- Manslaughter
- Sex offences
- Forcible ( rape, sodomy, rape with a foreign object, and forcible fondling, sexual battery)
- Non – Forcible ( incest and statutory rape)
- Aggravated assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes ( where there is evidence of victim selection base on actual or perceived race, gender, sexual orientation, ethnicity, or disability)
- Arrests or persons referred for campus disciplinary action for liquor violations, drug abuse violations and weapon possession.

## CRIME REPORTING PROCEDURES

Working together, safety is everyone's business. Students, faculty, and visitors play important roles in the safety of our campus through observing and reporting unusual circumstances. Every member of the College community shares the responsibility for preserving a safe learning environment. As a student or staff member, your increased awareness can minimize crime on campus. When you are alert, share safety tips, look out for others, and report suspicious activity promptly, you may help to eliminate unlawful activity.

The El Camino College Compton Center Police Department appreciates the relationship that has been established with various groups throughout the campus. The El Camino College Compton Center Police Department encourages the reporting of any crime or suspicious activity on or about the campus.

The El Camino College Compton Center Police Department is the primary agency for reporting and investigating all crimes that occur at Compton College. If You Need Help...If you observe anything suspicious, sense a potential threat, or become the victim of a crime, **Report it Immediately..**

**Call Quickly!** Don't assume someone else has made the call for emergency assistance. Provide the dispatcher with accurate, detailed information about the problem. Stay on the telephone until the dispatcher tells you it's OK to hang up.

You may contact the police department by calling (310) 900-1600 Ext 3100, by dialing extension 3100 from any district phone on campus, or by visiting the Campus Police Office on campus at bldg V-72. When using Pay Phones you must dial (310) 660-3100 to reach police dispatch.

When a crime is reported to the El Camino College Compton Center Police Department, a police officer will write notes that will be used to write a report regarding the incident. The report is then forwarded to either the Compton Sheriff's Department, or the District Attorney's Office. In cases where the suspect is a student, the police department will forward information regarding the incident or crime to the Office of Student Life.

The police department does accept voluntary, confidential reports. The police department does encourage professional counselors to inform persons they are counseling, of the desirability to make a formal crime report with the police department.

### GENERAL BUSINESS LINE

El Camino College Compton Center Police Department (310) 660-3100

### EMERGENCIES

DIAL 3100 from any district phone or \* (310) 660-3100 from any pay phones on campus.

### WHAT THE POLICE WILL WANT YOU TO KNOW WHEN YOU CALL

Where:

- Where are you now?
- Where did the Crime occur?
- Where is the suspect(s)

What:

- What was the mode of transportation? License plate number?
- What happened?
- What physical characteristics did you observe?
- What was the suspect(s) wearing?
- What phone number and location are you calling from?

When:

- When did the crime occur?
- 

Who:

- Who are you?

### DON'T!

- Hang up the phone until the dispatcher tells you to do so.

### CRIME PREVENTION

One of the essential ingredients of any successful crime prevention program is an informed community. It is the intent of the El Camino College Compton Center Police Department's intent to inform students and staff of any criminal activity or security

problems that may pose a reasonable threat to their physical safety. Such information will be distributed through this brochure and other campus publications.

Because a critical element of a campus safety program is training, the Compton College District Human Resources Office will present safety programs, seminars and discussions on such topics as sexual assaults awareness personal safety on and off campus. You may reach the Human Resources Office by calling (310) 900-1600 ext 2141.

All effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to stay alert and aware of what is going on around them, and remain security conscious and involved.

### CAMPUS SAFETY/CRIME PREVENTION PROGRAMS AND SERVICES

The El Camino College Compton Center Police Department provides a variety of safety services. Services such as:

#### Police Department Patrols

The El Camino College Compton Center Police Department uses uniformed officers to patrol the campus on foot, by cart, and emergency vehicle 24 hours per day and 7 days per week.

#### Campus Courtesy Shuttle

The El Camino College Compton Center Police Department operates a campus safety shuttle Monday thru Friday from 7pm to 10pm. For more information, contact the Compton College Police Department.

#### Campus Escort Service

The El Camino College Compton Center Police Department provides an escort service for those who feel their safety is in question. You may contact the police department at (310) 900-1600 Ext. 2799 or \*19 from a pay phone.

#### Crime Prevention/Awareness Presentation

The El Camino College Compton Center Police Department maintains a variety of crime prevention material in the lobby of the police station. The materials deal with a wide variety of topics such as: domestic violence prevention, etc. Please stop in the police department information booth on campus and avail yourself of this information.

#### Campus Lighting

The campus is on a continual quest. The police department completes a regular inspection of campus lighting and works closely with Maintenance and Operations to

repair inoperative lighting and to install additional lighting where a need has been identified.

### HOW WE REPORT CRIME TO THE CAMPUS COMMUNITY

In addition to the yearly statistics provided in this brochure and on our web site, our department will make periodic reports, or Crime Alerts, to the campus community of recent crimes that may affect the quality of life in the greater campus community. These reports are intended to raise awareness regarding criminal activity so that the community can increase or implement personal safety strategies.

Crime Alerts will be distributed through the following means:

- Flyers posted on bill boards around campus
- Flyers distributed to the various offices and divisions on campus
- Campus emails to all students and staff

### VICTIMS ASSISTANCE

The El Camino College Compton Center Police Department is committed to assisting victims of crimes. The Community Orienting Police Unit offers many services and referrals to professional psychological/social service agencies, accompaniment to court (if needed) and by providing support and information.

### ACCESS TO CAMPUS FACILITIES

Most campus buildings are open from 7:00 A.M. to 10:00 P.M. Monday through Friday and Saturdays from 9:00 A.M. to 5:00 P.M. Campus Police may question anyone who does not appear to have authorization to be in buildings after hours. Campus buildings are locked after normal hours and on holidays. Staff and faculty are asked to contact campus Police when entering a building or facility after normal hours.

It is the responsibility of those using rooms and officer to lock doors, turn-off lighting, and close all windows upon leaving. Campus Police personnel will check areas after but the primary responsibility for security lies with the user of the facility.

We cannot stress enough the importance of making sure campus facilities are secured when not in use. By working together we can prevent a vast majority of thefts and vandalism that occur to campus facilities left unsecured.

### KEYS TO DISTRICT FACILITIES

Keys are provided to staff members on a need-to-enter basis as determined by the appropriate manager. Lost or stolen keys must be reported immediately to Campus Police and the employee's manager or supervisor. Keys may not be loaned to other staff

members or to students. Campus Police will confiscate any keys, which have not been specifically issued to a particular individual. Unauthorized duplication and illegal possession of keys is a misdemeanor.

### DISTRICT PROPERTY

No district property may be removed from campus without expressed permission from the District. Unauthorized removal of property from campus is a violation of the law and District policy.

### SUBSTANCE ABUSE POLICY

In accordance with Public Law 101-226, "Drug Free Schools and Communities Act Amendment of 1989, "the Board of Trustees of the Compton College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on Compton District property at any property sponsored by the Compton College District.

Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from El Camino College Compton Center or termination from employment for violations of District Policy.

The possession, use or sale of alcoholic beverages by anyone on Compton College District Property is a misdemeanor as per California Business and Professions Code 25608 and a violation of the El Camino College Compton Center Standards of Conduct.

Use, sale or possession of any illegal drug is a violation of California state law and the policy of the El Camino College Compton Center.

Any person found in violation of laws pertaining to alcohol or drugs may be subject to arrest by the Campus Police Department. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

### WEAPON POSSESSION

It is a serious violation of law to possess a firearm or certain knives on campus. Section 626.9 of the California penal code makes it a felony to bring or to possess a firearm or certain knives on the grounds or within buildings of the El Camino College Compton Center Police Department without the written permission of the president or the president's designee.

### SEXUAL ASSAULT RESPONSE INFORMATION



If you have been sexually assaulted, it is important that you seek help immediately. The District has provided a number of ways for you to get assistance, and you can choose the one(s) that you feel most comfortable with.

As hard as it may be **DO NOT** discard clothing, linens or any items that may contain DNA Evidence needed to identify perpetrators. This shall also require victims to refrain from showering, or toweling off in any way to prevent additional loss of potential DNA Evidence.

This section outlines the procedures the campus follows in responding to reports of sexual assault. It assumes that the incident occurred on or near campus. Many of the procedures and services described here also apply if the incident happens off campus or if the individual reporting the assault is not a student or staff member.

The emergency telephone number is (310) 660-3100 from any off-campus telephone or pay phone on campus and Ext. 3100 from any office phone on campus. Members of the police department are very respectful when handling sexual assault cases. They will ensure that you are taken to a physician for medical care and, if appropriate, collection of vital evidence required for proof of criminal activity.

- When an incident occurs, students and staff will have an option of contacting the dean in charge or the police department. Those who contact the dean will be advised of the option to contact the El Camino College Compton Center Police Department or the Compton Sheriff Department. The victim shall also be informed of the importance of preserving evidence required for proof of possible criminal activity and of the availability of off campus counseling.
- If the victim is willing to report the incident to the police department, he or she is informed that medical evidence for criminal prosecution cannot be collected without a report being made to the police.
- Under these circumstances, the victim is informed that the state will bear the cost of the medical exam and is instructed not to bathe shower, or douche so that important medical evidence can be preserved.
- Although the victim is not required to notify the law enforcement agency regarding the incident, the person to whom the report is being made shall contact the police department to inform them that a sexual assault may have occurred so that they can coordinate the campus response to the incident.
- After the El Camino College Police Department is contacted, a uniformed officer will be dispatched to take a report. The victim may request a male

or female officer to take the report and this request will be accommodated whenever possible.

- With the consent of the victim, a full police report will be taken by a campus police officer who accompanies the victim to the hospital. At the request of the victim, a friend, family member, or any other designated person may be present.
- The officer will accompany the victim to the hospital. The officer will advise the victim regarding hospital procedures and the availability of assistance through the off campus counseling center.
- An El Camino College Compton Center Police Officer will be assigned to further investigate the case and explain the victim's rights. If the victim is unwilling to report the matter to the police or to be transported to the hospital by the police, he or she is then urged to seek assistance immediately from the Dean in charge or the off campus counseling center at Long Beach Memorial Hospital.
- The victim is also informed that he or she may seek the assistance of the Long Beach Memorial Hospital Rape Treatment Center or other resources for advocacy support and assistance throughout the complaint process.
- When a student reports being sexually assaulted by another student, the Office of Student Life shall conduct a timely investigation of the allegations into a possible violation of the Standards of Student Conduct in the case and interview any witnesses as needed.
- The individual charged with sexual assault is entitled to due process and will be given notice and a full opportunity to respond to the allegation made against her or him. The individual can seek representation, may have the same opportunity as the student who reported being assaulted to have a non-participating observer present during the proceedings, and is entitled to information about the campus policy on rape and sexual assault and the procedures that will be followed to address the issues.
- If the District imposes disciplinary sanctions, the student who reports being sexually assaulted is informed of the outcome, and the charged student may appeal the action as set forth in the Standards for Student Conduct.

### Megan's Law~Sex Offender Registration Requirements & Information

The state of California requires sex offenders to register with the police in the jurisdiction in which they reside. The state makes this information available to law enforcement

agencies. The information is available to the public at some local police departments and sheriff's offices.

California state law also requires sex offenders that are enrolled, employed, or carrying on a vocation with or without compensation at an institution of higher education to register with the college/university police.

California law and CA DOJ'S Megan's web allows the public to view information about "serious" and "high risk" sexual offenders that may be residing in their community. This enables the public to be aware of potential risk in their community. The public can then make informed decisions when taking safety precautions to protect themselves and their children.

The El Camino College Compton Center Police Department does not provide public access to the Department of Justice (DOJ) Megan's Law Program. There are several agencies in the local community where a member of the public can access this information. This program makes information available to the public regarding specified sex offenders via the Megan's web program, in accordance with the existing federal and state laws.

Public access to viewing the Megan's web program is generally by appointment, and it is recommended that you call the agency first to verify what hours the information is accessible.

Individuals are required to show photo I.D. as well as sign a statement attesting that he or she is not a registered sex offender, understands it is unlawful to use the information obtained to commit a crime against any sex offender registrant or engage in illegal discrimination or harassment of any registrant.

The statement is confidential and is not subject to disclosure under the Public Records Act/ a copy of the statement may be made available to law enforcement agencies for law enforcement purposes.

For more information on viewing the Megan's Law program, contact one of your local police department or choose from the two listed below.

Compton Sheriff's Department  
(310) 605-6500

Long Beach Police Department  
(562) 435-6711

COUNSELING AVILABLE

Off campus counseling, mental health or other services are available for victim(s) of violent crime(s) or sex offense. Contact the El Camino College Compton Center Police Department for more information.

- Provide your name
- Have a reasonable suspicion that a person is at risk; and
- Provide the state and county you are calling from

In addition, you must provide a name(s) and at least one of the following about the subject(s) you are checking:

- An exact address; or
- Exact date of birth; or
- CA Drivers License, identification, or Social Security number; or
- A complete description of the subject

### CRIME PREVENTION TIPS ON AND OFF CAMPUS

#### On Campus

- Be especially aware of your surroundings at times when you may be less alert and more vulnerable to an attack; e.g., during exams, when you are upset, sick, or tired.
- Use discretion and caution when taking shortcuts through isolated parts of campus.
- Know the location of emergency phones on routes to and from class.
- Keep personal belongings in view while in class, the library or lab.
- Wherever you are, on campus or off, if you see or hear someone who might be in trouble, your options include running, yelling, confronting, and calling the police.
- Learn self-defense techniques by enrolling in a self-defense class.
- Use the Escort service by calling Campus Police.
- Ride the campus courtesy shuttle from 6:00 P.M. to 10:30 P.M. Monday through Thursday evenings.

#### Using ATM Machines

- If you feel threatened while using the ATM, push the cancel button to cancel your transaction. Just walk away and complete your transaction later.
- Avoid using an ATM at night. Most ATM crimes occur between 7:00 PM and Midnight.
- If you must use an ATM at night take another person with you.
- Check around the ATM first to make sure no one is lurking in the shadows.
- Use machines that can be clearly seen from a street or public area.
- Use machines that are inside buildings or in well-lighted areas.

#### In an Apartment At Home

- Install and use locks on your doors and windows.
- Have your locks changed, re-keyed or add a new lock when you move into a new house or apartment.
- Keep doors locked day or night whether you are home or not.
- Know who is at the door before opening it. Demand ID's from anyone you don't know.
- If someone comes to your door and asks to use your phone to call for help, offer instead to make the call.
- If you live in an apartment, be alert when in the laundry or garage area by yourself.

- Close your blinds and shades at night.
- Give your home a "someone home" look. Put radio and lights on a timer.
- Have good lighting around entrances.
- Develop an escape plan for use in case of an intruder or fire.
- Leave spare keys with a friend, not in accessible places.
- Know your neighbors and know which ones you can trust in an emergency.
- Keep emergency numbers near the phone.

### On the Street... While Walking

- Act confident. Look and be alert about the people around you.
- Be aware of your surroundings. Cross the street or change direction if you think you are being followed.
- Be careful when people ask you for directions. Reply from a distance rather than getting too close to a car.
- Travel with a friend whenever possible to reduce the chances of being attacked. This includes going to public restrooms.
- Wear clothes and shoes that give freedom of movement.
- Vary your route If possible.
- Consider carrying pepper spray for personal protection. Know how to use it and have it readily available when out in public.
- Notice cars that pull up beside you or pass you more than once.
- Keep one hand free when walking.
- Carry change for bus fare or a telephone call.
- Do not hesitate to get attention however you can if you are in trouble. Do not be afraid to make a scene.
- If you travel a regular route at night, become familiar with stores that stay open, gas stations, and other places where there will be people.
- If you use a wheelchair, try to check your destinations ahead of time for accessible entrances.
- For an emergency, use a public phone to dial 911 (no coin is necessary).

### Driving a Car

- Have your keys in your hand as you approach your car.
- Lock your doors when driving and after parking.
- Check the back seat and floor.
- Always keep at least a half tank of gas in your car.
- Maintain the car in good running condition.
- Keep your valuables out of sight, under the seat, in the glove compartment or trunk.
- Park in well-lighted areas.
- Try to be especially alert in parking structures.
- Avoid parking next to vans, as you can be pulled in through the sliding door.
- If you have car trouble, signal for help by raising the hood or tying a handkerchief to the door. Remain in the car with doors locked until identifiable help arrives.
- Should another motorist offer to help, roll down window only an inch and ask him or her to call the police or auto club.
- Keep an emergency kit, containing a flashlight, flares, telephone change, distress signs and other essentials In your car.

### On the Telephone

- Be wary of telephone surveys.
- List only your first initial and last name in the telephone directory.
- Think about the information you give out over the telephone and to people you don't know well. Tell roommates and housemates not to give information by phone about who is home, who is out, how long anyone is expected to be out.
- Never reveal your number to a wrong number caller.
- If you receive a threatening or obscene phone call, hang up. Blow a loud whistle or leave the phone off the hook. Contact the police and make a report.
- Answering machines may be used to screen calls. Your outgoing message should not say that you are away from home.

#### On an Elevator

- Check the inside of an elevator before entering. Wait for the next elevator if you are unsure of the people inside.
- When riding an elevator, stand by the control board. If you feel in danger, press all the buttons and get off the elevator as soon as possible.
- All elevators on the El Camino College Compton Center campus are equipped with emergency phones.

#### On Public Transportation

- Check the bus schedule to avoid long waits at the bus stop. Become familiar with routes and timetables in your area.
- Wait for buses at well-lighted stops.
- If possible, join other people at a nearby stop.
- If someone bothers you on the bus, say loudly, "Leave me alone" or "No". Get up and find another seat. Tell the driver.
- Stay awake on public transportation if you are alone.
- Notice who else gets off at your stop. If you feel someone is following you, walk towards a populated area. Avoid walking directly home.
- Be aware that hitchhiking can be very dangerous.

#### While Cycling

- Use reflectors, reflective tape, or other similar devices on cycling shoes, fenders, belts, frames, pedals and handlebars.
- Keep to the right. Ride with traffic, not against it.
- Use hand signals to indicate turning or stopping.
- Ride defensively.
- Use bicycle paths whenever possible.
- Walk your bicycle across busy intersections.
- Perform regular maintenance checks.
- Wear appropriate clothing.
- Park your bike in an open, well lit, frequently traveled area.
- Secure it properly. The WU" bolt locks provide the best protection. Consult the Community Oriented Policing Unit of the El Camino College Police Department for more information.
- Report any suspicious person you may see loitering around bicycle racks.
- Always use a bike light and rear tail lamp when riding at night.

#### While Jogging

- Be aware of your environment.

- If possible, consider jogging with a friend.
- Choose well-traveled running paths and be aware of any isolated areas you will run through.
- Vary your route.
- At night, wear light colored clothing or wear reflective markings.
- Tell your roommate or friend your route and expected time of return.
- If approached by a car while running alone, do not stop to give directions or answer questions. Leave the road and head for a populated area.
- Don't let yourself be surprised. Listening to your headset may make you unable to hear approaching traffic, emergency sirens or any other danger signals.

#### If Attacked-Self-Defense

- If someone tries to grab your purse, let it go. Most injuries from robberies occur when people resist and refuse to comply with the robber's demands.
- If you are attacked, whether you resist, and how you resist will depend on your personal resources and your personal values. Give some thought right now to what you would do in various situations that could arise. The more you have thought ahead, the more likely you will be to act in the way you've planned.
- Have you taken a self-defense class? Do you think you could hit or kick someone who is attacking you? Do you know how to get away from someone grabbing you? What objects could you use to defend yourself?
- In considering your reactions to different situations, keep these three basic rules in mind:
  - 1) Trust your Instincts.
  - 2) Don't be afraid to be impolite or make a scene; this is especially important, even if it is someone you know.
  - 3) Try to remain calm—use your imagination and good judgment give yourself time to think.

#### If You Are Sexually Assaulted

- Go to a safe place that has a phone.
- Call the police, rape crisis hotline, a friend or family member. Tell someone.
- DO NOT wash hands, bathe, shower, douche, change clothes or straighten up the area. This destroys evidence.
- Reporting is your choice. If you do not report, try to write down the details of the assault and save them in case you change your mind.
- Whether you report or not, get medical attention for treatment of external and/or internal injuries and test for sexually transmitted diseases and pregnancy.
- Take time to recover. Get counseling.