

Crime Statistics for the Campus (Cleary Act)

Historically, Menlo College has a relatively low number of serious campus criminal incidents. Most of our campus crime has involved property theft. Many of these offenses can be prevented if students take an active role in crime prevention strategies.

Summaries of crimes occurring on campus, which were officially reported to the Security Office, Office of Student Affairs, and/or the Atherton Police Department, are recorded January 1-December 31 annually. A daily log that lists, by date, all crimes reported to campus security is available for public inspection at the Security Office.

Occurrences of 2006, 2007, and 2008 Crimes

CRIME	2006	2007	2008
Homicide	0	0	0
<i>Sexual Offense:</i>			
Forcible	0	1	0
Non-Forcible	0	0	0
Robbery	0	1	0
<i>Assault:</i>			
Simple	0	0	0
Aggravated	3	2	2
Burglary	4	1	0
Motor Vehicle Thefts	0	0	0
Arson	1	0	0
Hate Crime	0	0	0



Campus Disciplinary Actions

INCIDENT*	2006	2007	2008
Alcohol	16	7	16
Drug Related	15	15	9
Weapons Possession	0	0	0

*Refers to the number of students referred to campus conduct process

Arrests for Selected Crimes

CRIME	2006	2007	2008
Alcohol Violations	0	0	0
Drug Related Violations	2	4	0
Weapons Possession	0	0	0
Violations	0	0	0
Hate/Prejudice Crimes	0	0	0



Menlo College Campus Crime Report

The College Safety Concept

Menlo College views campus safety and security as an important responsibility shared by the campus community. Students, faculty and staff are partners with the College in creating an atmosphere which is safe and encourages learning.

Menlo College has taken steps to make the campus as safe as possible. The College also asks each member of the campus community to take responsibility for his/her own safety by practicing individual safety precautions and taking advantage of the available campus safety services.

It is the intent of Menlo College to inform students and employees, in a timely manner, of any criminal activity or security problem that may pose a threat to other students and employees. The campus community will be notified in the most expedient manner in order to prevent similar occurrences.

Campus Security

650 - 400 - 5837: cell phone

650-543-4398 or (*) Star button: office phone

Police, Fire, Rescue (from campus phone): **8-911**

Atherton Police Direct (from cell phone): **650-688-6500**

Menlo Park Fire Direct (from cell phone): **650-323-2404**

October 1, 2009



Office of Student Affairs

1000 El Camino Real . Atherton, CA 94027-4301

1.800.55.MENLO or 650-543-3779

Crime Prevention & Safety Recommendations

Menlo College wishes to provide a safe and comfortable environment and community, conducive to living and learning at an academic institution. However, it must be recognized that ultimately each individual is responsible for his/her own safety and security. Within these guidelines, the following protocols are recommended:

- Report all crimes immediately to appropriate staff members. Prompt reporting may assist in apprehension and prevention of future crimes.
- Lock your office and residence hall room door when you leave. If you are a resident student, do so when you go to sleep also.
- Lock your bicycle in your room or on a bicycle rack using a high-quality, U-shaped lock.
- Report all suspicious persons, circumstances or situations.
- Participate in crime prevention programs.
- Pay attention to security-related mail, memorandums and flyers.
- Exercise good judgment when walking or jogging at night.
- Record the serial numbers of your valuables.
- Do not give your room code or key to your friends.
- Lock your car and do not leave any valuables exposed.



Weapons

For the safety of everyone, weapons are prohibited on campus. This list of prohibited weapons includes, but is not restricted to, firearms, ammunition, knives, explosives, air guns, bow & arrows and fireworks.

Alcohol & Drug Policy

In accordance with the Drug-Free Schools and Communities Act of 1989, Menlo College prohibits the unlawful manufacture, possession, distribution and/or use of controlled substances, illegal drugs or alcohol by students, faculty or staff in/on Menlo College owned or controlled property.

Students and employees found to be in violation of this policy are subject to disciplinary action, up to and including expulsion or termination and criminal procedures. Students may be required to participate satisfactorily in an assistance program. Menlo College also has an Alcohol Policy containing regulations that guide the use of alcoholic beverages. Violations of this policy can lead to disciplinary action. The College's Alcohol Policy is listed in the Student Handbook which you can find online at www.menlo.edu.

For more information on the health risks associated with the use of controlled substances and resources for assistance, students should contact the Office of Student Life, and employees should contact the Human Resources Office.



Campus Crime Prevention

The California Department of Justice, sheriff's departments, police departments serving jurisdictions of 200,000 people or more and many other local law enforcement authorities maintain for public access a data base of the locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the California Penal Code. The database is updated on a quarterly basis and a source of information about the presence of these individuals in any neighborhood. The Department of Justice also maintains a Sex Offender Identification Line through which inquiries about individuals may be made. This is a "900" telephone service. Callers must have specific information about individuals they are checking. Information regarding neighborhoods is not available through the "900" telephone service.

Security Services

Uniformed security officers conduct regular rounds of the campus during the academic year. Their responsibilities include patrolling all grounds and buildings; enforcing parking and traffic rules; investigating suspicious activities; responding to emergencies. They also are responsible for reviewing surveillance cameras when situations arise.

Campus security officers enforce all Federal State and Local laws as well as campus policies. Campus security officers work cooperatively with the Atherton Police Department in responding to problem situations on campus. The Atherton Police Department notifies security whenever they are called to campus.

Sexual Assault

Members of the campus community who participate directly or indirectly in a sexual assault that occurs on the campus or at a campus-related function are subject to disciplinary hearings, in addition to possible criminal proceedings. Sanctions are incorporated into the Student Code of Conduct and the disciplinary processes are outlined in the Student Handbook, found at www.menlo.edu.



Victims of sexual assault have several courses of action available to them, including: pursuing criminal prosecution against the offender, filing an incident report with the College (Office of Student Life) or both. In cases involving student disciplinary actions, the victim shall be entitled to information relating to the disposition of such action. Counseling resources are available to victims of sexual assault crimes.

Educational programs to promote awareness of rape, acquaintance rape and other sexual offenses are held regularly throughout the year.

Campus Facility Access

Most non-residential campus buildings are accessible to members of the campus community and campus visitors during normal business hours, Monday-Friday. Keys, codes or card access are provided to individual students, faculty and staff members on a need-to-enter basis (as determined by the appropriate department supervisor). It is the responsibility of those who are permitted access to lock access doors and close windows. Campus security officers check campus buildings during off hours, but the primary responsibility for security lies with the user.

Residential Life services and programs designed to enhance the safety of the residential student population as well as policies and procedures related to campus residential life are described thoroughly in the Menlo College Student Handbook.

Residents are issued codes or keys to their room and keys or card access to the front door of the residence halls. Codes are changed on a regular basis. Residents are responsible for ensuring that their guests abide by campus rules and regulations.

Each residence hall is staffed with live-in Resident Assistants and/or Residential Life Coordinators/ Resident Fellows. These staff members are trained to respond to safety and security concerns. In addition, these staff members conduct safety and security education programs as well as regular health and safety inspections throughout the year.

Reporting Crimes

Students and other members of the campus community are expected to immediately report all campus crimes. Reporting may be done as follows:

Emergencies/Crimes in Progress- Call 911. Please file a police report and also report the crime to the Security Officer at 650.400.5837 and the Office of Student Affairs at 650.543.3779.

Crimes Not Currently In Progress- Contact the Security Officer at 650.400.5837. If a resident, please also notify a Residence Life staff member. All crimes reported will be documented by the Office of Student Affairs on an Incident Report Form.