



## Department of Public Safety

### Crime Prevention Tips

Following the precautions outlined in this section can substantially decrease your chances of becoming a victim of crime.

#### General

1. Be aware! Recognize your vulnerability.
2. Report all suspicious persons, vehicles and activities to the Department of Public Safety immediately, by dialing the Department of Public Safety duty phone at 707-580-6526.
3. Report any hazardous conditions immediately to the Department of Public Safety by calling 707-864-7131 or 707-580-6526.
4. If you see someone being victimized, notify the Department of Public Safety immediately by calling the duty phone number.

#### Walking

1. Avoid traveling alone at night.
2. Confine walking to well-lit, regularly traveled walks and pathways. Avoid shortcuts and keep away from shrubbery, bushes, alleyways, or any other areas where an assailant might be lurking.
3. Avoid the athletic fields and tennis courts after dark.
4. Do not accept rides from casual acquaintances.
5. When walking to your vehicle, have your keys ready in hand.
6. When being dropped off by taxi or private vehicle, ask the driver to wait until you get inside.
7. If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around in order to pursue you.
8. When getting out of a car, take a look around to make sure that you are not being followed.

9. If you think you are being followed, cross the street and, if necessary, keep crossing back and forth. If you are pursued, call for help and run to a campus building, business, or residence, enlist the aid of a passerby, or flag down a passing motorist. Do anything that might attract attention or summon assistance. If you are walking alone and someone passes you, check to be sure that person has continued walking in the other direction.
10. Call the Department of Public Safety at 707-580-6526 for Escort Service if walking alone at night.
11. If you find yourself confronted by an assailant, you must remember that while screaming and struggling may in some instances frighten off the assailant, in other instances you may further antagonize the assailant and bring forth a more violent reaction. Above all, you must keep your head and assess the situation before choosing your course of action. Whether or not the assailant is armed or has made threats against your life should be a determining factor in your decision. The key word in this type of situation is survival.

### **Athletic Facilities**

1. Avoid using athletic facilities alone, especially after dark or during off-hours.
2. Use the "buddy system." Work out with a friend, and make arrangements to leave the gym together.
3. Confine your running and jogging to the daylight hours and to open, well-traveled areas. If you run or jog at night you must wear a reflective vest.
4. Avoid showering alone in the locker room.
5. In the women's locker room....
  - a. Become familiar with the location of the facility (especially the exit doors) should you have to leave in a hurry for any situation.
  - b. If there is another female in the locker room, ask her to wait for you. If you are with a male companion, ask him to wait for you just outside the locker room.
  - c. If you encounter an intruder in the women's locker room:
    - Call for help
    - Keep out of the intruder's way, and do not attempt to prevent him from leaving.
    - Formulate a description of the intruder in your mind.

- Notify the Department of Public Safety by dialing 707-580-6526 or 707-864-7131.

d. Report all incidents of voyeurism to the Department of Public Safety immediately.

### **Elevator**

1. If, while waiting for an elevator, you find yourself alone with a stranger, let him take the elevator and wait for its return.
2. If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.
3. Always stand near the control panel, where you have access to the alarm and floor buttons.

### **Driving**

1. Do not pick up hitchhikers.
2. Whenever possible, limit traveling to not well-lit, and not well-traveled roads.
3. Keep your windows closed and doors locked.
4. When stopped at traffic lights or stop signs, keep your vehicle in gear. If threatened, sound your horn and drive away as soon as possible.
5. Avoid stopping in poorly-lit, out-of-the-way places.
6. If your vehicle breaks down, signal for assistance by raising the hood. Stay inside your vehicle with the windows closed and the doors locked. If a roadside Samaritan stops, roll down your window just enough to talk and ask that he/she call the police. If the person appears to be a threat, sound the horn and flash your lights.
7. If you think you are being followed, keep out of isolated areas. Look for a place where there are people, then stop and let the vehicle pass you.
8. If the vehicle continues to follow, drive to the nearest location where you can get assistance (i.e. gas stations, shopping centers, police or fire station, etc.).
9. If you are followed into your driveway or parking lot, stay locked inside your vehicle until you can identify the occupants of the vehicle. If threatened, sound your horn until you attract attention or the vehicle leaves.
10. When parking at night, choose well-lit areas. Before getting out of your vehicle, check for people loitering.
11. Always remove your ignition keys. Lock the vehicle whenever it is unattended.

12. Before entering your vehicle, always check the interior, paying particular attention to the floor and rear seat.

13. For escorts to and from your vehicle, call 707-580-6526 or 707-864-7131.

### **Rape/Sexual Assault**

The College has established a prescribed procedure to assist and support victims of rape or sexual assaults. The Department of Public Safety will assist you in obtaining medical, counseling, and other pertinent services.

You are encouraged to report immediately any incidents of this nature by dialing 707-864-7131 or 707-580-6526 even if you do not wish to pursue the matter further. Keep in mind that an assailant who is allowed to go free is a potential future danger, not only to you but also to other members of the community.

All information that you give will be held in the strictest confidence in accordance with our own policy as well as by the General Laws of California. If you wish to report information concerning a rape or sexual assault anonymously, you may do so.

When you report a rape or sexual assault, you may choose to file charges through the District Attorney's office or not at all. If you choose to file charges, the Department of Public Safety will assist you in every way, but no action will be taken without your expressed consent.

Every situation will be different. Therefore, we cannot provide any specific rules as to what to do or not to do if you are faced with a threat. Only you can make the determination as to the appropriate course of action.

If you think you are being followed, you can call out for assistance and run to a lighted building or residence, enlist the assistance of a passerby or flag down a passing vehicle, break a window in a building or residence, or pull a fire alarm. Do anything that might attract attention or summon assistance.

If you find yourself confronted by an assailant, you must remember that, while screaming and struggling may in some instances frighten off an assailant, in other instances such action may further antagonize an assailant and bring forth a more violent action.

There are many services available to victims of rape and sexual assault, and you are encouraged to use all support services.

## **Offices and Laboratories**

1. Keep all offices and laboratories locked when not in use.
2. Make sure that all locking devices are in proper working order.
3. Utilize a key control system. All department keys should be signed out and collected when not in use. Keys should be issued only when absolutely necessary.
4. Do not label keys with their use. Use a code system instead.
5. Keep desks, cabinets, etc., locked when not in use.  
Portable office machines should be bolted or locked down. Smaller items, such as calculators, tape recorders, etc., should be kept locked up when not in use.
6. Avoid bringing valuable personal property with you.
7. Petty cash should be kept to a minimum.
8. Women should keep their purses locked up, and men should not hang up coats or jackets with wallets or other valuables in the pockets.
9. Before leaving, check to make sure that no one is hiding and that your area is properly secure.
10. Watch out for your neighbor. If someone forgets to secure his/her area or property, keep an eye on it.
11. Report all suspicious persons or improperly secured areas to Department of Public Safety immediately.

## **Athletic facilities**

1. Avoid bringing cash, wallets, watches, or other valuables to the athletic facilities.
2. Avoid storing valuable sports equipment in your locker.
3. Keep your locker locked whenever unattended. This includes those times when you leave briefly to shower, visit the trainer's office or the equipment room, etc. Most of the thefts at the athletic facilities are from unlocked lockers.
4. Report suspicious persons and incidents of theft to the Department of Public Safety immediately.

## **Motor Vehicles**

1. Report all suspicious persons or vehicles around parking areas to the Department of Public Safety immediately.
2. Keep your vehicle locked and the windows rolled up tightly.
3. Never leave your vehicle running when unattended.
4. When parking, choose a well-lit, heavily traveled area.
5. Packages, luggage, and other valuables should be locked in the trunk.
6. Stereo CD players and C.B. radios should be mounted either out of sight or with slide-out brackets. These brackets will permit the removal of the unit and allow you to take the unit with you or to put it in the trunk when the vehicle is unattended. C.B. radio antennas should be magnetic or detachable, and should be stored in the trunk or taken with you.
7. Consider having your vehicle ignition, doors, and trunk keyed differently.
8. Keep spare keys in your wallet or purse, not inside the vehicle where a thief can easily find them.
9. Consider the installation of anti-theft devices such as alarm systems, hidden ignition or fuel "kill" switches, steering column ignition switch protectors, steering wheel to brake pedal bar caps, mag wheels, spare tires, etc.
10. Keep a record of your vehicle identification number (VIN), registration plate number, and title certificate number.

## **Crime Prevention**

It is the goal of the Department of Public Safety to prevent crimes from taking place on campus and we will work hard to ensure that happens. The community may only notice the highly visible portion of these resources, such as our deputies and security officers on patrol. Another imperative area is crime prevention; reducing the opportunity for a crime to be committed. This is multi-faceted and includes valuable information on our College website, providing workshops, public speaking engagements, and presentations to make the community aware of crime and what they can do to lessen the chances of becoming a victim.

Department of Public Safety crime prevention programs are geared to students, faculty, and staff to make everyone aware that crime does occur on campus.

The ASSC student newsletter prints crimes that occur on campus and crime prevention tips in an effort to increase community awareness.

Crime Prevention at Solano Community College requires involvement for it to succeed. The ultimate goal of the Department of Public Safety is to provide a safe and secure environment for the students, faculty, and staff at Solano Community College.

### **Operation Identification**

Operation Identification is a nationwide crime prevention program. The program involves the permanent marking of valuables with your name and other pertinent information on them. This program deters theft by making stolen property more difficult to sell and easier to identify.

This program is available to all members of the Solano Community College community, and all students, faculty, and staff are encouraged to participate. The program works as follows:

1. Come to the Department of Public Safety during business hours and you will be provided with the following:
  - a. An electric engraver to use at our front counter
2. Engrave your name and other pertinent information on all moveable items of value such as laptops, removable car stereos, iPads, etc.
3. Return the electric engraver after you are finished.

### **What You Can Do**

Your involvement is essential to the prevention of crime on campus. Disinterest and complacency are the prime contributors to the success of crime. The burden of crime prevention rests not only with the Department of Public Safety but also with each member of the Solano Community College community.

The Department of Public Safety cannot be everywhere at once and are, therefore, dependent upon you to recognize and report incidents of suspicious and criminal activity. The extent of your cooperation will greatly influence the Department of Public Safety effectiveness in combating crime. Doing your part means:

1. Being aware of your vulnerability and following the suggestions outlined in this handbook to protect yourself and your property.
2. Being alert for suspicious or criminal activity and conditions that may represent a hazard to the community.
3. Getting involved by becoming more security conscious and by reporting all incidents of suspicious or criminal activity, no matter how insignificant, to the Department of Public Safety immediately.

Remember that unreported crimes cannot be solved and that, by not reporting crimes, you allow the perpetrators to commit additional and perhaps more serious crimes. Many times crime solving depends upon how accurately and promptly the incident is reported.

It is important that you be able to provide as much of the following information as possible:

1. The nature of the incident.
2. When and where the incident occurred.
3. Number of persons involved (names, sex, race, age, height, hair style/color complexion, distinctive characteristics, i.e. facial features, scars, physical defects, glasses, clothing, etc.).
4. Direction and method of travel.
5. Vehicles involved (color, type, make, model, license plate number and state, distinctive characteristics, i.e., decals, bumper stickers, damage, number of occupants, etc.).
6. Description of stolen property (item, manufacturer, model number, serial number, value, color, dimensions, etc.).
7. Any other applicable information.