

**2017-2018**  
**Academic Year**



**PERALTA COMMUNITY COLLEGE DISTRICT**

Police Services • (510) 466-7236  
333 E. 8th Street • Oakland, CA 94606

Visit our web site: [www.Peralta.edu](http://www.Peralta.edu)

**PERSONAL SAFETY HANDBOOK**

**PERALTA COMMUNITY COLLEGE DISTRICT**





This handbook has been compiled in accordance with the Jeanne Clery Disclosure of Campus Crime Statistics Act of 1998 (Formerly known as the Student Right to Know Act of 1990) For a more comprehensive Annual Security Report, please visit <http://bit.ly/PeraltaSecurityReports>

## **Table of Contents** . . . . .

Mission Statement	1
Reporting Criminal Activities or other Emergencies	1-2
Peralta Police Services	3-4
Campus Business Hours	4
Crime Prevention	4-5
Sexual Assault and Acquaintance Rape	5-6
Drugs and Alcohol on Campus	6
What to do in an Emergency	6-10
Weapons on Campus	10-11
Megan's Law Information	11
California Penal Code #290.01	12
Smoking	13
Parking and Traffic Regulations	13-15
Safety Tips on Campus	15-16
Emergency Blue Phones	16
Referrals for Service On & Off Campus	16-17
Emergency Blue Phone Locations	18-19
Campus Maps	20-23
Crime Statistics	24-31

The Peralta Community College District contracts police services with the Alameda County Sheriff's Office, to provide patrol services for Laney College, Merritt College and the College of Alameda. With regard to Berkeley City College, the Sheriff's Office's primary function is compiling statistical information only. The Berkeley Police Department is responsible for patrol functions at Berkeley City College.

## **MISSION STATEMENT**

The Alameda County Sheriff's Office/ Peralta Police Service's mission is to preserve the peace, maintain order and enforce state, federal and local laws. Our goal is to provide a safe environment so that the educational process can be conducted in an orderly and uninterrupted manner. Deputies focus on "partnerships" in addressing problems and/or concerns identified by campus staff and students.

## **REPORTING CRIMINAL ACTIVITIES OR OTHER EMERGENCIES**

The Peralta Community College District contracts its police services with the Alameda County Sheriff's Office. Deputy Sheriff's are normally on patrol from 7:00 a.m. to 11:00 p.m., Monday through Friday for the Laney, Merritt and Alameda college

campuses. ABC Security has contracted with Peralta to provide 24 hour security services on the weekends and holidays and 11:00 p.m. to 7:00 a.m. during the week.

During non-hours of operation the Oakland Police Department is responsible for patrol activities at Laney and Merritt Colleges; Alameda Police Department for the College of Alameda and the Berkeley Police Department (24 hours a day, seven days a week) for Berkeley City College.

**All crimes or suspected criminal activity occurring on the Laney, Merritt or Alameda College Campuses should be reported to Peralta Police Services, during their listed hours of operation, (510) 466-7236, or by dialing ext.# 7236 from any interior campus telephone or by using one of the "Emergency Blue Phones" located exclusively throughout these three campuses and their parking lots.**

During non-hours of operation by Peralta Police Services (11:00 p.m. to 7:00 a.m.), persons should call the Oakland Police Department at (510) 777-3333 for incidents at Laney or Merritt College and the Alameda Police Department at (510) 337-8340 for incidents at the College of Alameda, or call "911" for Police, Fire or medical emergencies.

**A Sheriff's Technician is on duty 24**

**hours a day, seven days a week at Peralta Police Services. They can and will assist in forwarding your call information to the appropriate authority.**

All crimes or suspected criminal activity occurring on the Berkeley City College Campus should be reported to the Berkeley Police Department 24 hours a day, seven days a week, by calling (510) 981-5900 or "911" for Police, Fire, or medical emergencies.

If a crime happens to a Berkeley City College student who attends evening or Saturday classes on the U.C. Berkeley Campus, he/she should phone the U.C. Berkeley Police Department at (510) 642-3333.

When individuals call Peralta Police Services for assistance, they will talk directly with a Sheriff's Technician, who will ensure that a deputy is dispatched to their location.

While the deputy is being dispatched, do not hang up the telephone as the technician will be asking you questions which will give the responding deputy valuable information about your emergency. Initially, the information determines the swiftness of the police response and whether an ambulance, and/or fire department assistance will be needed.

Police Reports may be made in person at the Peralta Police Services patrol

station headquarters, located at 333 E. 8<sup>th</sup> Street, Oakland, Ca.

Individuals can phone Peralta Police Services at (510) 466-7236 and a Sheriff's Technician, who answers telephones and emergency blue phones 24 hours a day, will ensure a deputy or the appropriate authority is contacted to assist you.

Police reports may also be made in person at the on-campus Peralta Police Services offices located in the Forum 104 A&B at Laney College, the "R" building in Rm.#R-117 at Merritt College and on the first floor of the Student Center in Rm.#F-121 at the College of Alameda.

Deputies may be out on patrol and may not be in these offices at all times; however, you can phone Peralta Police Services, (510) 466-7236 and have them dispatched to your location, as necessary.

Individuals may phone Peralta Police Services and give crime information while remaining anonymous. They may simply phone Peralta Police Services and decline to give their name, phone number or other contact information and then relay crime information they are aware of. However, this may affect the Deputies' ability to properly investigate and obtain prosecutions on criminal activity; therefore, your full cooperation will be appreciated.

## PERALTA POLICE SERVICES

Alameda County Sheriff's Deputies assigned to the Peralta Community College District Police Services Unit have full peace officer powers and authority, pursuant to Section 830.1 of the California Penal Code. Each Deputy Sheriff has met all state standards and training requirements and has the same authority as municipal police officers.

Sheriff's Deputies are designees appointed by the Peralta Community College District to maintain order and safety on the campuses. In accordance with the California Penal Code 626.4, if a Sheriff's Deputy has reasonable cause to believe a student has willfully disrupted the orderly operation of the college, the student will be issued a citation and directed to leave. The citation is a notification that the student's consent to remain on campus has been withdrawn, (THIS IS NOT A SUSPENSION). The student then has up to 14 days to request a hearing with the designated disciplinary administrator on their respective campus to resolve their matter. It is the responsibility of the student to make contact with the campus administration prior to the 14 day cut-off.

Deputies will request assistance from local police agencies for incidents

which require resources that are not readily available at the Peralta College campuses.

Alameda County Sheriff's Technicians are also employed by The Alameda County Sheriff's Office, but they are not peace officers and they do not have peace officer powers or authority. Their arrest authority is identical to that of any private citizen.

Station duties primarily include: monitoring fire and security alarms, monitoring security cameras, keeping records and logs, answering telephones and handling radio communications. **Individuals should be aware that security cameras are not a guarantee of your safety.** Technicians carry radios and have the ability to contact Deputies for assistance if necessary.

Campus Safety Aides and Security Guards are also not peace officers. They are civilians that are contracted or employed by the Peralta Colleges, not the Sheriff's Office. Their primary duties include providing escort services for students and staff & observing and reporting any suspicious activities. Safety Aides also carry radios and have the ability to contact Peralta Police Services to summon assistance if necessary.

Peralta Police, under extenuating circumstances, can provide protective escort services at the Laney, Merritt and Alameda college campuses.

Escorts are either police personnel or campus safety aides. For an escort on the Laney, Merritt or Alameda college campus, call (510) 466-7236 or call ext. #7236 from any interior campus telephone.

## **CAMPUS BUSINESS HOURS**

The Laney, Merritt and Alameda college campuses and parking lots are closed during non-business/work hours. The parking lot gates are locked and secured by 11:00 p.m. All buildings are equipped with intrusion alarm systems, which notify Peralta Police Services when unauthorized persons have entered a building. Peralta Police Services respond to all alarms.

*Note: Contact Berkeley City College for office hours.*

If there is a need to be on campus or in buildings after regularly scheduled work hours, it is imperative that faculty and staff be issued a conditional access pass from their department head and cleared through the business manager. Peralta Police Services must receive a copy of the conditional access pass and be notified prior to entering the facility.

## **CRIME PREVENTION**

Crime Prevention is the responsibility of all staff and students. Members

of the campus community should be aware of their surroundings and of circumstances which seem out of the ordinary. Willingness to look out for each other and to report all suspicious individuals or activities to the police will help to ensure that the campus will be a safe, secure place to work and to study.

***Do not take chances!*** Reporting suspicious individuals and activities allow the police to respond to the situation and often prevents a crime from occurring. Your reports help law enforcement to better identify specific problems and to allocate its resources accordingly.

Peralta Police Services maintains safety, security and crime prevention information in the “Personal Safety on Campus” brochures which are distributed on each campus and also located at Peralta Police Services (333 E. 8<sup>th</sup> St., Oakland, Ca.).

Peralta Police Services also maintains daily campus police logs of criminal activity known to be occurring on and about the Peralta college campuses. These logs are open for public viewing at our patrol station (333 E. 8<sup>th</sup> St., Oakland, Ca.).

In addition, Peralta Police Services issues timely reports to campus officials, regarding crimes, which pose an on-going threat to other students or employees.

The District and Colleges also have the capability to send emergency text messages, emails and voice-recorded messages through its contract with **Blackboard Connect**.

Peralta Police Services also gives periodic lectures to staff and students throughout the school year regarding crime prevention, safety and security issues, as well as procedures and practices that encourage responsibility for personal and community safety on and about the Peralta campuses.

## **SEXUAL ASSAULT AND AQUAINTANCE RAPE**

Prompt and accurate reporting of sexual assaults on and about the campus to Peralta Police Services will be crucial to a proper investigation.

Local jurisdictional police such as the Oakland Police Department for Laney and Merritt Colleges, the Alameda Police Department for the College of Alameda, and Berkeley Police Department for Berkeley City College can and normally will be involved in such cases as per the Alameda County Sheriff's Office/Peralta Police Services memorandum of understanding with these agencies.

The sexual assault victim should make every possible effort to preserve all physical evidence of the assault. This may include such things as not showering or bathing, not washing

or disposing of clothing or articles and not cleaning up the crime scene. Preservation of evidence is key to a successful arrest and prosecution.

The victim may disclose the incident to Peralta Police Services, a friend, family member, significant other, and counselor. The organization "Bay Area Women Against Rape" (510-845-7273) also provides support services. Campus institutional personnel may assist the victim if requested. Although the victim can choose not to notify Peralta Police Services, this is not recommended or encouraged.

The victim may choose to seek criminal prosecution of the perpetrator as well as civil action and institutional disciplinary action.

During institutional proceedings, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

In criminal proceedings, the Alameda County Sheriff's Office/Peralta Police Services Unit has policies and procedures that allow for a support person to be present during an interview as long as they do not interfere with the investigation.

The college may impose the following sanctions upon the offender after a final determination of an institutional disciplinary proceeding: suspension,

expulsion and/or dismissal.

The accuser and the accused shall be informed by the college of the outcome of any such institutional proceeding alleging such sex offenses and the final determination of any subsequent sanctions.

## DRUGS AND ALCOHOL ON CAMPUS

It is the policy of the Peralta Community College District to implement and maintain the provisions of the Drug-Free Schools and Community Act of 1989. College policy clearly prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on campus or as a part of its activities. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from the college, criminal penalties or termination of employment for violations of the standards of conduct.

Possession, use, or sales of alcoholic beverages by anyone on the college campus is a misdemeanor pursuant to Section 25608 of the California Business and Professions Code. 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. Criminal prosecution is separate from any

administrative discipline that may be imposed by the College.

## WHAT TO DO IN AN EMERGENCY

Read this section for an overview on ways to prepare for, and respond to an emergency, such as an earthquake or active shooter on campus incident. For extensive information on emergency preparedness, please refer to your college webpage for more information under “*What to Do in An Emergency*”.

[www.berkeleycitycollege.edu](http://www.berkeleycitycollege.edu)

[www.alameda.peralta.edu](http://www.alameda.peralta.edu)

[www.laney.edu](http://www.laney.edu)

[www.merritt.edu](http://www.merritt.edu)

### ***Emergency Notification and Communication***

Peralta Community College District (“PCCD”) and its Colleges have plans for communicating with its campuses, via **Blackboard Connect**, that will be activated during an emergency. The **Blackboard Connect** system provides information and updates regarding emergencies directly to student cellphones, email accounts, and other electronic messaging devices. For certain emergencies, such as fire, building alarm systems will be used. As the **Blackboard Connect** system works with student’s information inputted into the District’s system, if you are new to PCCD and one of its

Colleges, please provide your contact information during enrollment process or to the Admissions and Records office to ensure you are included in all emergency announcements. You may also access your college's website to enter or update your contact information.

## ***Emergency Preparedness Drills and Tests***

Each college conducts periodic drills and tests of its emergency procedures. If you are notified of a drill or test, please follow all provided instructions as these instructions are designed for your safety. If you find yourself part of an unannounced drill or test, please treat this type of drill as an actual emergency and follow instructions. You may be notified of drills and tests with **Blackboard Connect**, or by campus announcements and postings. Please pay attention to all information on Emergency Preparedness drills and test.

## ***Tell Others You're Safe***

The Red Cross hosts a virtual bulletin board that will enable you to report your location and leave messages for concerned family and friend during and after an emergency. The Red Cross "**Safe and Well**" website is [safeandwell.communityos.org](http://safeandwell.communityos.org).

## ***Prepare for an Earthquake***

Learn evacuation routes and participate in evacuation drills. Review the Evacuation Route signs posted near the entrance to the building or near elevators.

Review the Emergency Procedures Flipchart in your classroom. An Emergency Procedures Flipchart is posted in each classroom. If you do not see an Emergency Procedures Flipchart in your classroom, please alert your instructor or call the college business office. Once staff is alerted, the missing Emergency Flipchart will be replaced.

## ***Evacuation and Disability***

If you are disabled, please provide specific instructions in advance that will direct any volunteer rescue attempt on your behalf. Know where you can shelter safely in buildings.

## ***Prepare Emergency Kits***

Put together an emergency kit with personal supplies including flashlight, spare batteries, food bars, prescription medicines, extra glasses/contact lens with solution and other necessary personal supplies. Your kit should include a hardcopy list of emergency telephone numbers for your family and friends.

# The Peralta Colleges are now **Protected by**



Campus**Shield**  
Smartphone App



**Contact campus  
safety forces  
quickly**  
and directly in  
emergency situations

**COMPLETELY  
FREE**



**Allow Location Services  
& Connect to WiFi For Best Results**



As part of our commitment to ensuring the safety of students, faculty and staff, the Peralta Community College District has made available a smartphone app called ***“Campus Shield.”***

Features of the free app include:

- Emergency button that directly contacts Peralta Police Services in emergency situations while on any of the Peralta Campuses
- Submit a Tip to anonymously report to Police Services
- FriendWatch to allow a friend to track your walk across campus
- Campus Resources for information about parking and security services
- Additional Features like non-emergency numbers, safety map, and AC Transit information

The app can be downloaded from Apple and Google Play. More info in this 30" video: <http://bit.ly/PeraltaCampusShieldApp>

## **Active Shooter on Campus**

If you witness any armed individual on campus, immediately call 911 from any campus phone, which will initiate the local law enforcement and medical response, or call 510-466-7236. If sheltering or escaping from danger is impossible, you should remain quiet, but we encourage you to DO SOMETHING.

### **Fleeing**

If it is possible to flee the area safely and avoid danger, do so. If it is safe to do so, consider:

- Escaping the area
- Moving to the central and secure area within the building.

In case you must flee, go far away from the shooting scene and then contact Police and notify them of your location. Do not attempt to flee if the shooter is in your escape route. If you are unsure of the shooter's whereabouts, do not attempt to flee.

### **Hiding**

If it is not possible to flee the area of danger, then:

- Go dark. Turn off the lights if safe to do so.
- Lock windows and doors, if possible and safe to do so,
- Get everyone down on the floor or under desk and out of the line of fire.
- Remain quiet.

## **Notifying Others**

Attempt to get the word out to others in your building or nearby if possible safely.

- Dial 911 or call Peralta Police at 510-466-7236 to notify Police of your location, if safe to do so.
- Do not pull the Fire Alarm.

### **If the Shooter confronts you**

Law Enforcement does not have a single guaranteed procedure to address this situation.

- Attempting to negotiate with the shooter may be very dangerous
- Attempting to overcome or overpower the shooter with force is dangerous and should only be considered in the most extreme circumstances
- Attempting to remain quiet is also dangerous.

If you feel you must act, then Do Something.

### **Wait for a Valid “All-Clear”**

Wait for an “all-clear” from an authorized person or campus personnel you recognize and trust. If the staff and other students do not respond to the “all clear,” remain cautious until the situation is known to be safe. There may be more than one shooter, or the shooter may be employing tactics, such as a FALSE “all clear” to trick you or others into

revealing their positions. Remain cautious until you feel the situation is safe.

### **After a Valid “All-Clear”**

Follow all instructions from Police. Keep your hands in plain sight and make no threatening gestures or movements as you leave the area. Do not disturb the area if it was involved in the crime or may have been involved in the crime.

### ***In the Case of Fire***

Fire safety is everyone’s responsibility and your preparation, awareness and response can save your life and the lives of others.

Review the Emergency Flipchart in your classroom for information on responding to a fire. Locate and learn the building’s evacuation routes posted near entrances and elevators. Locate and memorize the locations of Fire Alarm Pull Stations in the building.

If you become aware of a fire, pull the fire alarm, call Peralta Police at 911 or 510-466-7236.

#### **Fire Evacuation**

**Take all Fire Alarms Seriously!**

- Evacuate the building immediately
- If safe to do so, take wallet, purse, keys, and backpacks.
- Feel door handles, if they are warm, do not open them. Take the

alternate evacuation route or find another way out of the building.

- Close doors behind you.
- If smoke is a threat, stay low where the air is cleaner and cooler.
- Never use elevators.
- Once outside, Do Not Go back into the building until you receive a valid “All-Clear”

### **If you are on fire**

Stop, Drop and Roll on the ground to extinguish flames. Quickly cool any burns with water and seek immediate medical attention.

### ***In the case of other threats***

Your college’s Emergency Preparedness Program evaluates all possible threats to and hazards in your college community. Please refer to the Emergency Procedure Flipchart for what to do in the following:

- First Aid Supplies
- Medical Emergencies
- Gunfire, Shooter, Sniper
- Explosion
- Aircraft Crash
- Civil Disturbance
- Hazardous Materials Release
- Bomb Threats
- Utility Failure

## **WEAPONS ON CAMPUS**

For the safety of everyone, **all types of weapons are strictly prohibited on**

**campus.** This includes, **but is not limited to:** firearms, ammunition, explosives, air guns, slingshots, firecrackers, fireworks, cherry bombs, metal knuckles, billy clubs and illegal dirks/daggers and knives.

### **ADDITIONAL INFORMATION PURSUANT TO THE JEANNE CLERY DISCLOSURE OF CAMPUS CRIME STATISTICS ACT OF 1998 (formerly the Student Right to Know Act of 1990)**

The Alameda County Sheriff's Office/ Peralta Police Services Administrative Sergeant, or designee, prepares the annual campus crime statistics. The information is printed in the back of this handbook which is distributed on each Peralta college campus.

These handbooks are also located at the Peralta Police Services patrol station at 333 East 8<sup>th</sup> Street, Oakland, Ca.

The annual campus crime statistics are also posted by the Alameda County Sheriff's Office/ Peralta Police Services Administrative Sergeant or designee onto the Department of Education's website, at <https://ope.ed.gov/campusafety>.

The campus crime statistics are listed for the previous three years and are updated on an annual basis. You can also visit our Peralta Police Services website at [web.peralta.edu/police-services/](http://web.peralta.edu/police-services/)

The Alameda County Sheriff's Office/

Peralta Police Services Unit makes a good faith effort to secure campus crime statistics from appropriate campus officials, other than law enforcement agencies, and from our own crime data.

These efforts include contacting local police agencies where Peralta colleges are located and obtaining their crime data and statistical information regarding reports they may have taken on/or about the campus or at college sponsored activities.

Peralta Police services also sends out an annual letter to appropriate campus authorities requesting that they ensure that the required campus officials notify Peralta Police services of any crime and statistical information to be included in the annual report.

Annual crime statistics are gathered from both police and non-police campus officials, who are required to provide such information. (See **enclosed crime statistics graphs** for Laney, Merritt, Alameda and Berkeley City College).

### **MEGAN'S LAW INFORMATION**

A California law was signed by Governor Schwarzenegger (AB 488) that requires detailed information on sex offenders be posted on the California Attorney General's web site [meganslaw.ca.gov/](http://meganslaw.ca.gov/)

**CALIFORNIA PENAL CODE**  
**#290.01 – SEX OFFENDERS**  
**REQUIRED TO REGISTER**  
**WITH CAMPUS POLICE**

Effective October 28, 2002, every person required to register under Section 290 of the California Penal Code, who is enrolled as a student of any university, college, community college, or institution of higher learning, or is, with or without compensation, a full-time or part-time employee of that university, college, community college, or other institution of higher learning, for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year, shall, in addition to the registration required by Section 290, register with the campus police department within five working days of commencing enrollment or employment at that university, college, community college, or other institution of higher learning, on a form as may be required by the Department of Justice.

The terms “employed or carries on a vocation” include employment whether or not financially compensated, volunteered, or performed for government or educational benefit. The registrant shall also notify the campus police department within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation, at the university, college,

community college, or institution of higher learning. Failure to comply is a misdemeanor crime, punishable on the first offense, by a fine up to \$1,000.00 and on the second offense by a fine and confinement in the county jail. The above would apply to anyone required to register under 290 P.C. who attends, works (with or without compensation), or carries on a vocation at, a private or public university, college, community college, or institution of higher learning, including any students, faculty, staff (paid or non-paid), contractors and transients.

If the university, college, community college, or institution of higher learning has no campus police/sheriff's department, then the person must register with the local law enforcement agency having jurisdiction over the college.

**All of the above requirements are in addition to** the current requirement of persons subject to 290 P. C. to register with the local law enforcement agency within the jurisdiction where the registrant resides.

The Laney, Merritt and College of Alameda campuses contract their campus police services with the Alameda County Sheriff's Office, often referred to as Peralta Police Services. The above-described persons at these campuses must register with the Alameda County Sheriff's Office/ Peralta Police Services Unit. This

unit is located at 333 E. 8<sup>th</sup> Street, Oakland Ca. Anyone with questions regarding sex offender registration requirements should contact Peralta Police services immediately at (510) 466-7236.

Berkeley City College is not included in the Peralta Police Services contract between the Alameda County Sheriff's Office and the Peralta Community College District. Berkeley City College's police services are provided by the Berkeley Police Department. Persons at Berkeley City College, who are subject to the 290 P.C. registration requirements, must register with the Berkeley Police Department, in addition to registering with the local law enforcement agency where they reside.

## SMOKING

In an effort to keep the students and staff in a smoke free environment, smoking, including e-cigarettes and marijuana, is prohibited in all indoor and outdoor Peralta Community College District's campus locations and District Administrative Centers (refer to Administrative Procedure 3570 for exceptions). Violations of the smoking procedures are subject to a fine.

Check your campus website to find out if a program is available to help you quit smoking, or visit [smokefree.gov](http://smokefree.gov) to find a method that works for you.

## PARKING & TRAFFIC REGULATIONS

All provisions of the California Vehicle Code apply to individuals and vehicles being driven on and about campus property and parking lots. All vehicle codes are strictly enforced. The speed limit is 5 m.p.h. on campus parking lots and property. Students may only park in designated student parking areas.

Faculty and staff must have a current faculty parking placard or a staff parking sticker. Faculty and staff may park in designated staff lots or in assigned stalls.

Individuals must obey all California Vehicle Codes and carefully follow the campus parking and traffic signs. Illegally parked vehicles will be cited and/or towed at the owner's expense. For towed vehicles, contact Alameda County Sheriff's Office at (510) 667-7721. Parking violations are enforced 24 hours a day, seven days a week, including holidays.

**College officials do not have the authority to rescind nor arbitrate citation matters. A citation may be contested by submitting an appeal in person or by mail to Peralta Police Services within 21 days of receiving the citation. Appeal forms can be downloaded online at [www.peralta.edu](http://www.peralta.edu).**

Students must not park in staff parking areas, red zones, yellow (loading zones), green 30 minute zones, or in other unauthorized areas. Disabled student parking areas are available and posted with blue paint and handicapped parking signs.

“Handicap Accessible” signs mean that the area is accessible by persons with disabilities; it does not mean it is designated for “Handicapped Parking”.

Disabled students must properly display their D.M.V. issued disabled placard and/or disabled license plate along with a daily parking permit and a Student I.D. Decal or a semester parking permit.

Disabled staff must properly display their staff parking permit & D.M.V. issued disabled placard, and/or disabled plate.

Daily parking permits expire at 10:45 p.m. The parking lot gates are locked and secured by 11:00 p.m. every evening. Overnight parking is not authorized and vehicles will be towed at the owner's expense. Contact the Alameda County Sheriff's Office at (510) 667-7721.

Visitors may park in the green 30-minute zones at Merritt and College of Alameda if they are staying only 30 minutes or less. Visitors may park lawfully on the street at campuses with street parking, (metered parking

requires coinage). Special guest permits may be obtained through the business offices.

There are two methods of paying for parking at the Laney, Merritt and College of Alameda campuses: (1) You may purchase a semester parking permit, good for the designated semester and no other permit is necessary. (2) You may purchase a daily \$2.00 parking permit AND in addition to this you must display a “Student I.D. Decal” in your car, if you attend the Laney College Campus. The “Student I.D. Decal” is not required for parking at the other Peralta colleges, only a valid semester parking permit or a daily \$2.00 parking permit.

Semester parking permits may be purchased for student parking at the Laney, Merritt and College of Alameda campuses for \$40.00 (\$20.00 for motorcycles). The summer session rate is \$20.00 for cars (\$10.00 for motorcycles). Rates are subject to change.

Semester parking permits allow you to park for the designated semester without having to purchase the daily \$2.00 parking permit or having to obtain any further I.D. Decal. These semester parking permits must be displayed properly in the vehicle, by hanging them from the vehicle's rear-view mirror (with the numbered side facing outward, completely visible from the exterior of the car), when

the car is parked, or a citation will be issued.

You may choose to pay for parking on a daily basis rather than purchasing a semester permit; however, you will additionally need to obtain and properly display a Student I.D. Decal on your vehicle if you attend the Laney Campus, even if you only have one class or a weekend course there. Student I.D. Decals are issued at no charge and can be obtained from the Cashier's Office. (There is a \$10.00 replacement cost for lost or stolen Student I.D. Decals).

The cost of daily parking is \$2.00 per day (exact change only). Prices are subject to change. The daily permits may be purchased from any of the ticket machines located in the parking lots. If a machine is broken, use one of the other machines, as the daily \$2.00 permit is required to avoid a citation. Please notify Douglas Parking of the malfunctioning machine by calling (510) 444-7412.

Unlike Laney, Merritt and College of Alameda, Berkeley City College campus has no parking lot; therefore, Berkeley City College does not honor parking permits from other Peralta Colleges. There is no designated public parking lot for Berkeley City College.

Free street parking is available after 6:00 p.m. and at most community sites where Berkeley City College

classes are held. The Center Street garage, located between Milvia and Shattuck, charges an hourly parking fee. The garage may be entered on the Center Street side.

*(See Berkeley City College's class schedule for further parking information regarding evening and weekend parking for students who attend Berkeley City College classes on the U.C. Berkeley Campus.)*

## SAFETY TIPS ON CAMPUS

- ✓ Never leave valuables inside your car, which are visible from outside of your vehicle.
- ✓ Lock your car door after entering or leaving your vehicle.
- ✓ When returning to your vehicle, look around and also look inside your car to ensure entry is safe.
- ✓ Have your keys in your hand to speed your entry.
- ✓ Use well-lighted paths to and from the parking areas. If walking alone, carry a whistle.
- ✓ Avoid walking alone. Use the "Buddy System" or request a Safety Aide escort.
- ✓ Know the location of telephones and "Emergency Blue Phones" on campus.
- ✓ Do not leave purses, wallets, tote bags, books, backpacks, etc. unattended, even momentarily.
- ✓ Lock your bicycle to the bike rack

and loop chain/cable through the frame, tires and bike rack.

- ✓ When working after hours, notify police services of your location. Lock all doors leading to the area you are in.

## EMERGENCY BLUE PHONES

Emergency blue phones have been installed in various locations on the campuses of Laney and Merritt College for your protection and use. The presence and operability of these phones on campus cannot guarantee your safety, but can play an important role in your personal security and the security of the campuses in general. If you are new to the Peralta Community College District, familiarize yourself with the location of the blue phones along your route.

In case of an emergency, press the **RED** emergency button, this will connect you directly with a Peralta Police Services Technician. The **RED** button may be activated in situations that you feel may require an emergency response from the police.

**MISUSE OF THE EMERGENCY BLUE PHONES MAY SUBJECT YOU TO DISCIPLINARY AND/OR LEGAL ACTION.**

## REFERRALS FOR SERVICE ON & OFF CAMPUS

If you would like a referral for help with substance abuse, victims of crime, personal counseling, health concerns or other issues, contact one of the following:

### Law Enforcement

Peralta Police Services  
(510) 465-3514  
Oakland Police Dept.  
(510) 238-3481  
Alameda Police Dept.  
(510) 337-8340  
Berkeley Police Dept.  
(510) 981-5900  
U.C. Berkeley Police  
(510) 642-6760  
BART Police  
(510) 464-7000

### Sexual Assault/Rape

*(Law Enforcement - See above)*  
Bay Area Women Against Rape  
(510) 845-7273

### Crisis Hotline

Suicide Prevention  
(800) 309-2131

### Health & Mental Health

Alameda County Mental Health  
(510) 465-1800  
Asian Community Mental Health  
(510) 451-6729

### Drug & Alcohol Programs

Narcotics Anonymous  
(510) 444-4673  
Alcoholics Anonymous/Oakland  
(510) 839-8900

Berkeley Addiction Treatment  
(510) 644-0200  
Narcotics Education League  
(510) 536-4760

**Domestic Violence**

*(Law Enforcement - See above)*  
National Domestic Violence Hotline  
1-800 799-7233  
Domestic Violence Law Project  
(510) 574-2250

# EMERGENCY BLUE PHONE LOCATIONS

## ***BERKELEY CITY COLLEGE***

*Not Applicable*

*(NONE)*

## **EMERGENCY BLUE PHONE LOCATIONS LANEY COLLEGE**

<b><u>Location</u></b>	<b><u>Type</u></b>
• “C” Bldg. 2 <sup>nd</sup> floor	Wall Mounted
• “C” Bldg. 1 <sup>st</sup> floor	Wall Mounted
• Aisle “B” Parking Lot	Pole
• Aisle “F” Parking Lot	Pole
• Aisle “N” Parking Lot	Pole
• Aisle “J” Parking Lot	Pole
• Pool	Wall Mounted
• Student Center	Wall Mounted
• “D” Bldg. 1 <sup>st</sup> floor	Wall Mounted
• “D” Bldg. 2 <sup>nd</sup> floor	Wall Mounted
• Library 2 <sup>nd</sup> floor	Wall Mounted
• Library 3 <sup>rd</sup> floor (inside)	Wall Mounted
• Library 4 <sup>th</sup> floor (inside)	Wall Mounted
• Admin. Tower	Wall Mounted
• Theatre 2 <sup>nd</sup> floor	Wall Mounted

# EMERGENCY BLUE PHONE LOCATIONS

## COLLEGE OF ALAMEDA

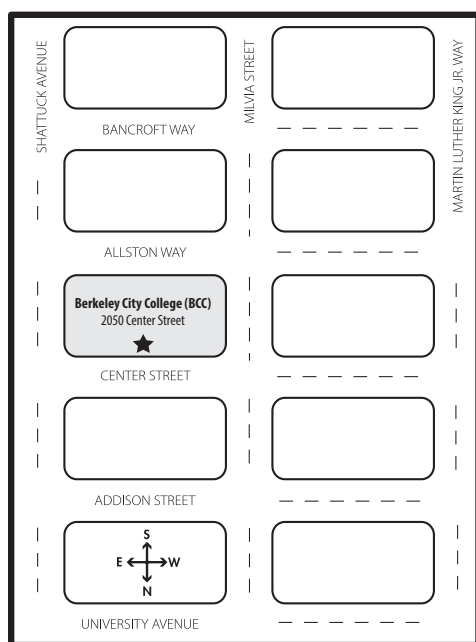
*Not Applicable*  
(NONE)

# EMERGENCY BLUE PHONE LOCATIONS

## MERRITT COLLEGE

<u>Location</u>	<u>Type</u>
• “E” Parking Lot	Pole
• “D” Parking Lot	Pole
• “C” Lot/South	Pole
• “C” Lot/North	Pole
• “C” Lot/Center	Pole
• “B” Lot/South	Pole
• “B” Lot/North	Pole
• “D” Bldg. & LRC	Pole
• Walkway near Bus Stop	Pole
• Horticulture (front)	Wall Mounted

# BERKELEY CITY COLLEGE CAMPUS MAP



## Directions to Berkeley City College

### Via I-80—

Take 1-80 to University Avenue exit, drive down University until you reach Milvia. Right turn on Milvia, proceed south to Center St., and left on Center St. to 2050 Center. Parking is available on the street and in the Center St. Garage, next door to Berkeley City College (**formerly Vista Community College**), or in the City of Berkeley Parking lot across the street from the college.

### Via Highway 24—

Take Highway 24 to Martin Luther King Jr. Way. Go down Martin Luther King Jr. Way to University Avenue. Turn right on University. Go south to Center St. Turn left on Center St. Berkeley City College is at 2050 Center St., next to the Center St. garage.

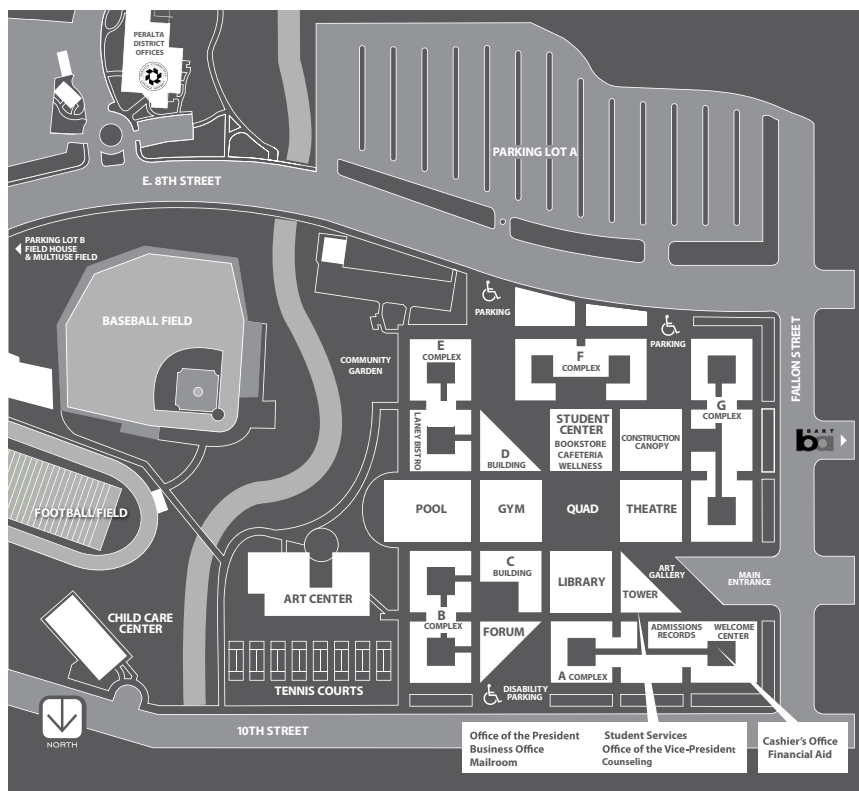
### Via AC Transit—

Call (510) 839-2882 for the AC Transit route nearest you, or access [www.actransit.org](http://www.actransit.org) on the world wide web.

### Via BART—

1. Take Richmond BART Train from San Francisco or Fremont to Downtown Berkeley BART station.
2. Take Pittsburg/Baypoint BART and transfer at the 12th, 19th, or MacArthur St. BART station.
3. Berkeley City College's new location is half a block West of the Downtown Berkeley BART station. Take BART escalator or elevator to Shattuck and Center St., then walk 1/2 block west (toward San Francisco Bay).

# LANEY COLLEGE CAMPUS MAP



## A COMPLEX

Admissions and Records  
Assessment and Orientation  
CARE  
Cashier's Office  
EOPS  
Financial Aid  
Gateway to College Program  
Welcome Center

## B COMPLEX

James Oliver Writing Center

## E COMPLEX

DSPS  
Laney Bistro  
Veteran's Services

## F COMPLEX

Business Lab  
Technology Center

## G COMPLEX

CIS Lab  
FabLab  
Math Lab

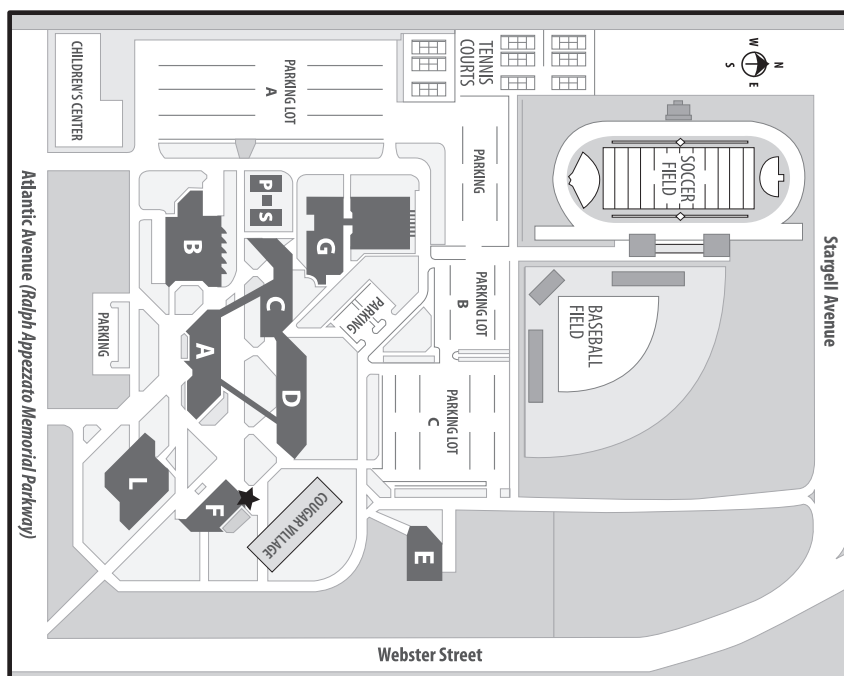
## STUDENT CENTER

Bookstore  
Cafeteria  
Clubs  
Safety Aides  
Student Government  
Tutoring Center  
Wellness Center

## TOWER BUILDING

Office of the President  
Art Gallery  
Business Office  
Counseling  
Faculty Offices  
Mailroom  
Student Services

# COLLEGE OF ALAMEDA CAMPUS MAP



## Telephone Locations on Campus

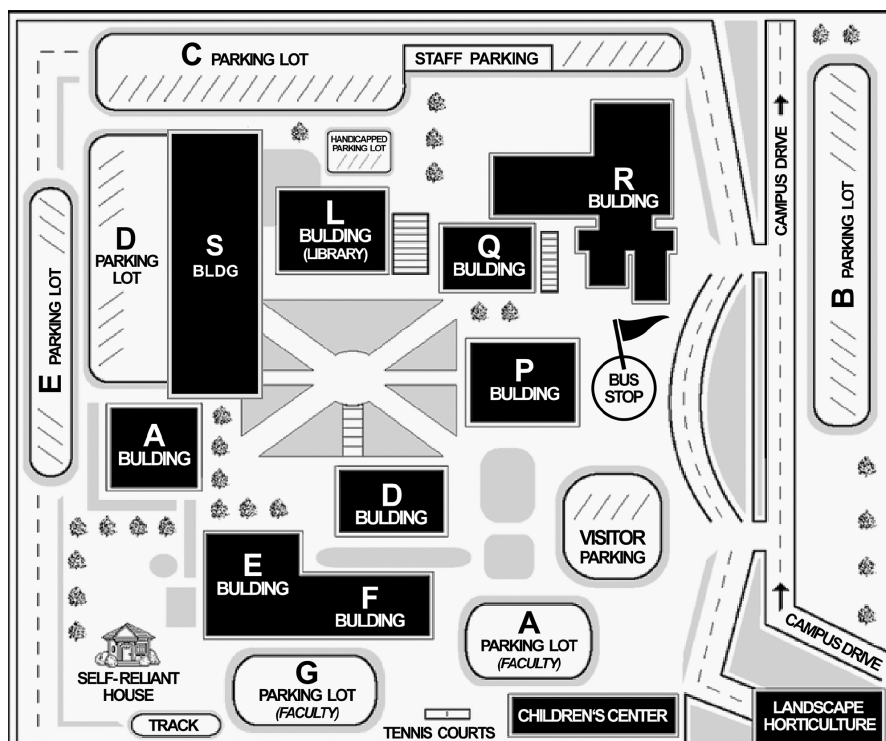
- |                                   |                                  |
|-----------------------------------|----------------------------------|
| <b>A</b> Inside mailroom          | <b>F</b> 1st Floor outside       |
| <b>A</b> 1st Floor outside        | <b>F</b> 2nd Floor outside       |
| <b>A</b> 2nd Floor outside        | <b>G</b> 1st Floor inside G111   |
| <b>C</b> Between C & D, 1st Floor | <b>Library</b> Outside front     |
| <b>D</b> 3rd Floor                | <b>Child Care Center</b> Kitchen |

**College of Alameda Air Facility**  
P.O. BOX 2455, Airport Station  
Oakland, CA 94614

## Building Guide

- |                    |   |                    |   |
|--------------------|---|--------------------|---|
| <b>A</b> 1st Level | Administration, Cashier, Admissions & Records, Financial Aid, Counseling, Health Services | <b>3rd Level</b>   | Apparel Design & Merchandising, Art   |
| 2nd Level          | Business, Dental Assisting  | <b>E</b> 1st Level | Diesel Mechanics  |
| <b>B</b> 1st Level | Auto Body, Automotive Technology  | <b>F</b> 1st Level | Bookstore, ☆Police Services, Student Lounge, ASCOA, Student Activities                |
| <b>C</b> 1st Level | Biological Sciences   | 2nd Level          | Cafeteria, CALWORKS, Cybercafe  |
| 2nd Level          | Liberal Arts, Social Science, Division 2 Office   | <b>G</b> 1st Level | Gym, Men's Locker Room, Music   |
| <b>D</b> 1st Level | Chemistry, CIS, Physics, Programs & Services for Students with Disabilities               | 2nd Level          | Women's Locker Room, Athletic Director, Coaches                                       |
| 2nd Level          | Language, Liberal Arts, EOPS, Division I Office   | <b>L</b> 1st Level | Library   |
|                    |   | 2nd Level          | Audio Visual, Assessment, Tutoring, One-Stop Career Center, Learning Resources Center |

# MERRITT COLLEGE CAMPUS MAP



BUILDING	PROGRAMS/OFFICES
A	Administration of Justice, Art, Child Development, Fitness Center, Music, Classrooms
D	COVAH, Oakland Adult & Career Education, MLK, Jr. Freedom Center, Career Institute, Police Services
E	Gymnasium, Classrooms
F	Locker Rooms, Faculty Offices
H	Landscape Horticulture
L	Library, Learning Center (Electronic Classroom Math/Science Lab, Tutorial Center)
P	Classrooms, Puente Program, Computer Access Lab/DSPS, Computer Labs
Q	Administration (Offices of President and Vice President of Instruction), Business Services, Cashier's Office, Mailroom & Switchboard, Production Center
R	Admissions & Records, Assessment, Bookstore, Counseling, Disabled Students Programs & Services, EOPS, Financial Aid, Student Activities, Student Health Services, Transfer Center, Veterans Affairs, Vice President of Student Services
S	Science & Allied Health Programs, Classrooms & Labs, Division II Office
SRH	Self-Reliant House (Environmental Management Program)

















## NOTES