

# General Safety and Security

## ROWAN UNIVERSITY POLICY

**Title:** *General Safety and Security*

**Subject:** *Public Safety*

**Policy No:** *DPS: 2015: 03*

**Applies:** *University-Wide*

**Issuing Authority:** *President*

**Responsible Officer:** *Assistant Vice President of Public Safety*

**Adopted:**

**Amended:**

**Last Revision:** *12/14/2015*

### I. PURPOSE

The policy sets forth policies and procedures that will assist in preventing personal injuries and losses when possible and providing support where such incidents occur. This policy also sets forth policies and procedures associated with campus law enforcement and security.

### II. ACCOUNTABILITY

Under the direction of the President, the Assistant Vice President of the Department of Public Safety and Office of Emergency Management, shall implement this policy and ensure compliance.

### III. APPLICABILITY

This policy applies to all Rowan University faculty, staff, students, and visitors to all Rowan University campuses.

### IV. REFERENCE

1. Rowan University Department of Public Safety Mission and Values Statement is available on Public Safety's website.

### V. POLICY

1. The mission of Rowan University Department of Public Safety is to enhance the quality of life by providing a secure and safe environment through professional service to the University community.
2. The Rowan University Department of Public Safety is a professional law enforcement agency, dedicated and privileged to serve the University community with efficient, fair, and high quality law enforcement response. The Department's mission focuses on:
  - a. Protecting life and property.
  - b. Preventing crime, reducing the fear of crime, and apprehending those who violate the law.
  - c. Providing the Rowan community with public service in the form of citizen education, career days, volunteer-in-community programs, supporting charitable organizations, fingerprint programs and other programs that benefit the community.

- d. Working cooperatively with the public, other law enforcement agencies and governmental agencies, officers should strive to improve the quality of life for all residents and visitors to Rowan University.

### 3. Department Organization

The Assistant Vice President of Public Safety and Office of Emergency Management manages the Public Safety Department. The day to day operations are under the direction of the Senior Director of Public Safety. The Department provides services to the University community through its six service sections, which include:

- a. The University's police officers provide law enforcement, investigative, and victim assistance services.
- b. The University's uniformed security officers provide 24-hour patrol services using vehicle, bicycle, and foot patrols. The Operation Lieutenants of Public Safety manage patrol services and special events on the Glassboro and Stratford campus and the Chief of Security manages Camden campuses.
- c. The Lieutenants manage the Crime Prevention & Communications Section which provides crime prevention programs, presentations, and related services.
- d. The Department also manages the campus parking program and assigns space for special events parking.
- e. The Director of Emergency Management is responsible for emergency management and section operations.
- f. The Chief of Security manages the volunteer student Emergency Medical Services ambulance squad on the Glassboro campus.

### 4. Calling for Assistance

- a. The Public Safety services can be requested at any time by calling the Rowan University Department of Public Safety Communications Center. For emergencies, call 856-256-4911. For non-emergencies, call 856-256-4922. The Rowan University community is also encouraged to use the Code Blue Emergency Telephones to report emergencies, suspicious conditions, or for a walking safety escort.
- b. Anyone who witnesses or is victim of a crime should report the incident immediately to any officer, by calling the Public Safety Communications Center at 856-256-4911 or using a Code Blue Emergency phone. When a crime is reported, the officer to whom you are reporting the crime will need to obtain your name, address, telephone number, and any information that you have about the crime. A written statement may be needed.
- c. The responding officer will investigate or a detective if applicable for every crime that is reported. Officers will make every attempt to identify and apprehend a suspect. Copies of investigations may be shared with the Glassboro Police Department or other law enforcement agencies.
- d. If you have been the victim of a crime and a suspect has been identified, you have the right to sign a criminal complaint. Complaints may be signed at the Department of Public Safety Department and/or the appropriate law enforcement agency.

### 5. Bomb Threats

- a. The University takes all threats seriously. Each threat is evaluated by appropriate members of the University's administration and appropriate action initiated. Any person or department that receives a threat or suspicious item should call Public Safety's Emergency Line 856-256-4911 immediately to report the situation.
- b. The person who receives the call or item should try to make note of:
  - i. The time the call or item is received.
  - ii. The telephone number the call is received from, if shown on the phone display or known.
  - iii. The exact message given by the caller, including any location, or times that an event might occur.
  - iv. Any distinctive characteristics about the caller's voice, background noises, etc. that might aid in identifying the caller.
  - v. In the case of an item, the way it was received, and any identifying information from the sender or its source.

### 6. The Department of Public Safety offers many services to the campus community, including:

- a. Escorts, opening of doors, and opening of vehicles.
- b. Parking event assistance, building security, and security for special events.
- c. Operating a Lost and Found.

- d. Responding immediately to fire alarms, requests for emergency medical services, reports of motor vehicle accidents, and to all emergency service calls.
  - e. Delivering emergency messages.
  - f. Requests for emergency maintenance repairs.
  - g. For Faculty, staff or administration needing to gain access to buildings after hours.
7. Crime Prevention
- Rowan University seeks to maintain a safe campus environment through the establishment of *Crime Prevention Through Environmental Design* (CPTED) standards. New campus construction must comply with these standards, and existing areas of the campus are addressed each year. The University's major CPTED initiatives have included lighting improvements, landscape adjustments, security fencing, and establishment of Code Blue Emergency Phones.

## **VI. ATTACHMENTS**

- 1. Attachment 1, Bomb Threats
- 2. Attachment 2, Crime Prevention
- 3. Attachment 3, Security Services

### **ATTACHMENT 1**

#### **BOMB THREATS**

- 1. The University takes all threats seriously. Each threat is evaluated by appropriate members of the University's administration and appropriate action initiated. Any person or department that receives a threat or suspicious item should call Public Safety's Emergency Line 856-256-4911 immediately to report the situation. The person who receives the call or item should try to make note of:
  - a. The time the call or item is received.
  - b. The telephone number the call is received from, if shown on the phone display or known.
  - c. The exact message given by the caller, including any location, or times that an event might occur.
  - d. Any distinctive characteristics about the caller's voice, background noises, etc. that might aid in identifying the caller.
  - e. In the case of an item, the way it was received, and any identifying information from the sender or its source.
- 2. If or when evacuation of a building is necessary, uniformed Public Safety Officers, or command/staff with appropriate identification badges will initiate evacuation by text alerts, voice message, public address system or by use of a fire alarm. If a fire alarm is used, everyone is to follow the university's fire emergency plan/decal instructions.
- 3. When evacuation is ordered, everyone should take any small, necessary personal items with him or her. For example: coats or outer garments to deal with inclement weather conditions that may exist; keys; wallets; ID and driver's licenses; purses; briefcases; back packs; laptops, cell phones, medications, etc. since they will not be allowed back into the building for an extended period of time. Please remember that action should not delay a prompt evacuation of the building/facility.

### **ATTACHMENT 2**

#### **CRIME PREVENTION ACTIVITIES**

- 1. Our Public Safety department can function effectively with the assistance and cooperation of concerned and responsible members of the academic community. The department depends upon the community to call and alert the department whenever they observe suspicious persons or activities. The department encourages the entire community to practice crime prevention every day. To request crime prevention services call 856-256-4922.
- 2. Each fall, the Crime Prevention section conducts an evening tour of the campus to identify areas needing improvement. The University community is encouraged to participate by calling Crime Prevention at 856-256-4922.

3. Crime Prevention Services

Upon request, the Crime Prevention Officer will come to your location and engrave property such as computers, printers, typewriters and answering machines. It is our experience that property, which is visibly engraved, is less a target of theft and, if stolen, more easily recovered and returned to you. Crime Prevention also has security programs designed to help you protect cars, bicycles, motorcycles, textbooks, computers, and other possessions. Crime Prevention strongly encourages special education presentations for students, faculty and staff. These presentations can be delivered at any time of the day or night by calling 856-256-4922.

4. Crime Prevention Surveys

Upon request, the Crime Prevention Officer will conduct security surveys to identify potential compromises to the security of the surveyed area. A written evaluation, with recommendations for improvement will be provided to the person who made the request. Should the recommendation indicate the need for services from other on-campus departments to rectify concerns, that request must emanate from the individual for whom the survey was done.

5. Student Patrol Program

The Departments of Public Safety and Law and Justice co-sponsor the Student Patrol Program. This innovative program provides trained students to patrol the campus on a nightly basis during the academic year. They oversee their assigned sections and help to ensure they are safe and secure. Student Patrol also promotes good crime prevention practice, and they deliver peer programming to their assigned buildings and areas if applicable. A team of two students provides walking safety escorts to the university community each evening during the Fall and Spring semester. Student Patrol services can be requested for an evening safety escort, call the Communications Center at 856-256-4922.

### **ATTACHMENT 3**

### **SECURITY SERVICES**

The Department of Public Safety offers many services to the campus community. A description of each is as follows:

1. Escorts

Should you feel the need for a safety escort, call Public Safety at 856-256-4922. An officer will be dispatched either in a patrol vehicle or on foot to your location. The officer will escort you to any location on campus.

2. Opening of Doors

Doors to campus buildings will be opened each working day by 8:00 am. Should a particular outer door need to be opened earlier because of a special event, send a letter of request or an email at least five (5) days in advance to the Senior Director of Public Safety.

3. Opening of Vehicles – Vehicle, Bicycle, Motorcycle Security

Requests to open vehicles in which keys have been locked may be directed to Public Safety at 856-256-4922. Public Safety does not open vehicles, but will assist the owner by calling an automobile service provider. The requestor will be responsible for any costs. The Crime Prevention section also sponsors an anti-theft program for your car, bike, or motorcycle. Special high quality CLUB devices may be purchased at a reduced price. Call Crime Prevention at 856-256-4922.

4. Parking Event Assistance

On occasion large numbers of guests attend events on campus. These events may require parking assistance, directions, and decals. Requests for such service should be made to the Senior Director of Public Safety or the Parking Services Office, in writing or via email, at least five (5) days in advance.

5. Building Security

Officers patrol the interior of buildings during the evening hours. Immediate concerns about building security should be reported to Public Safety at 856-256-4911. In addition, Student Patrols are assigned to buildings in the evening if needed. They are usually located at the lobby area. They are present to help supervise the building, to contact a public safety officer when necessary, to provide safety evening escorts, or to promote crime prevention programs.

6. Special Events

- a. Special events that occur on campus may need an officer assigned for control, parking and general assistance. The number of officers assigned will be determined in collaboration with the individual responsible for the event. Should officers be necessary, the individual department or organization may be charged the amount paid to the officer while assigned to the event. Notice of all special events must be made to the Senior Director of Public Safety in writing at least ten (10) days in advance. The following information is required
  - i. Name, address and telephone number of applicant
  - ii. Organization or Department sponsoring event
  - iii. Type of event
  - iv. Estimated number of participants
  - v. Date, location, and hours of event
  - vi. If tickets sold, in advance or at the door
  - vii. Attendance limited to members of campus community
  - viii. Outside advertising concerning event
  - ix. Attendance by individuals not directly connected with the campus community
  - x. Special security needs or concerns
- b. Student organizations hosting special events are coordinated by Lieutenants and must reference the University Event Policy.

7. Lost and Found

- a. Individuals losing items on campus should report such losses to the Public Safety Communications Center at 856-256-4922.
- b. Any found property is to be turned over to Public Safety in Bole Annex. A Lost & Found form will be completed.
- c. There is a list of lost items on the Public Safety website. The list is updated regularly.

8. Fire Alarm

- a. Immediately notify Public Safety at 856-256-4911 of any fire alarm. It is required that all occupants of a building in which an alarm is sounding immediately exit the building. Do not use elevators during a fire alarm. Exit via stairwells. Be familiar with exit routes from your building.
- b. The alarm will remain sounding and the building must remain empty until Public Safety personnel determine that the building is safe to re-enter.
- c. When it is safe to re-enter the building, officers will silence the alarm.

9. Emergency Medical Services

Medical emergencies are to be reported to the Public Safety Communications Center at 856-256-4911. Indicate to the Dispatcher your name, telephone number, and location of the emergency. It is important to indicate as much as you know about the emergency. An officer will be dispatched to the scene. The Communications Center will also dispatch an ambulance if necessary.

10. Emergency Messages/RAVE Alerts

Communications Operators receiving notice of an emergency message will coordinate and implement a RAVE Alert text and email message to the campus community.

11. Emergency Maintenance Repairs

- a. Requests for emergency maintenance repairs such as no heat, flooding and power losses occurring during the evening or weekend hours should be reported to the Communications Center at 856-256-4911.
- b. An officer will evaluate whether or not immediate emergency services are needed and, if so, notify Maintenance personnel.
- c. The individual reporting the problem will be notified of the actions to be taken.

12. Money Escorts

Requests for an escort while transporting money are to be made to the Communications Center at 856-256-4922. An officer will be dispatched to your location to escort you to the depository.

13. Motor Vehicle Accidents

- a. Motor vehicle accidents occurring on campus are to be immediately reported to Public Safety at 856-256-4911. An officer will be dispatched to the scene to complete an accident investigation report. If there are injuries, an ambulance will also be dispatched.
- b. It will be necessary for those involved in an accident to produce their driver's license, motor vehicle registration and insurance card.
- c. To obtain a copy of the accident report for your records please contact Public Safety Records at 856-256-4524. Reports are ready after five (5) days. There is no fee for obtaining this record.

- d. Insurance companies must write to the Department of Public Safety to request a copy of the accident report.

14. Building Usage, After Hours and Card Access

- a. Students are not permitted to utilize academic or administrative buildings after closing hours. Students found in buildings after hours must present identification and will be asked to vacate the premises.
- b. Faculty, staff or administration needing to gain access to buildings after hours must first contact Public Safety. Upon the presentation of identification, access will be allowed. When leaving the building, notify Public Safety. It is the responsibility of the individual leaving the building to ensure that all doors are locked behind him/her.
- c. Most academic buildings now have a door card access system located at the handicapped exterior door. If assistance is needed for card access for your building. Call 856-256-4922.