



The College of New Rochelle

Safety and Security Department

Higher Education Act Information
Campus Security Policies/Crime Statistics/Crime Log



2015 - 2016

The College of New Rochelle

Safety and Security Department

The College of New Rochelle is committed to the safety and security of everyone on our campus. We understand concerns and endeavor to employ security measures to ensure that our students, faculty and staff enjoy their years at the College as free as possible from any threats to their safety or well-being.

The purpose of this booklet is to provide you with information on the Safety/Security Department and on how you can help to maintain your own personal safety. The Safety/Security Department requests that simple, common sense precautions be practiced. For example, although the campus is well-lit, any student, faculty or staff member may feel more comfortable walking with a friend or calling for a Security escort. Room doors should be locked at all times when a room is unoccupied. Any suspicious looking individuals whom you feel do not belong on campus or any unusual incidents in or around the campus should be reported to the Safety/Security Office at extension 5204.

The CNR Safety/Security Department

The main objective of the CNR Safety and Security Department is to protect persons and property at the College from harm. They are responsible for protecting the buildings and areas to which they are assigned. In addition to their regular patrol, the officers respond immediately to emergencies, escort members of the College community, issue parking summonses, and open and close various facilities.

The information contained in this brochure can also be found on the web:

<http://www.cnr.edu/home/security/index.htm>

REPORTING CRIMINAL SITUATIONS

Students, faculty and staff are strongly encouraged to report all potential incidents to the Safety/Security Department. Upon receiving a report, security officers are dispatched to the location to gather more information and resolve the complaint.

If an officer is dispatched to an incident it is his/her job to file a report. If an incident occurs and Security is not called, a report should be filed by the complainant at the Security Office within 48 hours of the occurrence. This is important because, without proper documentation, it is impossible for College officials to follow up on a complaint. This makes the entire college community vulnerable to repeated incidents.

When calling Security in an emergency situation, you should provide the following information.

- Your location
- What is the emergency
- Your name

Use the guidelines below when describing a suspicious person to Security:

- Is the person male or female? Race?
- Complexion? (fair, medium, dark)
- Hair color? Style? Facial hair?
- Eyes - color? Glasses? Sunglasses?
- Approximate age?
- Height/Weight/Build
- Any marks, scars, tatoos?
- Description of clothing?
- Carrying anything?
- Any other details you may remember?

SAFETY COMMITTEES

The College's **Safety Committee** is designed for members to serve as liaisons with the College community regarding safety on the New Rochelle campus. The committee meets 4-6 times over the course of the school year to discuss safety-related concerns and make recommendations regarding areas that need improvement.

The **Advisory Committee on Campus Security** is a sub-committee of the Safety Committee. Mandated by NY State law, this committee is composed of students, faculty and staff and meets once a semester to review current security policies

SECURITY SERVICES

The Safety/Security Department offers a number of specialized services to the College community.

- Emergency **blue light phones** are located around the campus, outside buildings and on poles in visible locations including the parking lots. These phones are campus extension phones, identifiable by the blue light which flashes above them. They can be used to call 911 or security in the event of an emergency. A list of blue light phone locations can be found at the end of this brochure.
- Our **Security Escort Service** is available 24 hours a day. A uniformed officer will escort members of the College community to or from parking lots, residence halls or other buildings. To utilize the escort service simply call Security at extension 5204.
- The **Information/Security Center**, located on Castle Place, (also known as the Booth) is staffed by a uniformed Security Officer from 7am - Midnight, 7 days a week. This post is responsible for greeting and providing information to visitors to the campus. Visitor parking tags are issued through the booth.
- Over the course of the year, the Safety/Security Department provides a number of **programs, workshops and drop-ins** designed to provide specialized information to the college community. Topics include substance abuse, relationship violence, fire safety, commuter safety and property security.
- **Videos and brochures** are available through the Director of Safety/Security, covering a number of issues.

PARKING

Parking on the CNR campus is a privilege. All vehicles on the CNR campus must be registered with the Safety and Security Department and have displayed a valid parking permit or pass. Registered vehicles are not guaranteed a space based on limited available parking. Permits can be obtain in the Safety and Security Front Office.

Faculty/staff tags allow parking in all College parking areas not restricted or otherwise designated. Student tags allow parking only in the designated parking lots during hours of enforcement. Students are not permitted to park on Castle Place during enforcement hours.

SUMMONS ENFORCEMENT

Parking enforcement is ensured by a Bursar Hold on the student account. The information for all students with unpaid summonses is forwarded to the Bursar, and a hold is put on the account to prevent the receipt of transcripts or diploma. (As students pay their tickets the information is updated in real time.)

Vehicles parked repeatedly in unauthorized areas may be subject to immobilization by "booting". The boot is a device which is attached to the vehicle's tire, preventing the owner from moving it until the violations are addressed. Generally the boot is used in situations where there are repeated violations on record (four or more tickets, and the owner cannot be reached in another way. When plausible, notification will be made to drivers who are at risk of being booted, and they will be advised to come to security to discuss their parking violations. It is when they fail to respond that further action is taken.

ENFORCEMENT HOURS

Monday—Thursday	8am—7pm
Friday—Saturday	8am—5pm

CRIME STATISTICS

The statistics that follow are reported in accordance with Federal Law. These statistics can also be accessed online through the Department of Education's website: <http://www.ope.ed.gov/security/>. The Federal Government does not require the reporting of larceny. However, from time to time a larceny will occur on campus. Therefore the college community is encouraged to observe the basic self awareness and prevention techniques that should be utilized in any setting. Statistics are reported by calendar year, from January through December, for the New Rochelle Campus.

ON CAMPUS	2013	2014	2015
MURDER	0	0	0
RAPE/SEXUAL ASSAULT	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	1	1
BURGLARY	1	0	0
VEHICLE THEFT	0	0	0
HATE CRIME RESULTING IN BODILY INJURY	0	0	0
LIQUOR/DRUG VIOLATION	0	0	0
WEAPON POSSESSION	0	0	0
MANSLAUGHTER	0	0	0
ARSON	0	0	0

PUBLIC PROPERTY	2013	2014	2015
MURDER	0	0	0
RAPE/SEXUAL ASSAULT	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	3	0	1
BURGLARY	0	0	0
VEHICLE THEFT	0	1	1
HATE CRIME RESULTING IN BODILY INJURY	0	0	0
LIQUOR/DRUG VIOLATION	0	0	0
WEAPON POSSESSION	0	0	0
MANSLAUGHTER	0	0	0
ARSON	0	0	0

NON-CAMPUS	2013	2014	2015
MURDER	0	0	0
RAPE/SEXUAL ASSAULT	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	1	0	0
VEHICLE THEFT	0	0	0
HATE CRIME RESULTING IN BODILY INJURY	0	0	0
LIQUOR/DRUG VIOLATION	0	0	0
WEAPON POSSESSION	0	0	0
MANSLAUGHTER	0	0	0
ARSON	0	0	0

SEXUAL ASSAULT

Sexual assault can happen to anyone, male or female, at anytime and anywhere. If a person is forced to engage in any sexual act, either by the use of physical force or because of a threat which places the person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she, or another person will immediately be kidnapped, or if he or she is unable to consent, the perpetrator's actions are unlawful. A person may be unable to consent due to a variety of factors, such as status as a minor, mental impairment, incapacity due to intoxication or other substance-induced condition or physical helplessness.

Rape is the most prevalent sexual assault crime that occurs on college campuses. However, there are other forms of sexual assault. The New York State Penal Code describes the various types of sexual offenses with up to four degrees of seriousness for each. Please contact the Office of Student Services, the Office of Counseling and Health Services or the Office of Student Development for detailed information regarding each of these crimes.

If you are a victim of sexual assault on or off campus, tell someone immediately, whether it be a friend or a College faculty or staff member, such as a resident advisor or a security officer. College faculty and staff members will be able to offer immediate assistance in directing you to medical assistance and counseling services, or in reporting the crime, if you choose to do so. Victims of sexual assault are not required to report the assault to the police. However, they are strongly encouraged to do so. Extreme care is taken to protect the privacy of the victim.

In addition to medical assistance, the College offers a variety of on-campus or off-campus support and counseling services. Please contact the Office of Counseling and Health Services, the Office of Student Development or see www.cnr.edu/StudentLife/CounselingResources for additional information about these services. The Offices of Counseling and Health Services and Student Development also provide a variety of hard-copy materials and referral sheets for locating local community service organizations and support groups. Additionally, the college may provide educational programs, and options regarding changing the victim's academic and living situation.

Once a report is filed, the disciplinary process will ensue as appropriate, which would include an investigation and gathering of statements. When both the accused and accuser are CNR students, they would both be afforded due process which would include the opportunity to have others present during the disciplinary proceeding as well as the right to know the

SEXUAL ASSAULT INFORMATION

Rape and sexual assault are serious crimes of violence in which a person is forced into involuntary sexual contact by an assailant.

Almost all rape victims know their attacker. This is called "acquaintance" or "date" rape, and is most common to teenagers and young women. Rape is an act of violence. Rapists do not rape for sex, they rape to show control and vent anger. It may be hard to see someone you know as a rapist, but remember:

BEING FORCED TO HAVE SEX - EVEN WITH SOMEONE YOU KNOW - IS RAPE, AND IT IS A CRIME.

The cooperation and involvement of students themselves in providing for their own safety is crucial. The following tips are designed to help you to protect yourself.

- Avoid isolated places when alone, or when going on first dates. For first dates, try to stay in well-lit, public places and double with another couple if possible.
- Trust your instincts. If you are uncomfortable with a situation, get away from it or speak up about it.
- Set limits for your relationship that you are comfortable with, and make sure that they are clear and acceptable to your partner. If your partner does not accept your limitations they should not be your partner.
- If your safety is in question, don't be polite - shout, honk the car horn, attract attention. **DO NOT BE EMBARRASSED TO CAUSE A SCENE!!**
- Do not accept rides from people you have just met, regardless of how friendly or harmless they seem.
- Use alcohol responsibly. Remember that having too much to drink can impair your judgement. Be suspicious of people who try to pressure you to drink more than you want.
- **NEVER LEAVE YOUR DRINK UNATTENDED AT A PARTY OR BAR!!!** (Drugs could be placed in it.)
- Be safety conscious at all times.
- Know your rights in a relationship, and know what constitutes sexual assault or rape.

NY STATE SEX OFFENDER LAW

In order to obtain information regarding any sex offenders who might be employed by the college or be a student on campus, you may contact the New York State Division of Criminal Justice Services at their web site: <http://criminaljustice.state.ny.us/> or you may call the sex offender registry information line at 1-800-262-3257.

BIAS CRIMES

In bias crimes, commonly known as hate crimes, victims are selected based on their race, color, national origin, ancestry, gender, religion, religious practice, age, disability (physical or mental) or sexual orientation. These crimes are harmful to the physical and mental well-being of the victim, and also to the community in which they occur. Bias crimes can intimidate and disrupt entire communities, and send a message of hate to entire groups of people.

POLICY AGAINST CAMPUS VIOLENCE AND THREATENING BEHAVIOR

The College of New Rochelle will not tolerate violence or threatening behavior against any member of the College community. Such behavior includes, but is not limited to, sexual assault, domestic violence, stalking and bias-related crimes. Allegations of these crimes will be investigated in accordance with the College's judicial procedures. The College's proceedings do not supersede, and will not interfere with, an individual's right to pursue other legal remedies, such as criminal prosecution. Please contact the Director of Safety/Security, Office of the Dean of Students, the Office of Counseling and Health Services or the Office of Student Development for detailed information regarding each of these crimes. In addition, the Office of Counseling and Health Services offers support or counseling services for victims of these crimes.

PROCEDURES FOR REPORTING SEX OFFENSES, BIAS CRIMES OR HARRASSMENT

If you are a victim of a sex offense or bias crime, it is important to follow the reporting procedure below to make the College aware of the incident so that assistance may be provided to you. All incidents of this nature are investigated by the Security Department and forwarded to Student Services for review and possible judicial action, per the Student Handbook.

If you feel uncomfortable in your interaction with faculty, staff or other member of the college community, you should report the grievance to one of the following:

STUDENTS:

- ✓ SAS, SON, or GS - Dean of your school
- ✓ SNR - Campus Director
- ✓ Appropriate Student Services Officer (Resident Director, Director of Student Services)
- ✓ Director of Safety/Security

FACULTY/STAFF:

- ✓ Immediate Supervisor
- ✓ Director of Human Resources
- ✓ Director of Safety/Security

Counseling and Support Services for Victims

During business hours:

Health Services	5311 (654-5311)
Counseling Services	5562 (654-5562)
Campus Ministry	5339 (654-5339)

(After regular business hours, the Resident Director on duty and Safety/Security Office will have emergency phone numbers.)

Emergency Medical Services/Police	911
New Rochelle Police	654-2300
Victims Assistance	345-3113
24-hour Assault Emergency Hotline	345-9111 or 1-800-726-4041

ALCOHOL AND DRUG POLICIES

Alcohol Policy

The following information is presented to familiarize you with the institutional policies related to the use of alcoholic beverages on campus.

1. New York State law makes it illegal for:
 - persons under the age of 21 to purchase or possess alcoholic beverages with the intent to consume.
 - individuals under the age of 21 to purchase or attempt to purchase an alcoholic beverage through fraudulent means.
 - individuals to furnish alcohol to anyone under 21 years of age.
 - individuals to sell, deliver, or give away alcoholic beverages to any intoxicated person or any person under the influence of alcohol regardless of the age of the person.
 - individuals to drive while intoxicated.
2. It is a violation of the Student Code of Conduct to be intoxicated on campus.
3. Alcohol is not permitted in Brescia, Maura or the majority of Ursula residence halls because the predominant age of the students in residence is under 21. Angela Hall has special alcohol guidelines because the predominant age group is usually 21 or over. Guidelines for areas in which alcohol is allowed can be obtained from the Residence Director or the SD Office.
4. All events at which alcohol will be served on the New Rochelle campus must be registered by submitting a completed reservation form to the Office of Student Services and making an appointment with the Director of Student Development. She will evaluate requests for events involving alcohol, based on the requirements of New York law and College policies and procedures. All other campuses should refer to their Campus Director for specific policies governing their campus.
5. A reasonable quantity of an attractive variety of non-alcoholic beverages must be available from the same location as alcoholic beverages.
6. A variety of food and snacks must be available for the duration of an event which includes serving alcohol.
7. "Bring your own bottle" (BYOB) affairs are not permitted at College-sponsored events.
8. "All you can drink" parties and events for which the admission charge includes the availability of alcohol are prohibited.
9. The service of alcohol must be terminated at least one-half hour prior to the conclusion of any event which is at least two hours in duration.
10. Advertising for events where alcoholic beverages will be consumed must emphasize that the primary purpose of the activity is other than drinking. The availability of alcoholic beverages must be given equal emphasis with the availability of non-alcoholic beverages and snack foods. All advertising for events which states that alcohol will be served must stipulate that two forms of proof of age, including one photo I.D., is required for admittance.
11. Alcoholic beverages may not be brought into or removed from the immediate area at which a College-sponsored event is occurring. Alcoholic beverages may not be removed from any area at which a registered event is occurring.

Drug Policy

Federal law makes it a criminal offense to manufacture, distribute, dispense, or possess with intent to manufacture, distribute or dispense, or simply possess a controlled substance. See Title 21 U.S. Code section 801, et seq. Controlled substances are defined by the schedules contained in section 812 of Title 21 of the U.S. Code.

New York State Penal Law makes it a criminal offense to possess, possess with intent to sell, or actually sell various drugs. The drugs to which this law applies include marijuana and those listed in the schedules contained in the New York State Public Health Law, section 3306 thereof. See Penal Law Articles 220 and 221.

The possible sanctions for the violation of Federal and State law depend upon the particular offense violated. The various offenses are premised on aggravating factors which include the type and quantity of drugs involved.

Depending upon the particular aggravating circumstances involved, violations of said law could result in sanctions from a monetary fine to life imprisonment.

Violation of Penal Law Articles 220 and 221 may also result in civil penalties of up to \$100,000 plus costs and expenses pursuant to section 10-201 et seq. of the New York City Administration Code.

It is a violation of New York State Penal Law section 240.40 for a person to appear in public under the influence of narcotics or a drug other than alcohol to the degree that he or she may endanger himself or herself or other persons or property, or annoy persons in the vicinity. A violation of this law could result in imprisonment up to 150 days.

It is a violation of New York State Penal Law section 260.20(d)(4) for a person to give or sell an alcoholic beverage to a person less than 21 years old. A violation of this law could result in imprisonment up to three months.

The New York City Administration Code, section 10-125 thereof, prohibits the consumption of alcohol in a public place. Possible sanctions for a violation of said law include a fine of up to \$25 or imprisonment up to five days or both.

Any person who operates a motor vehicle while his or her ability to operate such a vehicle is impaired by the consumption of alcohol or by drugs in violation of Vehicle and Traffic Law section 1192 is subject to imprisonment up to 15 days and/or a monetary fine of at least

\$250 and at most \$350, plus a 90-day license suspension.

DATE RATE DRUGS

Date Rape drugs are substances that -most commonly- are added to a beverage to induce confusion, loss of control, or sedative effects in a victim. The person can then be taken advantage of, and may have little recollection of the events. The most common Date Rape drugs are Rohypnol (Roofies) and Gamma-hydroxybutyrate (GHB). Protect yourself by going out with a group of friends. Make an agreement that everyone leaves together, and keep an eye on each other. Above all, never leave your drink unattended!!

CAMPUS SAFETY

PERSONAL SAFETY TIPS

- Walk confidently and pay attention to your surroundings. Stay in well-lit populated areas, and walk with friends.
- Take advantage of the Security Escort Service and dial x5204. It's there for your protection!!
- Don't carry or display large amounts of money.
- When going out, make sure you have "emergency" money with you to make a phone call or take a cab home.
- If you think someone is following you, cross the street. If they continue to follow, go to a populated area and ask for help.

RESIDENCE HALLS

- Always lock your door when leaving - even if you are just going down the hallway.
- Never leave the outside door propped open - even for a friend.
- Identify visitors before opening the door.
- Store valuables out of sight - in a drawer or closet.
- Do not lend your key or ID card to anyone.
- Report any suspicious persons or activity to Security. If you are aware of a violation it is essential that you report it. Security cannot protect you without your assistance.

VEHICLE SAFETY TIPS

- When approaching your car, have keys ready - fumbling for keys provides a window of opportunity for an attacker.
- Be alert to your surroundings as you approach the car.
- While driving, keep car doors locked at all times.
- If you think someone is following you, try to get a description of the car and its license plate. Make a few turns. If the vehicle continues to follow, drive to a well-lit, populated place or to the police department.
- Be suspicious of people approaching your car for directions or with flyers.
- Be alert when using drive-up ATM machines
- If possible, carry a cellular phone with you for emergencies.
- If your car breaks down, raise the hood and tie a white handkerchief on the antenna as a distress signal.
- Lock yourself in the vehicle and wait for assistance to arrive. Don't accept a ride from a stranger - ask them to call the police for you.

PROTECTING YOUR VEHICLE FROM THEFT

- Always lock your vehicle and take your keys.
- Don't leave personal property in plain view in your car.
- Always park in well-lit, populated areas.
- Don't leave your registration in the vehicle

PREVENT THEFT AT WORK

- Lock doors and windows when office is unoccupied and at night.
- Do not leave office open and unattended.
- Lock up valuables when leaving the office.
- Lock petty cash, stamps, pocketbooks and personal valuables in a file drawer or cabinet - restrict the number of keys and do not leave keys in the work area.
- Report lost or stolen keys to Security immediately.
- Retrieve keys when employees leave the College employ.

MISSING PERSON POLICY

The College of New Rochelle is guided by the New York State Division of Criminal Justice Services- Missing Person Data Collection Guide.

In the case of a missing student under the age of 18 years of age and not emancipated, the college will notify a custodial parent or guardian and the emergency contact person listed. All students are required to list an emergency contact person. All students are advised that regardless of whether they list a contact person or not the local police will be notified, unless police initially determine the student is missing (Ref. Federal Register Section 668.46(b)(14))

A preliminary investigation will be initiated by the campus Safety/Security Department, who shall immediately consult with the Vice President of Student Services, the Director of Student Development, and the local police. Students, Faculty, and Staff should immediately report the possibility of a missing person to the Safety/Security Department. A missing person may also be reported to the Director of Student Development, and/or the Vice President Student Services who shall immediately notify the Safety/Security office. The college will maintain a confidential list of emergency contact persons for all students. The emergency contact will be notified in the event there is any suspicion regarding a student's whereabouts.

Safety/Security 914-654-5204 or 5204

VP Student Services 914-654-5369 or 5369

Asst. Dir. Student Development 914-654-5369 or 5369

CRIME LOG

The Safety and Security Department maintains a daily crime log for our campus. Crime logs are in chronological order by date. They are available for inspection at the Safety and Security Department's front office in New Rochelle. Below please find the crime log for the past 60 days.

Date	Location	Complainant	Incident Type	PD	Disposition
n/a	n/a	n/a	n/a	n/a	n/a

