

CONCORDIA COLLEGE

SAFETY & SECURITY

2007 - 2008

INTRODUCTION

The Concordia College Department of Public Safety and Security is committed to providing a safe and secure campus environment. The purpose of this pamphlet is to help you maximize your personal safety, the security of your belongings and to give a description of the campus security system with clear instructions of policy and procedures. The security tips, if followed consistently, will greatly reduce your chances of becoming a victim of crime at Concordia College.

Policies procedures and addressing crime and emergencies are reviewed by the student committee and listed in the Student and Security handbooks.

THE CONCORDIA SECURITY TEAM

THE MANAGER OF PUBLIC SAFETY AND SECURITY has the primary responsibility for college safety and security. The Manager works closely with all members of the College community and representatives of the local Police and Fire Departments. The Manager is on call 24 hours a day for safety and security emergencies. The Manager welcomes questions, suggestions and ideas relating to safety and security.

CENTRAL SECURITY AND FIRE DESK (located on the lower level of Sieker Hall) is covered 24 hours a day and is the central location for security. The security emergency number is 2300. We ask you not to use the emergency number for any calls other than emergencies during off hours.

SECURITY OFFICERS; are both college students and employees hired for your safety and security. The college men and women are interviewed by the Manager of Public Safety. The contracted security officers all are in compliance with the New York State Security Act of 1992, and receive additional training regarding the rules and procedures of Concordia College. They must obey and enforce the laws and regulations of the Federal Government, New York State, Bronxville and Concordia College. The security officers work closely with local authorities. The college also works closely with the police department when appropriate.

In addition to their regular patrol, the officers respond immediately to emergencies, escort students and faculty, open and close facilities, patrol the parking areas, issue parking tickets, control and respond to all of the fire alarms and respond to lock outs.

COLLEGE SERVICES maintains the college facilities with a concern for safety and security. Reports of safety hazards such as broken windows, locks and lighting should be reported immediately for prompt repair.

CRIME STATISTICS AND CRIME RATES.

Concordia College is a relatively safe campus

The near absence of violent crime on campus should not lead to complacency about security, nor should our leafy neighborhood obscure the fact that we are an urban campus. Our quaint academic village is located in Bronxville . The problems of urban life manifest themselves on campus in the form of break-ins, thefts and harassment of students.

In accordance with the Campus Security Act of 1990, Concordia College provides crime statistics and security information to prospective students, matriculated students and employees.

DEFINITIONS OF CRIMES

MURDER: the willful (non-negligent) killing of one human being by another.

RAPE : The carnal knowledge of a person forcible and/or against that persons will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity; or an attempt to commit rape by force or threat of force.

SEXUAL OFFENSE: A forcible sex offense is "ANY SEXUAL ACT directed against another person, forcibly and/or against that person will; or not forcibly or against the person's will where the victim is incapable of giving consent," and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non forcible sex offenses are acts of unlawful, non forcible sexual intercourse," and includes incest and statutory rape.

AGGRAVATED ASSAULT: An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury, severe laceration or loss of consciousness.

ROBBERY: The taking, or attempting to take, of anything of value under confrontational circumstances from the control, custody or care of another person or person's by force of violence and/or putting the victim in fear of immediate harm.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle.

BURGLARY: (breaking and entering): The unlawful entry into a building or another structure with the intent to commit a felony or theft. Note that forced entry is not a required element of the offense, so long as the entry is unlawful ; it may be accomplished through a unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or window.

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

ARSON: to unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

TRESPASS: to knowingly enter or remain unlawfully in or upon premises.

HARASSMENT: striking, shoving, kicking or otherwise subjecting another person to physical contact, or attempting to do the same; following a person in or about a public place or places; acting in a way which alarms or seriously annoys, personally or by telephone, with no legitimate purpose, another person.

CRIMINAL MISCHIEF : damage done to a student or college property

LIQUOR LAW VIOLATIONS : violations of law or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcohol beverages.

DRUG ABUSE VIOLATIONS : violations of laws prohibiting the production distribution and/or use of certain controlled substances and the equipment or devises utilized in their preparation and/or use.

WEAPONS VIOLATIONS : violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

CONCORDIA COLLEGE REPORTING POLICY

Reporting security incidents is crucial. Students, faculty and staff are encouraged to report all crimes, safety hazards and emergencies directly to Security. Upon receipt of the report college security officer are dispatched immediately to the site of the complaint. Any incident to which an officer responds is reported and filed. Officers prepare and submit incident reports which are investigated and where applicable, filed with the local police authorities. This includes but not limited to assault, rape, theft of car, thefts from rooms, robberies, vandalism to college property, external disturbances, internal disturbances, harassment by outsiders, harassment by members of the college community, injuries occurring on campus, trips to hospital and trespassing.

If an officer is called to an incident it is his/her responsibility to file a report. If an incident occurs and an officer is not called, then the complainant should file a report at the security office.

This is important. A report must be filed, otherwise the incident “did not happen” or is “unknown”. Without a report it is very difficult for college officials to take appropriate action and to alert the campus community. An example of this would be verbal harassment at Rippe Hall. If the complaint(the student) does not make a report, then the college cannot prove that there is a problem at Rippe Hall. Therefore it makes our college community vulnerable to repeated incidents.

HOW TO FILE A REPORT

To file a report of an incident, call Ext.2132 Monday through Friday from 8am to 4:30 pm or go to the Security office located on the lower level of Feth Hall.

After 4pm and on weekends call ext 2300 for emergencies

Please be prepared to answer the following questions:

What? Where? When ? Who? How? Why?

When you call to file a report please identify yourself. If you do not identify yourself follow up is impossible. Security will respond to all reports of suspicious activity—whether you choose to identify yourself or remain anonymous. Failing to make a report places the entire college community at risk.

HOW TO DESCRIBE A VEHICLE

- #### COLOR
- #### LICENSE PLATE NUMBER AND STATE
- #### BODY TYPE (Sedan-two door-convertable-station wagon)
- #### EXTERIOR ATTACHMENTS OR DAMAGE

EXAMPLE: Grey, late model ford, four door sedan, New York License number XRZ 616 with a dent on the passenger side.

HOW TO DESCRIBE A PERSON

Physical Description

HEIGHT ____ TO ____	SCARS, TATTOOS _____
AGE ____ TO ____	HAIR COLOR _____
WEIGHT ____ TO ____	FACIAL HAIR _____
RACE _____	SHIRT COLOR _____
COMPLEXION _____	PANTS COLOR _____
EYE COLOR _____	WEAPON _____
GLASSES _____	JACKET COLOR _____
SHOES COLOR _____	METHOD OF ESCAPE _____
FOOT- AUTO _____	LICENSE _____
STATE _____	VEHICLE DESCRIPTION _____

INDICATIONS A CRIME MIGHT BE IN PROGRESS

** A Scream for help

** A strange car repeatedly driving by the same area

** A broken window

** Seeing someone you don't know or recognize entering your neighbor's room, entering an office or lab with no apparent business to transact; loitering in a parking area, dormitory or work area; trying to jimmy a car window.

If a crime has occurred, call security and report all details of the incident:

1. Where the incident took place
2. Describe the suspect(s)
3. Describe any vehicle and direction of escape.

SECURITY IN RESIDENCE HALLS

Concordia College has single sex residence halls. Some of the residence halls are multi-usage buildings with classrooms and/or offices. These multi- usage residence halls are locked from 5pm to 8am. All single usage residence halls are locked 24hrs a day. Students are issued keys to the outside doors of the residences and are required to keep them locked at all times. Propping doors open is strictly prohibited and signs are posted on the inside of the doors to remind the students.

Concordia College has a resident student affairs staff, including administration and student resident advisors and a well trained security force. Administrators from student affairs and campus facilities are on-call 24 hours a day. The college also expects the students to be responsible for a number of measures to ensure that they and their possessions are protected as much as possible

All deliveries coming on to campus such as flowers, FedEx must be made through College Services. Food deliveries may be made directly to dormitory, however, the student ordering the food must meet the delivery person outside the dorm. Under no circumstances is the delivery person to enter the dorm. All transactions are to be done outside the dorm. Students should not give out individual dormitory addresses to vendors nor should students give out keys to doors or prop them open. This is a high security risk. Delivery persons are strangers and should not have privileged access to the dorms. The proper procedure for deliveries is to have them delivered to the security desk in Sieker Hall. The security desk will call you when there is a delivery and you then pick it up at the desk at Sieker Hall. Security will enforce the rule by escorting all deliveries to the Security Hall security desk. Vendors who persist in making deliveries will be banned.

The residence halls are patrolled 24hrs a day by security officers. The officers use an electronic Deggy (clock) system to insure proper coverage.

Students, Faculty and employees are required to carry proper College I.D. cards and must show them upon request to any Security Officer.

Students are required to register their off-campus guests with the R.A. in charge of that dorm section.

Students must accompany their off-campus guests to all college functions and are expected to inform them of college regulations. Guests are expected at all times to conform to college regulations. Registered guests will be held responsible for their own conduct; in the case of violations by an unregistered guest, both the guest and the negligent host will be held accountable.

The privilege of having guests shall not be construed to permit or encourage extended visits by persons not enrolled as residential students at Concordia. In the event of complaint or other consideration, the College reserves the right to define the length of any visit and to remove "GUESTS" from campus.

RAPE AND SEXUAL ASSAULT

Rape and sexual assault are serious crimes of violence in which the assailant by threat or physical force involves or attempts to involve the victim in involuntary sexual contact. So-called ‘ date rape’ where the assailant is known to the victim and exploits this familiarity to force the victim into unwanted sexual activity is RAPE under the law. It is just as reprehensible and just as much of a crime, as rape by an unknown assailant.

IF YOU ARE THREATENED, YOUR GOAL IS TO SURVIVE THE ATTACK.

Your best weapon is your ability to think. Take into account your capabilities and limitations and do whatever seems the most appropriate at the time. The most important thing is SURVIVING.

WEAPONS— A weapon can be taken away and used against you. **YOUR BEST WEAPON IS YOUR ABILITY TO THINK CLEARLY AND RAPIDLY.**

If you think your life is in immediate danger, use any method of defense you can think of—**SCREAM, RUN, FIGHT BACK, USE WHATEVER IS HANDY AS A WEAPON, OR REMAIN PASSIVE. DO ANYTHING YOU THINK MIGHT SAVE YOUR LIFE.**

IF YOU ARE A VICTIM

SEEK MEDICAL ATTENTION. To assess and treat physical or emotional injury, and to screen for and prevent the possible consequence of venereal disease, HIV/AIDS, and/or pregnancy you may choose to go to a hospital, Health Services, or your own physician to document and preserve evidence for use if you decide to prosecute. Findings and treatment records are completely confidential and may be released only with written consent, or as evidence if you decide to prosecute.

Do not wash, shower, douche, change clothes or use medication.

Bring a clean change of clothing to the hospital.

CONTACT A RAPE CRISIS COUNSELOR.

REPORT IT: If you are the victim of a rape or sexual assault, it is important that you notify the police, regardless of whether or not you wish to file a complaint.

The rapist is a potential danger to others in the college community if he remains at large. Your description may enable police to arrest him. If you report the crime first to Security, who are trained in rape crisis intervention, they may provide immediate safety, help you get medical aid,

transport you to a medical facility, and help you obtain counseling.

Any information you provide will be kept in the strictest confidence. It will be your choice whether or not to file a charge. The police will do everything to assist you.

CALL SECURITY AT EXT 2300. REPORT THAT YOU HAVE BEEN RAPED AND NEED ASSISTANCE.

REPORT THE ASSAULT TO THE POLICE.

Institutional Response

The individual may report date rape to any staff member of the Dean of Students office. The incident should be reported as soon as possible after the alleged rape to allow the staff member the opportunity to advise the victim in regards to the “Do’s and don’ts” immediately after the alleged rape. Should the victim choose to do so, he or she may report the alleged incident to a support person who will then will report it to the Dean of Students. This person may accompany and advise the victim.

The identity of the victim shall remain confidential; only those directly involved in the alleged incident and its investigation will have access to the victims identity. The victim may file an informal or formal complaint as outlined in the Student Guide in the sexual harassment section.

DON’T FORGET

- ** ONE IN FOUR WOMEN WAS A VICTIM OF RAPE OR ATTEMPTED RAPE
- ** ONE IN SEVEN MEN WAS A VICTIM OF SEXUAL ASSAULT
- ** 84% OF VICTIMS KNEW THEIR VICTIMS
- ** MORE THAN HALF THE RAPES OCCURRED ON DATES
- ** 55% OF THE WOMEN WERE DRUNK OR DRUGGED
- ** 75% OF THE MEN WERE DRUNK OR DRUGGED

RESOURCES

Security 2300

Police 337-0500

Victim Assistance Services 965-0217
24 hour rape help line

St Vincent's Hospital
Rape Crisis center 212-604-8068

Mt. Sinai Hospital
Rape crisis center 212-423-2140

YOUR RESPONSIBILITY

The cooperation and involvement of the students in the campus safety program is absolutely necessary for the program to succeed. Students must assume responsibility for their own personal safety and the security of their belongings by taking simple, common sense precautions. For example, although the campus is well-lit, any student, male or female, should travel in pairs when returning to residence halls late at night. Room doors and windows should always be locked when they are unoccupied. Students should always report any suspicious looking individuals to security.

PERSONAL SECURITY IS A PERSONAL RESPONSIBILITY

PERSONAL SAFETY TIPS

No lock works unless you lock it

Lock public doors to your house, apartment, dormitory or office

Never leave a public door propped open—even for a friend

Lock your doors when you leave your room or house.

Remember that most thefts happen in unlocked rooms.

Never attach your address to your key chain.

Identify visitors before opening door.

Request service people to show proper credentials before you let them in.

If necessary, call Campus Facilities to verify employment.

Do not lend your keys to anyone.

If a stranger asks to use your telephone, do not open your door.

Instead offer to make the call for them.

Report any suspicious persons or activity to Security.

IF YOU ARE A VICTIM OF A BREAK-IN

Do not go inside your room, apartment or home if you come home and find your door open or window broken. The criminal may still be inside. Go to a telephone immediately and call Security, who will respond and notify the police.

If you spot a burglar leaving your house or apartment, don't try to stop him. Get out of his way. Avoid a face-to-face confrontation.

If you go inside and find evidence of a break-in, don't touch anything. Leave everything as is until the police can inspect for evidence.

WHILE DRIVING

Keep doors and windows locked.

If your safety is threatened, hold down the horn and drive away.

Keep change in your car for emergency phone calls.

If your car breaks down far from a service or residential area where help might be available, raise the hood, then stay inside with the doors locked

If someone stops to help, not open your window or door to accept a ride ask them to call for assistance.

Never pick up hitchhikers.

WHEN PARKING

If it will be dark when you return to your car, park in a place which will be well lit and not deserted.

Lock car doors.

Have your keys ready when returning to car.

Be aware of your surroundings when traveling to and away from your car.

WHEN WALKING

Walk together Two is good three or more is better

Be alert, observant, and aware of your surroundings and any other people on the street.

Plan your route in advance and know where to find emergency telephones.

Avoid dark and deserted streets, alleys, parking lots, parks, cemetery grounds, or areas known to have crime problems.

Conceal jewelry.

Keep only a small amount of cash in your purse, briefcase or backpack

Conceal your identification, and anything else of value.

IF YOU MUST WALK ALONE

Use a route where there will be lots of people

Walk purposefully, briskly and keep moving

Walk in the center of the sidewalk-away from building doorways, hedges, and parked cars.

Walk on the side of the street facing oncoming traffic. You can see a suspicious car more readily, and the car will have to turn around to pursue you.

Avoid traveling the same route every day, if possible.

If a stranger tries to engage you in conversation, use good judgment before stopping to talk.

Have the keys to your home or car ready.

If you are dropped off by taxi or automobile, ask the driver to wait until you are safely inside.

Carrying mace or other chemical for self protection is not recommended. Some sprays may not have a disabling effect, and as with any weapon, a spray could be used against you.

IF YOU SENSE A POTENTIAL THREAT

Be aware of your surroundings.

Think first, then take action

Join any group of people nearby.

Cross the street and increase your pace.

Go to a better lit public place and call the police immediately.

If you believe a threat is imminent and you see people nearby to help you, make a commotion to attract their attention and run towards them.

If you see someone else in trouble, call the police immediately.

IF YOU ARE FACING AN ARMED CRIMINAL

No valuable is more important than your personal safety. The risk of injury is minimized by cooperation, avoidance of sudden moves, and giving the criminal what is wanted. But if you think your life is in immediate danger, use any defense you can think of-screaming, kicking, running, your objective is to get away.

Try to get an accurate and complete description of the assailant, his/her car or bicycle, and the direction of escape.

REPORT THE CRIME TO THE POLICE AS SOON AS YOU CAN.

PROPERTY SAFETY TIPS

The vast majority of all thefts occur in unlocked areas

Theft is a crime of opportunity. Most thefts occur when valuables are left unattended and when the thief thinks there is little chance of being caught.

Virtually any article, if left in plain view-unattended or unlocked- is likely to be stolen.

To reduce the chance of theft, make it difficult and risky for the thief. Keep your valuables locked up when not in use, in your possession, out of sight.

THEFT PREVENTION

ON CAMPUS

Lock your door even if you will be gone from your room for only a few minutes.

Close and lock all windows when you leave your room.

Store all easily removable valuables out of sight and preferable in a locked drawer or closet.

Require identification and authorization from all service people.

Lock your room door and keep your key with you in the shower. Do not leave it in the pocket of clothing outside the shower or stall.

IDENTIFY YOUR VALUABLE PROPERTY

Such as computers, stereos and televisions. An engraved identification number will assist Bronxville Police Dept. in returning your property to you if it is stolen and recovered. This should be done in the last two weeks of September.

When leaving your room for vacation, trips or recess periods, store valuables in a secure area or take them with you.

Avoid leaving notes on your door saying that you are out.

If you see someone acting suspiciously, call campus security at 2300

IN THE WORK PLACE

Lock doors when work areas are not being used at night.

Lock windows that are accessible from the outside.

Do not prop open doors.

Report defective lock to maintenance. (ext 2129)

Lock equipment which cannot be bolted down in a locked closet when not in use.

Lock petty cash, stamps, pocketbooks and personal valuables in a file drawer or cabinet; restrict the number of people who hold keys; and do not leave keys in work area.

Report lost or stolen keys immediately. Retrieve keys from terminated employees.

Do not leave your wallet in your coat pocket or your briefcase or purse in an unlocked area.

AUTOMOBILE THEFTS

A vehicle left in an unattended lot or vacant street is an inviting target for theft or vandalism. To minimize the risk of these crimes.

Do not leave valuables in the car; if you must conceal them or lock them in your trunk.

Install anti-theft locks and/or a vehicle alarm system.

Engrave your name on removable equipment; and record serial numbers

FIRE SAFETY

Concordia College is required by state and local laws to observe certain standards and practices in the area of fire safety. In compliance with these laws the Concordia Safety and Security department conducts periodic inspections and drills as preventative measures against fires.

It is expected that students, staff and faculty will cooperate with these measures and will notify this department of any irregularities. Report discharged fire extinguishers to the security department immediately.

FIRE SAFETY TIPS

Check locations of fire alarm pull stations, fire extinguishers and fire exits

Never attempt to fight a fire before reporting it.

Never discharge a fire extinguisher unlawfully, the stream of water is strong enough to blind a person. The chemicals are made to stop fires.

Do not use elevators, they can be a death trap in a fire. Use the stairway

Keep fire doors closed except for normal use. Under no circumstances should fire doors be propped open.

WHEN A FIRE ALARM SOUNDS, DO THE FOLLOWING AS YOU LEAVE YOUR ROOM

Check your room: leave the lights on, windows closed, close and lock your door as you leave and bring your room key with you.

Wear shoes, a coat and carry a damp towel if possible to cover your face to avoid smoke inhalation. If there is smoke or it is dark crawl to the exit, counting doors so you don't get

lost.

Evacuate the building by proceeding out the nearest fire exit in an orderly, quiet calm manner.

Turn back if you encounter heavy smoke (it's deadly), look for another exit.

Remain in single file, hold on to banisters and handrails to avoid accidents.

Report to an area well away from the building, for your safety and to not interfere with any attempts for rescue or response.

Rooms will be checked to ensure the safety of all residents during a fire alarm or building evacuation.

Remain outside until an all-clear signal has been given.

IF YOU ARE TRAPPED IN YOUR ROOM

Keep the door closed.

Seal cracks around the door with tape, cloths, sheets etc.

Tie a wet cloth over your mouth and nose to aid in breathing.

Stay low, where the air is the fresher. (smoke rises)

If you are trapped in a room, signal rescuers by waving a sheet or clothing out the window, and/or telephone for help.

Do not jump if you are higher than two stories high.

MAKING AND KEEPING CONCORDIA COLLEGE A SAFE AND SECURE CAMPUS
TAKES THE ENTIRE CAMPUS COMMUNITY WORKING TOGETHER

THE SAFETY AND SECURITY OF THE CONCORDIA COLLEGE COMMUNITY IS A GROUP EFFORT, WITH ALL INVOLVED DOING THEIR PART.