

Department of Public Safety

<http://www.publicsafety.rochester.edu/>

SERVING OUR COMMUNITY

The Department of Public Safety is comprised of approximately 150 full-time staff that provides uniformed patrol, investigative, crime prevention, victim assistance, and workplace violence services, and specialized programs tailored to specific campus needs. They respond to calls of any nature, including all campus emergencies —fire, accidents, physical crimes and disturbances. Public Safety is a mixed force of sworn peace officers and public safety officers. Peace officers are able to make arrests due to the commission of a felony, misdemeanor, or other breach of peace based on probable cause, and can make mental health arrests –an authority that allows peace officers to intervene promptly in mental health emergencies. University peace officers carry batons and pepper foam as defensive weapons when dealing with potentially dangerous situations.

- All public safety officers are selected after a thorough investigation designed to choose individuals who are dedicated, sensitive, and display good communication skills. They hold a New York State license (requiring 32 hours of training) and receive an additional 560 hours of in-house basic training. Designated sworn peace officers complete at least 600 more hours of New York State certified instruction from the municipal public safety-training center.
- Approximately 40 trained, part-time student aides assist our professional staff and work in selected areas of the campus and residence halls during the academic year. These students are in constant radio contact with us, should unauthorized persons or other conditions affecting general safety be discovered.

WE ARE IN THIS TOGETHER

Working together promotes awareness of the needs of one's neighbors and fosters a sense of common purpose. The University is part of a larger, urban community in which crime is a constant reality. Maintaining a safe and secure community must be a cooperative undertaking. Public Safety staff alone cannot resolve every breach of good security practice.

A partnership is required. Here is what you can do:

- Attend at least one of the many personal safety seminars offered throughout the year and incorporate the ideas suggested into daily habits.
- Report hazards, keeping in mind the various means available to summon aid in an emergency.
- Pay attention to signs of possible risk and plan how to respond to these unexpected and unwanted situations.
- When possible walk with a friend or a group, if you cannot please let someone know your plans.
- Remember, you are responsible for the actions of those you invite to campus while they are here. You can help by informing them of the University's policies, rules, regulations and expectations for proper behavior.

The University of Rochester's annual fire and safety reports include statistics for the previous three years concerning fire incidents and reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from the University's campuses. The reports also include institutional policies regarding campus security, fire safety, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy, titled *Think Safe*, by calling 275-3340, or view the contents by accessing the following web site: www.publicsafety.rochester.edu.

The University of Rochester prohibits discrimination on the basis of sex, including acts of sexual harassment, sexual assault, dating and domestic violence and stalking. Information on the policies and procedures related to this prohibited behavior can be found online here: <http://www.rochester.edu/eoc/index.html> and by contacting the Title IX Coordinator or deputy coordinator via email at titleix@rochester.edu.

AUTHORITY

New York State Education Law requires the University to establish policies, regulations, and procedures for the maintenance of public order on its campuses and properties. These provisions are set forth in a "Standards of Conduct" statement adopted by the Board of Trustees on July 15, 1970, and published in the Faculty Handbook.

The Department of Public Safety is charged with providing general public safety services at the University, and takes steps to insure the maintenance of public order consistent with its mission. Peace Officer authority is outlined in the New York State Criminal Procedure Law, Article 2.10, Section 83.

Our department can communicate directly with the Rochester Police Department and other law enforcement agencies through the 911 Center and by direct radio contact with selected police units if a serious crime is committed in the University area. We have an excellent working relationship with area law enforcement agencies. Serving as the University's liaison group, our staff works very closely, and is in regular contact with, these agencies. We routinely share information related to criminal activity. Criminal incidents and related information are recorded by us for statistical purposes.

Students, faculty, staff and visitors to the University are encouraged to report promptly criminal incidents, sexual offenses or other emergencies by following the procedures under "How to Report a Crime." You can report an incident in person at any one of University Public Safety's three offices. "Blue Light" emergency telephones, which are connected directly to the Public Safety Dispatcher, are available throughout the University.

HOW TO CONTACT PUBLIC SAFETY

The University maintains an extensive network of over 500 interior, and exterior public access telephones. You can call the Public Safety Communications Center for assistance at any time of the day or night from any of these phones. Included are over 185 direct-dial **Blue Light Emergency Phones**.

- In an EMERGENCY, **dial x13** from any University phone, including service phones located at building entrances, or **dial #413 from AT&T or Verizon cell phones**. Dial **275-3333** from

any other phone. Or pick up a **Blue Light Emergency Phone** located along pedestrian pathways and parking areas, and you will be connected to one of our emergency dispatchers automatically. An officer will be sent to your location right away. Local police, fire or ambulance agencies will be notified as needed. [Currently, if you call 911 from within the University phone system, your exact location will not be displayed to the 911 system operator.]

- For non-emergencies, dial 275-3333. You may also use a Blue Light Emergency Phone.
- The Dispatcher will determine first that you are safe. Once that is known, you will be asked for your name and location, as well as descriptive information about the incident or event with which you are involved. This information will assist the responding officer(s), and other emergency responders.
- You may contact an on-duty supervisor 24 hours a day by calling 275-3333.
- For crime prevention services, call 275-2220. For investigative services, call 275-3436. For victim's assistance services call 275-2090.

WHERE TO FIND PUBLIC SAFETY

Our administrative offices are located at the University Public Safety Center, 612 Wilson Boulevard. Office hours are 8:30am to 5:00pm weekdays. Call 275-3340 or 275-3437, fax 275-0344, or send email to publicsafety@rochester.edu for more information. Our website is at www.publicsafety.rochester.edu.

We are located in the Medical Center in Room G-6009 (near the bookstore and bank). Office hours are 8:30am to 5:00pm weekdays. Call 275-2221 or fax 271-4513.

We are available to meet with students at the Eastman School of Music. We have space in the ESM main hall and in the main lobby of the Student Living Center. Call 275-3333.

HOW TO REPORT A CRIME

If you are a victim or a witness to a crime, we urge you to call University Public Safety immediately. If the crime is in progress or involves possible violence, call our emergency number, **x13**, or pick up any **Blue Light Emergency Phone**, or dial **#413 from AT&T or Verizon cell phones** in the Rochester area. If the crime involves property, but does not pose an immediate threat, call our non-emergency number, **275-3333**.

After you report a crime, we can suggest where you may get follow-up assistance. These may include your insurance carrier, our crime prevention staff, the Office of the Dean of Students, a Human Resources staff member or other law enforcement contact. If you recall helpful information after filing the report, contact us as soon as possible. This may include new witnesses, a more precise description of identifying markings, the value of the property, or the recovery of missing or stolen property.

If a follow-up investigation is successful, we may need further assistance from you. For example, you may be asked to identify property or suspects, or be asked to testify at administrative or judicial hearings.

The Department of Public Safety is designated to be the primary receiver of reports of crimes, to make timely warnings of criminal activity to the community, and to disclose crime statistics annually.

If you are the victim of a crime or other misconduct on campus, and simply will not pursue direct action within the University or criminal justice system, you may still want to consider making a confidential report. With your permission, we can prepare a report of the details of the incident without revealing your identity. The purpose of such a confidential report is to learn about the existence of a possible problem that would not be disclosed otherwise. The information can help put in place corrective measures to safeguard you and others in the future. Additionally, this information helps the University keep a more complete record of these incidents, assists with determining whether there's a pattern, and serves as a basis for education or publicity campaigns to the campus community regarding potential issues of concern. Any incident reported in this manner will be included as a statistical tally only, as we include proxy reports for sexual offenses and other crimes in our annual Clery Act report.

CRIME PREVENTION AND VICTIM ASSISTANCE

Through Student Orientation Programs, Parent Orientation Programs, service fairs, new employee orientations and individual residence hall floor presentations, crime prevention staff address thousands of students, parents, and employees on personal safety issues yearly. We respond to special requests from groups of staff members or students and present individualized workshops on topics of particular concern. We also distribute Safety Bulletins and conduct office/building safety surveys. We make available victim assistance support services for a crime against the person. Assistance may begin shortly after a crime is reported and may continue through the often confusing stages of the criminal justice process.

The University does not assume responsibility for property if it is lost or stolen. **To protect your property, record any identifying marks or serial numbers on a list and keep it in a safe place.** Items without serial numbers may be engraved with a unique number for identification purposes. **We strongly urge you to check your family homeowner's insurance policy and secure coverage if needed.** To find out more about any of the services offered by our Crime Prevention Office, call 275-2220.

PERSONAL SAFETY ESCORTS

University Public Safety will arrange for an escort to and from University locations. We will choose the most efficient way to provide you with an escort based on our activity levels at the time. We acknowledge emergencies and other high priority non-emergency calls for services first, so there may be some delay in our response to your request. Please be patient. Your own safety is not worth sacrificing for a few extra minutes. **We don't provide escorts to off-campus locations.** To request an escort, call **275-3333** or pick up a **Blue Light Emergency Phone**.

HELP US HELP YOU

The quality of our services is dependent on the feedback from those we serve. Our professional standards process helps us respond to complaints and concerns. We also wish to recognize instances where our staff have been especially helpful and exceeded your expectations in the services they have provided.

Our public safety officers' relationships with our community are vital to achieving our overall mission of a safe and secure campus environment. All members of the community should expect to

be treated in a courteous and professional manner by members of the department. We will not tolerate unprofessional or rude behavior or a substandard level of service.

During your time at the University it is possible you could be given directions, or be asked for information, by a Public Safety Officer or other University representative responding to a call for service involving an urgent matter, a crime, or a violation of University regulations. You may be asked to identify yourself and, subsequently, to produce your University issued identification card. Your ID card quickly verifies that you may have certain privileges not extended to those not affiliated with the University. You should carry your identification card at all times and must present it on request to any authorized representative.

If the officer is investigating a crime, complaint, or a violation of University rules and regulations, you should expect to be asked reasonable questions that will help determine the facts and circumstances of a situation or other inquiry. At some point, the officer should provide you with a brief explanation as to the reason for the request for information. Circumstances may require a quick verification of identity and affiliation before responding. However, the interaction should not end without the officer taking time to provide feedback or answer general questions.

We want to make sure our services meet your needs, and would like to hear from you if you have a question, wish to say thanks, or file a complaint.

To reach us you have several options:

- Call 275-3333 and ask to speak with the on-duty shift supervisor.
- Call or stop by one of our offices on the River Campus or Medical Center, and speak with a member of our management team responsible for services in those areas.
- Send a written inquiry to the Director of University Public Safety, Mark Fischer, University Public Safety Center, 612 Wilson Boulevard, Box 278950, or email him at mark.fischer@dps.rochester.edu
- File a Security Feedback form that can be found at www.publicsafety.rochester.edu

SAFETY TIPS

Heads up

- Be aware of your surroundings.
- Display a sense of confidence when walking.
- Avoid hats or other items that obstruct your vision and earphones that impair your hearing
- Limit public display and use of personal electronic devices.

Buddy up

- Walk with someone whenever possible; there is safety in numbers.
- Take the bus or request an escort when traveling alone at night.

Lighten up

- Carry only the cash and credit cards you expect to need.

- Don't burden yourself with bulky or heavy items that would be easy to snatch or make you unsteady when walking.

Give it up

- If your wallet or purse or bookbag is forcibly taken, don't fight back. Turn it over rather than risk personal injury, and report the incident to Public Safety immediately.

Lock it up

- Close and lock the door when leaving your office or residence (over 90% of all thefts occur from unlocked or unattended areas).
- Lock all doors when driving and after parking your car.
- Secure your bicycle in a bike rack with a quality U-shaped lock.
- Do not hold the door open and admit strangers to secure buildings.
- Never prop doors open, especially fire doors.
- Do not attach your I.D. to your keys or mark your keys with your name or address (this could lead a criminal back to your room—or to you).

Cover it up

- If you need to store valuables in your car, place them out of sight or lock them in the trunk.
- Secure your purse, wallet or other valuables in a locked drawer or cabinet in your office or residence.

Call us up

- Immediately call Public Safety at **x13** in an emergency (dial **#413** from AT&T or Verizon cell phones), or 275-3333 for a non-emergency to report any crime, suspicious activity or to discuss any other safety concern.

PUBLIC SAFETY TELEPHONE NUMBERS TO REMEMBER

- EMERGENCY (from any University telephone) -x13
- EMERGENCY (from any other phone) -275-3333
- EMERGENCY (from AT&T or Verizon cell phones) -#413|
- Non-emergencies -275-3333
- Medical Center Office -275-2221
- Administrative and Patrol Operations Staff -275-3340
- Lost/Found Property -275-2552
- Victim Assistance Coordinator -275-2090
- General Information (email) - publicsafety@rochester.edu

For more information, visit www.publicsafety.rochester.edu