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16.01 OVERVIEW

This chapter sets forth policies and procedures associated with campus law enforcement and security.

The Department of Public Safety compliments the educational mission of Rowan University by providing a safe, secure environment in which to live, work, and learn. The Department recognizes the unique public safety needs of the campus community and responds by: providing a 24-hour protective presence, presenting proactive educational programs of safety and crime prevention, and by providing for the special service and security needs within the university.

As a service oriented organization, the Department maintains a 24-hour communications center located in the Triad Building. Requests for service can be directed to the communications center in person at the Triad or by calling 256-4922.

16.01.1 CURRENT POLICY

It is the policy of Rowan University to strive to make its campus a "reasonably secure" place for all members of its community. The standard of "reasonable security" recognizes that there are constant tensions that arise in attempting to achieve a balance between an ideal academic living place and a totally secure campus. The standard recognizes that the risk any student or employee faces of becoming a victim of violent crime varies to some extent in accordance with factors over which the institution has no control such as the crime rate of the community in which the institution is located.

16.02 DEPARTMENT ORGANIZATION

The Director of Public Safety manages the Public Safety Department. The Public Safety Department provides services to the university community through five service sections. They include:

- **Police Services**
  This section provides the campus with law enforcement, investigative, and victim assistance services. The Campus Police Sergeant supervises the section.
Patrol Services
This section provides the campus with 24-hour service through uniformed security officers using vehicle, bicycle, and foot patrols. Each shift has a shift supervisor in the form of a Senior Security Officer or Assistant Chief. The Assistant Director of Public Safety manages patrol services and special events.

Crime Prevention & Communications Service
This section provides the campus with crime prevention programs, presentations, and services. It also operates the Public Safety Communications Center located in the Triad Building. The section is supervised by the Assistant Chief for Crime Prevention & Communications Services.

Parking Services
This section manages the campus parking program and assigns space for special events parking. The Parking Office has an office supervisor. A Senior Security Officer supervises campus parking lot and traffic operations.

Safety & Emergency Medical Services
This section manages the campus fire and environmental health & safety programs as well as the volunteer ambulance squad. The Associate Director of Public Safety is responsible for emergency management and section operations.

16.03  CALLING FOR ASSISTANCE

Public Safety services can be requested AT ANY TIME by calling the Rowan University Public Safety Communications Center. For emergencies, call 256-4911. For non-emergencies, call 256-4922. The exterior of the campus has a number of Code Blue Emergency Telephones. After pushing the button, they will automatically dial the Communications Center. You are encouraged to use them to report emergencies, suspicious conditions, or for a walking safety escort.

16.04  PATROL PROCEDURES

There are three primary patrol shifts:

- 12 midnight to 8:00 am
- 8:00 am to 4:00 pm
- 4:00 pm to 12 midnight
Each shift has one officer who is in charge. This shift supervisor is responsible for making shift assignments and for ensuring that all shift work is completed. Special security or parking service requests must be made in advance to the Director of Public Safety’s Office. However, special problems needing immediate attention may be referred to the on-duty shift supervisor by calling the Communications Center at x4922.

A fourth shift, the Residence Life Patrol, operates between 8:00 pm and 4:00 am and is exclusively assigned to patrols of the Residence Hall complexes.

In addition to the above, part-time security staff are assigned to patrol parking lots during the evening class hours.

16.05 CRIME PREVENTION AND CPTED

No agency can function effectively without the assistance and cooperation of concerned and responsible members of the academic community. We depend upon you to call and alert us whenever you observe suspicious persons or activities. We also encourage you to practice crime prevention every day. To request crime prevention services call 256-4933.

Rowan University seeks to maintain a safe campus environment through the establishment of Crime Prevention Through Environmental Design standards. New campus construction must comply with these standards, and existing areas of the campus are addressed each year. Rowan’s major CPTED initiatives have included lighting improvements, landscape adjustments, security fencing, and establishment of Code Blue Emergency Phones. Each Fall, our Crime Prevention section conducts an evening tour of the campus to identify areas needing improvement. You may participate by calling Crime Prevention at x4933.

16.05.1 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 x4933.

**16.05.2 CRIME PREVENTION SURVEYS**

Upon request, the Crime Prevention Officer will come to your location and survey the area utilized by you. The purpose of the survey is to identify potential compromises to the security of your area. A written evaluation of your area, with recommendations for improvement will be submitted 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.

**16.05.3 STUDENT CRIME PREVENTION PRACTITIONERS**

The Public Safety Department and the Office of Residential and Campus Life co-sponsor the Student Crime Prevention Practitioner program. This innovative program provides trained student practitioners to academic and residential facilities each night. They oversee their assigned buildings and help to ensure they are safe and secure. Student practitioners also promote good crime prevention practice, and they deliver peer programming to their assigned buildings and areas. A team of two practitioners provide walking safety escorts to the university community each evening during the Fall and Spring semester. Practitioner services can be requested by calling x4933. For an evening safety escort, call the Communications Center at x4922.

**16.06 REPORTING A CRIME**

If you are a witness or victim of a crime, it should be reported immediately to any officer that you may see or by calling the Public Safety Communications Center at 256-4911. You may also use 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.
16.07 INVESTIGATIONS

The responding officer investigates 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.

All investigative reports are referred to the University Campus Police section for further investigation.

16.08 SIGNING OF COMPLAINTS

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 Glassboro Police Department, and the University Police Services section will coordinate this process.

16.09 SECURITY SERVICES

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

16.09.1 ESCORTS

Should you feel the need for a safety escort, call Public Safety at 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.

16.09.2 OPENING OF DOORS

Officers’ open doors to campus buildings 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 Director of Public Safety.
16.09.3 OPENING OF VEHICLES – Vehicle, Bicycle, Motorcycle Security

Requests to open vehicles in which keys have been locked may be directed to Public Safety at 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 256-4933.

16.09.4 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 Director of Public Safety or the Parking Services Office, in writing or via email, at least five (5) days in advance.

16.09.5 BUILDING SECURITY

Officers patrol the interior of buildings during the evening hours. Immediate concerns about building security should be reported to Public Safety at 256-4911. In addition, Student Crime Prevention Practitioners are assigned to buildings in the evening. 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.

16.09.6 SPECIAL EVENTS

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 Director of Public Safety in writing at least ten days in advance. The following information is required:
• Name, address and telephone number of applicant
• Organization or Department sponsoring event
• Type of event
• Estimated number of participants
• Date, location, and hours of event
• If tickets sold, in advance or at the door
• Attendance limited to members of campus community
• Outside advertising concerning event
• Attendance by individuals not directly connected with the campus community
• Special security needs or concerns

Student organizations hosting special events are coordinated by the Assistant Director of Public Safety and must reference the University Event Policy.

16.09.7 LOST AND FOUND

Individuals losing items on campus should report such losses to the Public Safety Communications Center at 256-4922.

Any found property is to be turned over to Public Safety in the Triad. A Lost & Found form will be completed.

16.09.8 FIRE ALARM

Immediately notify Public Safety at 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.

The alarm will remain sounding and the building must remain empty until Public Safety personnel determine that the building is safe to re-enter.

When it is safe to re-enter the building, officers will silence the alarm.

16.09.9 EMERGENCY MEDICAL SERVICES

Medical emergencies are to be reported to the Public Safety Communications Center at 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.

16.09.10  EMERGENCY MESSAGES

Communications Operators receiving notice of an emergency message will dispatch an officer to attempt to deliver said message and render any necessary assistance.

16.09.11  EMERGENCY MAINTENANCE REPAIRS

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 256-4911.

An officer will evaluate whether or not immediate emergency services are needed and, if so, notify Maintenance personnel.

The individual reporting the problem will be notified of the actions to be taken.

16.09.12  MONEY ESCORTS

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

16.09.13  MOTOR VEHICLE ACCIDENTS

Motor vehicle accidents occurring on campus are to be immediately reported to Public Safety at 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.

It will be necessary for those involved in an accident to produce their driver's license, motor vehicle registration and insurance card.

To obtain a copy of the accident report for your records please contact Public Safety Records at 256-4568 the next working day. There is no fee for obtaining this record.
Insurance companies must write the Department of Security to request a copy of the accident report.

16.09.14  MOTOR POOL VEHICLES

Keys for motor pool vehicles that have been reserved for use after Maintenance has closed or on weekends can be picked up from the Communications Center in the Triad. Keys will only be given to the individual whose name appears on the Maintenance reservation form. A driver's license must be presented to the Communications Operator when the keys are picked up.

When returning the vehicle at a time when the Maintenance Department is closed, notify the Communications Center. An officer will be dispatched to meet you at the Maintenance yard and insure that the vehicle is properly secured and paperwork fully completed.

16.09.15  BUILDING USAGE, AFTER HOURS AND CARD ACCESS

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.

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.

Most academic buildings now have a door card access system located at the handicapped exterior door. The Crime Prevention section coordinates card access for your building. Call 256-4933.

16.09-16  BOMB THREATS

(Revised: October 2001)

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 or office that receives a threat or suspicious item should call Public Safety's Emergency Line 256-4911 immediately to report the situation. The person who receives the call should try to make note of:

1. The time the call is received.
2. The telephone number the call is received from, if shown on the phone display or known.
3. The exact message given by the caller, including any location, or times that an event might occur.
4. Any distinctive characteristics about the caller's voice, background noises, etc. that might aid in identifying the caller.

If or when evacuation of a building is necessary, uniformed Public Safety Officers, or command/staff with appropriate Identification Badges will initiate evacuation by 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.

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.

**16.10 PARKING**

All vehicles parked on the Rowan campus must display a current decal and be parked within a designated lined space. The Parking Services Office is located in the Triad and can be reached by calling 256-4575. Hours are 8:30 am to 4:30 pm, Monday through Friday.

**16.10.1 OBTAINING A DECAL**

Requests for a parking decal will be honored only upon the presentation of accurate and complete information. Student decal fees must be paid in the Bursar’s Office. There is no fee for employee decals. Faculty, staff, and administration must attach a copy of the vehicle registration to the application.

Faculty, staff, and administration may request a parking application either in person from the Parking Department or by phone. Student decals can be purchased through regular mail-in registration, at in-person registration or in the Bursar’s Office in the Savitz Building.
16.10.2 VISITORS

Visitors to campus, or the sponsoring department, should make prior arrangements through the Parking Services Office. A Visitor's Permit may be sent through the mail or to the sponsoring department. Visitors may also be referred to a campus Welcome Gate for directions and parking assistance.

Because of the high number of events occurring on our campus, only the Parking Office may designate the approved parking area for special event parking.

Requests for visitors' permits for large groups must be made in writing to the Parking Department at least two weeks in advance.

16.10.3 GATE ACCESS

Faculty, staff, and administration may obtain a gate card to allow access to parking areas. These cards will allow access through the gates at areas restricted for employee parking only.

To use the cards, approach the gate and insert the card. The gate will rise and allow one car only to enter. Each car entering must wait for the gate to close before inserting the card and moving through. When exiting, simply pull up to the exit gate and electronic sensors will raise the gate allowing the vehicle to pass through.

16.10.4 HANDICAPPED PARKING

Spaces in all parking areas contain handicapped parking spaces. These spaces are marked with a sign. Illegal use of these spaces is a violation of state law and is vigorously enforced. The fine for parking in a handicapped space is $100.

Some handicapped spaces lie within areas protected by electric parking gates and a gate card will be needed to access those areas.

Information concerning eligibility for handicapped parking and gate cards are available from the Parking Services Office in the Triad. The Parking Services Office does not issue handicapped parking decals.
16.10.5  

**FINES**

Vehicles parked illegally without a valid decal will be fined $20.00. Vehicles parked illegally, but having a current Rowan parking decal will be fined $10.00. Vehicles parking illegally in handicapped spaces will be fined $100.00.

Handicapped parking violators are also subject to receiving a Boro of Glassboro Municipal Summons and can be fined up to $100.00.

16.10.6  

**APPEALS**

To appeal a ticket you must obtain an appeal form from the Parking Services Office. The appeal form can be picked up in person or can be mailed to you.

Appeals must be submitted within five (5) days of receiving the ticket. The Parking Services Office reviews appeals. After review, they are sent to the Appeals Committee. This Committee is the final authority for resolving appealed tickets. You will generally be notified within 30 days concerning the Appeals Committee decision.

16.10.7  

**PAYMENT OF FINES**

Fines can be paid in the Business Office during regular working hours. If you wish to pay by mail, send your check to: Bursar's Office, Savitz Building, Rowan University, Glassboro, NJ 08028. You must include your name, address, license plate number, the ticket number, and your social security number.

16.10.8  

**FRESHMEN STUDENTS RESIDING ON CAMPUS**

Freshmen residing on campus are NOT permitted to purchase a decal or have a vehicle on campus.