

# **Annual Campus Safety and Fire Safety Report**

## **Saint Peter's College, Campus Safety Department**

### **A shared commitment...**

The safety and security of Saint Peter's College is a task shared by all of us who live, work and study here. The campus safety office and the college seek to provide our community the safest environment available to succeed here. We share the responsibility of safety and security with each other, and combine our efforts with those of the Jersey City Police Department in making the campus a safe learning environment. Our shared effort is the most important mission of campus safety.

### **Procedure for reporting a crime or emergency**

Members of the SPC community are encouraged to report any and all emergencies, crimes, and suspicious activity to campus safety at 201 761 7400. The number is answered 24 hours a day, 7 days a week by a security officer trained to respond to the caller's needs immediately. The officer has the ability to contact outside agencies such as the Police, Fire or Emergency Medical service at any time. Information can also be provided to any campus safety officer or staff member that may be available. Contact with campus safety can also be established by pushing a call button on any of 17 call boxes located at various locations on the campus. Certainly members of the community can always call 911 while contacting campus safety.

### **Timely warning to the campus community**

It is the policy of SPC to provide timely warnings to the campus community regarding crimes considered serious or an ongoing threat to the safety or health of students and staff members, which are reported to campus safety or police agencies. The Director of Campus Safety will determine if a timely warning is required and will draft the message for review and approval by the college public relations department, with approval of the President. The manner of notification will depend upon the event. A release to the community from campus safety email is one method. Other information may be posted to the campus safety page of the SPC website or communicated on campus monitors throughout the college. An activation of the emergency text message alert, which now includes email and voice message, will be considered for emergencies at the discretion of the Director of Campus Safety.

### **Preparation of the Annual Report**

The Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the preparation and dissemination of the Annual Report containing crime statistics, and campus safety policies is a requirement. Preparation of the report is the responsibility of the Campus Safety Department and requires compilation of crimes reported throughout the previous calendar year. The crimes are tabulated primarily from the campus safety incident management system, but also include statistics provided by

the office of Student Life and Development in conjunction with the office of Residence Life. Once completed the Annual Report is published and made available to the campus community in printed version when requested. It is also posted to the SPC website and submitted to the Department of Education which makes it available to the general public through the Department of Education website.

### **Security and Access to Campus Facilities**

Residence Halls are staffed by security officers around the clock, 7 days a week. Their primary focus is to verify the identity of occupants and/or visitors who attempt to enter. Entry into residence halls is further managed by card access only with a valid SPC one card used for swiping. The practice of piggy backing, allowing additional parties to enter on one card swipe is strictly prohibited. Residents, their guests, and authorized members of the college community are permitted access to resident buildings.

Guests are permitted only after producing valid photo ID to be left with the security officer and are required to remain with their host while on the campus. They are required to exit by 2 AM. College members entertaining guests must accompany the guest at all times when guest is present. College members entertaining guests are responsible for the activity of their guests, including behavior and/or violations. Campus safety officers work in conjunction with residence life administrators and assistants to ensure the safety and security of resident buildings.

### **Campus Safety Staff and Security Officers**

The Campus Safety Department reports to the VP of Finance and Business. The department consists of a Director, Assistant Director, Operations Manager and two Shift Managers. All but the operations manager are retired law enforcement professionals from the Jersey City Police Department.

Uniformed campus Safety officers are provided through a contract security company, currently Gateway Group One of Newark, NJ. Security Officers are certified for background and training by SORA, the Security Officer Retention Act, administered by the NJ State Police. Some are trained in CPR and AED rescue. The campus safety office maintains a strong and active two way relationship with the Jersey City Police Department. Non criminal incidents are investigated by the campus safety office and all criminal incidents are investigated by the JCPD. A daily crime log is maintained at the campus safety office and available for viewing by appointment during normal business hours. Crime prevention practices are a joint effort by campus safety and the JCPD. Information is forwarded to the community throughout the school year regarding safety tips, best practices for travelling about the city, security of belongings and trends related to criminal activity in areas around the college. Every effort is made by campus safety to educate the community on off campus activities, including parties, dangerous locations, and the SPC code of conduct while in attendance at off campus events.

The Campus Safety website encourages students and staff to be responsible for their own safety by utilizing each tip provided to prevent crime.

### **Sexual Offense Policy**

A list of registered sex offenders provided by the NJ State Police as a result of Megan's Law is regularly provided, updated and maintained by the Dean of Students. SPC reaffirms the principle that its students, faculty and staff shall be free from sexual discrimination, including sexual harassment and other form of sexual misconduct. Sexual assault of any kind will not be tolerated. Sexual assault consists of rape and any form of non-consensual sexual contact including, but not limited to intentional touching by an aggressor, or coerced touching by the victim of another person's private areas either directly or through clothing. It is a violation of college policy and laws of the State of NJ for any member to engage in such behavior. Sexual conduct policies are presented to students at student orientations. Sexual assault concerns or actual incidents reported to campus safety are immediately transferred to the Hudson County Sexual Assault Investigations Unit, a branch of the Hudson County Prosecutor's Office, with the strictest confidentiality. Any victim shall have all the rights described in the Campus Sexual Assault Victims Bill of Rights, adopted by the State of NJ Commission of Higher Education. The campus safety office encourages all college members who feel they have been a victim of any sexual assault or related crime, to report the crime immediately to campus safety. The SPC Center for Personal Development assists in the interview process of a sexual assault victim by a presence for the interview, in most cases by a same sex staff counselor.

### **The Judicial Process**

SPC maintains that the Judicial Process and the disciplinary procedures contained therein, is an educative process with the ultimate goal to help provide a learning environment that supports the maximum intellectual, psychological, social, physical, and the spiritual growth of all its members. The Judicial Process provides for a written notice of specific charges in violation of the Student Code of Conduct. The Judicial Process begins with Judicial Complaint, followed by an informal or formal hearing. Upon the completion of any hearing process, the college shall impose appropriate judicial sanctions on any student found to be in violation of the code. By accepting admission to the College, students are expected to abide by the general conditions for community living and the Code of Conduct that is published in the student handbook, NET. In accordance with provisions of the Code of Conduct, students are expected to enhance the College Community Standards.

### **Alcohol, Drugs and Firearms policies**

The possession of a firearm on the campuses of SPC is strictly prohibited and in most cases a violation of NJ criminal code 2C. The only exception to this provision is the carrying of a licensed firearm by campus safety staff members who are professionally

trained and licensed to carry said firearm. The carrying of the firearm is a personal choice by campus safety administrators under the law governing retired law enforcement officer's right to remain armed. It is not a requirement of employment at SPC.

Alcohol is strictly prohibited on the campuses of SPC. The college will educate its students on the policy and consistently enforce it as well as comply with local, state, and federal laws pertaining to alcohol use. College members who appear to be intoxicated on the campus will be medically treated when necessary and reported to the Dean of Students for violating the alcohol policy, even if the alcohol might have been consumed off campus. The office of Personal Development is advised of alcohol incidents so that appropriate follow up can be pursued by their counselors. Local and government resources are available in the SPC handbook, the Net, now published only on the website.

SPC maintains a zero tolerance policy against drugs on college properties. Violations will be reported to the JCPD for identification and further investigation. The college policy includes criminal prosecution when appropriate. Campus Safety will work with Residence Life administrators to investigate any allegation of alcohol or drugs in residence buildings. SPC is committed to a drug free environment and therefore reserves the right, among other disciplinary measures to require anyone who is known to have a problem with the use of controlled substances or the abuse of alcohol to participate in an approved rehabilitation program. The college, through the Center for Personal Development, is ready to assist in a confidential manner, any student or employee seeking information or experiencing a problem with alcohol and/or substance abuse. The center provides education and consultation as well as counseling, psychotherapy and off campus referrals. Students or employees concerned about another person's drinking or drug use are encouraged to seek assistance and support through this office as well.

### **Missing Person Notification Policy**

If a member of the college community has reason to believe that an on campus resident student is missing, he or she should *immediately* notify campus safety at 201 761 7400. Campus safety will generate an on campus report and initiate an immediate investigation to include card swipe activity, video review and class attendance. Should the campus safety investigation indicate the student is missing for more than 24 hours, campus safety will notify the JCPD for their investigation. Campus safety will verify through enrollment service records, whether or not the missing student has designated a confidential emergency contact, specifically named for a person missing, and arrange to notify either of the contacts for appropriate emergency notifications. If the resident student is under age 18 and not emancipated, campus safety will notify the appropriate parent or guardian. A resident student who wishes to name a confidential contact for missing person notification only, can do so at the office of enrollment services at SPC. Said information will be made available only to authorized college officials and law enforcement as appropriate.

### **Emergency Response and Evacuation Procedures**

Saint Peter's College employs a crisis management and emergency response plan to be utilized during a declared emergency on campuses. The plan is available on the college intranet and is printed upon request. Included in the plan is an evacuation plan for every building on the campus. The evacuation plans, maintained inside each building, delineate a specific evacuation route and evacuation direction for each building. The plan also specifies the Jersey City Armory as a central recovery location to group and identify evacuees during long term evacuations. The armory provides a safe, comfort station for evacuees and is contracted annually to the college for said purpose.

The emergency plan operates with the management objectives of NIMS, the National Incident Management System for successful response to critical incidents. SPC Campus Safety Directors and Managers are trained and certified in NIMS operations. The city of Jersey City first responder agencies, Police, Fire, EMS and OEM are all participants in NIMS certifications. Emergency management at SPC begins with the declaration of an actual critical incident, initially identified and confirmed by campus safety officers and or managers. Once confirmed, the Director of Campus Safety in conjunction with the College President will declare an emergency and initiate the emergency response, crisis management. The Director or his designee immediately assumes responsibility as the Incident Commander. The Incident Commander will notify first responders to the college, JCPD, JCFD or JCEMS as well as JCOEM and seek governmental support by one or all of the afore mentioned.

SPC is equipped with Mutual Link, a computerized connection to each of the above agencies for immediate contact through audio and video feeds from the campus safety office. Essentially, the system provides for live radio and video transmissions directly to emergency responders once activated.

The Director of Campus Safety with support from the SPC President and Cabinet will determine if an emergency text alert to the community, with periodic updates is appropriate. Said alerts, once activated will notify the community of a campus emergency by text message over cell phones, email on the college email server and a voicemail to cell phone numbers provided by enrolled members. The three prong notification will include specific direction and be followed by updates every twenty minutes where practical. A test of the emergency alert system is annual.

### **Fire Safety Report and Fire Log**

SPC maintains an active fire log as a part of the campus safety daily operational log. The fire log contains the dates and times of actual fires, fire alarms, fire department responses, and dates and times of fire drills. Fire drills on the campus are controlled drills, scheduled and conducted by the JCFD at least monthly. College and JCFD policy specify complete evacuation of any and all buildings during an active alarm event including a drill. Campus Safety and Residence Life facilitates the evacuation of buildings, supported when necessary by SPC maintenance staff.

All resident buildings of SPC are equipped with wet pipe fire sprinkler systems connected to water supplies without tanks or fire pumps. Each is inspected and tested annually by the National Fire Sprinkler Association of Patterson, NY documented in reports filed in the Director of Campus Safety's office.

Each resident building's fire system is supported by around the clock fire alarm monitoring. The alarm systems are digitally transmitted to the alarm company and provide audible and strobe alarms to alert residents throughout the buildings. They are inspected and tested annually, documented in reports maintained in the Director of Campus Safety's office. Saint Peter's Hall, Veteran's Memorial Court, Durant Hall, Student apartment complex at 140 Glenwood Ave, and Murray Hall are resident buildings whose fire alarms are monitored by Fire Control Electrical Systems Inc. of Plainfield, NJ. Whalen Hall and Millenium Hall are resident buildings whose fire alarms are also digitally transmitted to alarm monitoring companies. They are inspected and tested annually by Simplex Grinnell, documented in reports maintained in the Director of Campus Safety's office. SPC reports all fire related activity as required by the Clery provisions and HEA office, however SPC has not had any active fire incidents on either campus to date.

### **Campus Safety Authorities**

The Clery Act requires Campus Safety Authorities to report campus crime statistics to be included in the Annual Report and to facilitate timely warnings. Campus Safety Authorities defined by the Clery Act include security and law enforcement officers, deans or other senior student administrative personnel, coaches, residence life staff, advisors to student clubs and organizations, and other campus officials who have significant responsibility for student activity such as, but not limited to, student housing, student discipline and campus judicial proceedings. Professional and pastoral counselors are exempt from the reporting requirement while working within the scope of a license or certification. The provisions of this annual report are available on the campus web site in the campus safety link. The documents represented in this report as policies are available for review and maintained in the campus safety office. The annual Clery report including statistics and the Annual Campus Safety/Fire Report are also available for print on request during normal business hours. Further information related to college life can be obtained in the SPC handbook, the NET, now exclusively on the web. Resources such as community programs, important telephone numbers and various health, wellness and governmental agencies are listed within the handbook. Students are encouraged to become familiar with the NET and all its provisions. The statistics provided in this and the annual Clery Report are provided by the Jersey City Police Department and compiled through federal, uniform crime reporting standards.

Respectfully submitted,

Arthur J. Youmans  
Director of Campus Safety

