

## **Security of and Access to Campus Facilities Policy and Procedure**

Each campus has an individual security system designed to meet its unique needs.

### **New York City Campus**

The Safety and Security Department works actively with the Dean of Students, the Office of Residential Life and Housing and Buildings & Grounds to review policies, procedures, and potential risks to students, staff, faculty, and visitors.



All NYC campus buildings are staffed with contract security professional(s) and/or a Fire Life Security Director at all entry/exit areas. Our proprietary in-house Security Coordinators/Managers have direct oversight of the security professionals and conduct regular inspection tours.

Access to NYC campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized visitors. The University encourages an open environment with limited restrictions to provide reasonable protection to

the campus community. Security professionals maintain a schedule of locking and unlocking all buildings based on use, class schedules, special events, and safety concerns.

Access to campus facilities is on an as-needed basis and regulated by strict access card procedures. Some facilities have individual hours, which may vary at different times of the year. Residential housing buildings and key entry/exit areas at the University are open twenty-four hours a day, seven days a week (24/7).

Entry into all NYC campus buildings, including Residential Housing, requires a valid university identification (ID) card that has been granted authorization specific to the designated building and/or area. With the valid ID card, the person will be able to utilize the card reader to release the turnstile for entry and/or be identified as the ID holder by a photograph to enter.

If a student, staff member, or faculty member does not possess their valid ID or have an expired ID, they must identify themselves to the security professional for a database query. Once identified via secondary identification or by database photograph/data, they will be issued a temporary day pass.

Visitors are encouraged to attend cultural, athletic, and other activities on campus with access limited to the facilities in which the events take place. The visitor(s) will be required to pre-register for events and will be issued a temporary visitor's pass upon entry.

NYC utilizes over 950 surveillance cameras positioned strategically throughout the campus to extend our reach. These cameras record 24/7 and are a force multiplier for the Safety and Security Department. Security professionals are also assigned to perform security and safety inspections during their regular patrols. These security patrols promote a safe environment, deter crime, and detect hazards.

### **Elisabeth Haub School of Law White Plains Campus**

Entry into Dannat Hall (Residential Housing) in White Plains requires a valid university identification card (ID) that has been granted authorization to the designated building. With a valid ID card, the person will be able to utilize the card reader to release the entryway door locks. The building entrance lobby is monitored by a video surveillance system and Residential Life personnel.

All academic and administrative buildings and grounds on the Elisabeth Haub School of Law White Plains Campus are monitored by Security mobile and foot patrols, as well as video surveillance. All students, faculty and staff entering campus must pass through the Security booth and present a valid Pace ID. Visitors to campus must present a valid Driver's License or other form of government issued identification which is logged at the Security booth.



Blue Light emergency phones are located in various locations on the Elisabeth Haub School of Law White Plains Campus. These phones offer immediate connection to Campus Security and activate a blue light on top of the unit to draw attention to the area.

### **Pleasantville Campus**

Entry into the Residential Housing on the Pleasantville campus (Alumni Hall, Elm Hall, Martin Hall, North Hall and Townhouses) requires a valid university identification card (ID) that has been granted authorization to the designated building. With a valid ID card, the person will be able to utilize the card reader to release the entryway door locks. Additionally, all entry/exit points for Alumni Hall, Elm Hall, Martin Hall and North Hall have video surveillance cameras that are linked to digital video recorders. If a door is left open for more than 30 seconds, a local siren will sound. All of these systems are monitored at the Pleasantville campus by the 24 hours security office, which dispatches security personnel when necessary.

All academic and administrative buildings and grounds on the Pleasantville campus are monitored by Security mobile and foot patrols, as well as video surveillance.

Blue Light emergency phones are located in various locations on the Pleasantville campus. These phones offer immediate connection to Campus Security and activate a blue light on top of the unit to draw attention to the area.

The Pace University Pleasantville campus is an open campus. While cars and visitors are allowed on the campus unchallenged during business hours, drivers of all vehicles without Pace parking decals are required to produce identification after hours at the security booth. Occupants of all vehicles must also show ID and non-Pace individuals are required to leave their ID at the booth.



### **Maintenance of Campus Facilities – New York City, Pleasantville and Elisabeth Haub School of Law White Plains Campuses**

Facilities staff maintains all campus buildings and grounds with an emphasis on safety and security. Security professionals perform regular safety inspections of doors/locks, sanitation, lighting, landscape, and other repair issues during daily patrols. All issues of concern are

reported directly to Facilities via the work-order system. The Facilities staff is available 24/7 for emergencies. The Directors of Facilities, Residential Life, and Safety and Security meet periodically to discuss safety and security issues.

### **Security as Cooperative Effort**

Although the Safety and Security Department's principal function is the safety and security of the entire Pace Community, no program can be completed successfully without the full cooperation of the students, faculty and staff.

As statistics have indicated, incidents of serious crime on campus are rare. However, minor crimes such as crimes of opportunity do occur more regularly. All students, faculty, staff and visitors must assume primary responsibility for their personal safety and the security of their personal belongings. Precautionary measures are the key; therefore, the following important rules should be followed:

- Never prop open the doors to residence halls or other locking/secured doors. All doors should be locked whenever left unattended, even for a short time.
- Ask visitors for identification before allowing them into a building or room.
- Do not lend your keys or Pace ID to anyone. Carry them at all times.
- Keep your car locked and park it in a well-lit area.
- Do not leave valuables visible or in an unattended or unlocked room, vehicle or locker.
- If you see a person or something that looks suspicious, report it to the Safety and Security Department.

### **Crime Prevention and Security Awareness Programs**

Pace University is strongly committed to maintaining a working and learning atmosphere that is free from unlawful discrimination, harassment and retaliation. The University is also an equal opportunity employer that is strongly committed to making all personnel decisions without regard to actual or perceived sex, gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation or affectional status; genetic predisposition or carrier status; military or veteran status; status as a victim of domestic violence, sex offenses or stalking; or any other characteristic protected by law federal, state or local law, rule or regulation.



All University employees, supervisors, administrators, officials, faculty members, students, and applicants, as well as everyone with whom the University does business (e.g., outside vendors, consultants, contractors) are prohibited from engaging in unlawful discrimination and/or harassment based on any of these protected characteristics.

To ensure the continued safety of all Pace Community members, the University offers a comprehensive crime education and security awareness program.

**Incoming Students** - Pace University provides a primary prevention module to all incoming students as part of the pre-orientation online content. The module covers the University's sexual misconduct policy and Title IX and includes information indicating that the crimes of

dating violence, domestic violence, sexual assault and stalking are prohibited by the University. Additionally, each orientation session includes a 30-minute presentation discussing confidential and non-confidential resources, Title IX, healthy relationships, affirmative consent, and a brief bystander intervention section.

The majority of University 101 courses, required for all incoming students, also receive a 45-60 minute presentation from the University's Interpersonal Violence Prevention and Education Specialist or University Peer Educator from the Office of Sexual and Interpersonal Wellness, to review resources, consent and sexual communication, intimate partner violence, sex positivity and rape culture.

Newly Hired Employees - All newly hired Pace University employees (staff, faculty & student employees) are required to complete the Preventing Harassment and Discrimination program provided by an external vendor, Everfi, within 30 days of hire. This suite of online programs includes: supervisor and non-supervisor versions of the Preventing Harassment and Discrimination, including modules on Title IX and Clery requirements. Pace-specific policies are included in the programs, with the requirement for the user to acknowledge having read and understood the policies.

Current Employees - Annual refresher training for all Pace employees (faculty, staff, and student employees) via Everfi's Preventing Harassment and Discrimination, Gateway version. This is an abbreviated version of the new hire training and includes information on Pace-specific policies and applicable updates to state, city and federal legislation.

Additionally, presentations are made by Pace University Safety and Security staff members at new employee orientations, student orientations, "Week of Welcome" programming at the beginning of each semester, as well as a presentation for parents of incoming freshman during family orientation.

Periodically during the academic year, at the request of and in cooperation with other University organizations and departments, the Safety and Security Staff presents crime prevention awareness sessions on active shooter guidelines, sexual assault, theft, and vandalism, as well as educational sessions on personal safety and residence hall security. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own safety and security and that of others.

Below is a list of additional programs, trainings and materials that are provided on campus:

- **New Employee Orientation** – Covers basic security requirements on the New York, Pleasantville and Elisabeth Haub School of Law White Plains Campuses such as photo I.D. cards and parking decals.
- **Online Sexual Harassment Prevention Training** – Required for all Pace University staff, faculty and student employees, this interactive training contains challenging and interesting real-life workplace situations designed to promote awareness of and prevent sexual harassment.
- **Behind Closed Doors (Summer Trainings)** – This national training program focuses on real life situations that Orientation Leaders and Residential Life staff could experience during their time in the position. Multiple scenes involve sexual assault, domestic violence, and rape of students from various genders and sexual orientations.

- **Take Back the Night and Denim Day** – National campaigns; further information on such campaigns can be found at the following sites:
  - <https://takebackthenight.org/>
  - <https://www.denimdayinfo.org/>
- **Sexual and Interpersonal Wellness Website** - ([www.pace.edu/sexual-wellness](http://www.pace.edu/sexual-wellness)). Contains information pertaining to policies/procedures on sexual assault, including reporting, emergency services and follow-up care.
- **Sexual Assault: You Are Not Alone Guide** – A widely distributed guide to options, resources and support regarding sexual assault awareness, including two apps – *Just in Case* and *Circle of 6* which puts vital information and support options at our students' fingertips.
- University-wide trainings to include crime reporting, suspicious persons/objects, safety tips, etc. have been provided to all University employees, including: Residential Life staff, Security, Athletes and Coaches, as well as Student Affairs professional staff. These were presented by outside counsel, the Title IX Office, and the staff of the Office of Sexual and Interpersonal Wellness.
- **Sexual Assault Awareness Month (April) and Domestic Violence Awareness Month (October) programming**, put on by Pace FIRE, Peer Advocates Against Sexual Assault, the Office of Sexual and Interpersonal Wellness, and campus partners.
- **One Love Escalation Training** which centers on relationship violence prevention and red flags for abuse. Training given by the Office of Sexual and Interpersonal Wellness to Resident Assistants, Professional Residential Life Staff, and athletics as requested.
- **FIRE Peer Educator Program (Pleasantville Campus)** – Designed to “Fight Ignorance and Rape with Education”. Confidential student resource who can meet individually with students and help lead educational, preventative, awareness raising, and supportive programming for students.
- **PAASA Peer Educator Program (NYC Campus)** - Designed to provide “Peer Advocates Against Sexual Assault”. Confidential student resource who can meet individually with students and help lead educational, preventative, awareness raising, and supportive programming for students.
- **PaceSafe App** – Mobile Application for iPhone and Android, features Emergency Numbers, Safety Walk, Report an Incident, Campus Maps, Support Resources, etc.

