



# Pace University Security and Police Coordination Plan for Investigation of Criminal Offenses (Including Violent Felony Offenses) and Missing Students Reports<sup>1</sup>

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## **Preamble**

This plan has been adopted to enhance the safety of the University community, foster cooperation between Pace Security and local law enforcement agencies and improve response techniques related to the investigation of:

- Criminal offenses (including felony offenses<sup>2</sup>) occurring at or on University grounds and at off-campus University controlled academic, residential and general services facilities; and
- Reports that students residing in University provided housing are missing.

All University campus and off-campus University controlled academic, residential and general services facilities are subject to this plan for coordinating such investigations with local law enforcement agencies.

### **A. Pace University’s Campus and Academic and Residential Facility Locations – Jurisdiction of Local Law Enforcement Agencies**

Pace University is an independent private medium sized institution with six (6) schools offering 151 academic programs on three major campuses and three satellite locations. The Pace campuses are in the confines of four separate police jurisdictions. The New

<sup>1</sup> Adopted In accordance with Section 6434 of the New York State Education Law and the Higher Education Opportunity Act of 2008.

<sup>2</sup> As defined in subdivision One of Section 70.02 of the New York State Penal Law. A list of such violent felony offenses is maintained by the Safety and Security Department.



York City campus in Lower Manhattan and the Midtown Center are within the municipal jurisdiction of the New York City Police Department. The White Plains Law School campus is in the jurisdiction of the White Plains Police Department. The Pleasantville campus lies in the jurisdiction of the Mount Pleasant Police Department. Pace University has a written agreement with each of these local police departments to coordinate the investigation of criminal offenses (including violent felony offenses) and missing students reports.

## **B. Pace University's Campus Safety and Security Department Operation**

Pace University's Safety and Security Department provides 24 hour 7 day a week security coverage on the Lower Manhattan, White Plains and Pleasantville campuses. Security coverage at the Midtown Manhattan campus is in place during hours of operation. 24 hour 7 day a week security coverage is also provided at all off-campus residential facilities. The Safety and Security Department is managed by a University Director and an in-house safety and security staff. We also employ a contract staff of New York State licensed Security Officers. None the in-house or contract staff are armed and do not possess either Peace or Police Officer status as specified in the New York State Criminal Procedure Law.

## **C. Criminal Offenses**

Pace University encourages accurate and prompt reporting of all criminal offenses to the Safety and Security Department and local law enforcement agencies. When the Safety and Security Department receives a report that a criminal offense may have occurred at or on any Pace campus or University controlled off-campus facility, Pace Security staff will immediately respond to the scene to investigate and promptly report such offenses to local law enforcement agencies. In such situations, the Safety and Security Department's primary concerns are:

1. The well-being of the victim and to insure that prompt medical treatment is administered, if necessary.
2. The immediate notification to the appropriate local law enforcement agency and the University Director of Safety and Security.
3. Identification and apprehension (if possible) of responsible person(s).
4. Statements from victim and eyewitnesses regarding basic facts relating to the criminal offence, a physical description of the suspect and exact location of the crime
5. The preservation of evidence and the safeguarding of the crime scene.

On site Security Officer(s) at the scene are responsible for these preliminary investigation steps until the arrival of the Pace Security supervisory personnel and law enforcement personnel who will then conduct a thorough investigation.



Pace Safety and Security staff may not compel the victim to file a police report or pursue remedies within the Criminal Justice system. The victim will be apprised of all the options available and that reasonable assistance and support will be provided. Failure of the victim to file a police report will not preclude the continuation of the investigation by the Pace Security staff and the law enforcement agency. When appropriate, Pace Safety and Security will disseminate Security Alerts regarding crimes and or other emergency situations that present an immediate threat to the health and safety of students and employees.

#### **D. Missing Resident Students:**

Housing and Resident Life, the Dean for Students Office or the Pace Safety and Security Department have been designated as the University offices to which missing student reports are to be directed. Upon receiving a missing residential student report, the office receiving the report will immediately notify the other two offices so that their responses may be coordinated. The Safety and Security Department will also notify the University Director of Safety and Security. As soon as possible following receipt of a missing resident student report, the Safety and Security staff, in cooperation with Residential Life staff, may conduct a brief investigation to determine the following:

1. If the student is in their room but not responding;
2. If the student is not present, whether their personal belongings (clothing, toiletries, jewelry etc.) are present;
3. If there is any obvious indication or evidence in the room suggesting the location of the student;
4. The last usage of the students identification card for door access, food services etc.; and
5. If the student's movements are recorded by the closed circuit camera system located at the entrance to all Resident Halls and at other common locations throughout campus and/or off-campus University controlled facility.

Interviews may also be conducted with family members, roommates, known friends, staff, current professors or any other person who may have information regarding the location of the student.

Within 24 hours following one of the designated University offices receiving a missing resident student report, unless the student is located through this brief investigation, the Safety and Security Department will contact the persons and local law enforcement agencies specified in the Pace University Missing Student Notification Policy and Plan ([Link](#)). If circumstances warrant, the Safety and Security Department may forego or discontinue the brief investigation, and instead proceed to initiate the contacts specified in the Pace University Missing Student Notification Policy and Plan.