



## Safety and Security Policy Statement

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## 01. Safety and Security Statement

The primary responsibility of the Safety and Security Department is to ensure the safety and security of the students, faculty, staff and visitors of the University.

Pace University provides a 24 hours a day, 365 day per year security presence on each campus. There is a supervisor on duty at all times in addition to fixed and patrol assignments. All uniformed security personnel receive mandatory pre-employment training in accordance with state laws. They also receive additional in-service training on a monthly basis. Security officers respond to an array of situations during their tour of duty. These may include, but are not limited to, medical emergencies, fire or intrusion alarms and service calls. Security officers also prepare incident reports and refer matters to other Pace departments or outside agencies, as necessary.

## 02. Your Responsibility

While Pace University safety and security personnel strive to create and maintain a safe campus environment, we need your help. 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. Students walking at night are encouraged to travel in groups and on lighted walkways. If this is not possible, security will provide an escort upon request between any two points on campus. Residence hall room doors should be locked at all times when the room is unoccupied. All access doors to the residence halls should not be propped open, and unknown persons should never be allowed into the residence halls unannounced. Any individuals who do not appear to belong in the residence hall, parking lots or any campus location should be reported to campus security immediately.

## 03. ID Cards

In order to better protect the University community, upon entering the building on the New York campus and White Plains Graduate Center, the Pace University ID card must be displayed to the security officer and worn on the outermost garment. Temporary ID's will be issued to those individuals who do not have their ID cards or persons exhibiting a valid reason to enter the building.

## 04. Crime Reporting

Consistent with legal requirements, members of the Pace community will be advised on a timely basis regarding the occurrence of crimes on campus.

Special security notices are prepared in the event that a crime is committed on campus and are distributed to the community. These notices provide the facts related to the incident and alert members of our community to prevent future incidents from occurring. Incidents can be reported to campus security by dialing:

- New York - (212) 346-1800
- White Plains - (914) 422-4300
- Pleasantville - (914) 773-3400
- Briarcliff - (914) 923-2700

An officer or supervisor will document the incident. Many of these incidents will be followed up by a Pace Security Coordinator.

The emergency telephone number for the New York City, White Plains, Pleasantville, and Briarcliff police departments is **911**. Remember, security is everyone's business.

## 05. Residence Halls

- If you see a stranger or suspicious person in the dormitory, report the individual to campus security immediately.
- Make sure you lock your doors when you leave your room, even if only for a short time.
- Know all individuals who you are letting in before you open the door.
- Always lock your door at bedtime.
- Never lend keys.
- Do not leave wallets, money, or jewelry exposed on desks or dressers.
- Warn roommates not to give out information about who is at home, who is out, and how long they are expected to be out.
- Avoid isolated areas.
- Keep roommates informed of your whereabouts and travel route.

## 06. Sex-based Misconduct Policy and Procedure

Pace University is committed to providing a safe environment for every member of its community and to ensuring that no student, faculty or staff member is excluded from participation in or denied the benefits of any University program or activity on the basis of sex. Accordingly, the University prohibits the following forms of Sex-Based Misconduct: sexual assault, sexual harassment, gender-based harassment, dating violence, domestic/intimate partner violence, sexual exploitation, and stalking. This Policy also applies to dating violence, domestic/intimate partner violence and stalking that is not sex-based (definitions of these terms can be found in the policy.) All references in this Policy to "Sex-Based Misconduct" shall also be deemed to apply to non sex-based dating violence, domestic/intimate partner violence and stalking.

<http://www.pace.edu/sites/default/files/files/SexualMisconductPolicy.pdf>

## 07. Fire Safety

- If you suspect or see a fire, leave the building by exit stairways and doors. If possible close all doors behind you and pull the fire alarm on your way out. **Never use the elevator.**
- Once you are out of the building, report the fire to security and the location of individuals with disabilities or others needing assistance.
- Check doors and metal knobs to see if they are hot. If they are, do not open the door. Use a wet shirt or towel to cover the crack at the base of the door to prevent smoke penetration. Seal the room as best you can.
- If you are trapped, go to the window to signal for help.
- If there is a phone, call campus security and report your location.
- Individuals with disabilities should look for areas of refuge like stairwells with fire doors.
- Depending on the location of the fire and amount of smoke and heat, it may be safer to stay in your room. Ask for assistance if needed. Let someone know where you are and that you need assistance. If you are in a stairwell, close the door to the hall and ask others exiting to assist you or send back rescue personnel.



**08. Controlled Substance Policy Overview**

Narcotics use and the use of controlled substances without a valid prescription are prohibited. Pace students are expected to abide by the rules and regulations of Pace University and federal and state laws regarding the use, sale and distribution of controlled substances. For the student struggling with a drug problem, counseling and medical assistance are available through the counseling center. In the residence halls the staff will gladly provide information regarding referrals or other support to any resident seeking such help.

**09. Alcohol Policy Overview**

Pace University requires compliance with this policy and the responsible use of alcohol by those who consume it.

- It is a violation to be on university premises in a state of intoxication.
- It is a violation for anyone under 21 years of age to purchase, possess or consume alcohol while on university premises.
- It is a violation for anyone under 21 years of age to purchase, possess or consume alcohol at any university-sponsored events such as: mixers, dances, athletic games, etc.
- It is a violation for anyone to furnish alcohol to anyone under 21 years of age on university premises, including residence halls.
- It is a violation to possess an open container of alcohol in an area of the university except where designated.

**10. University Parking**

All students who register will receive a parking and traffic guide. This guide will inform you of all the parking regulations which you must follow while your vehicle is on campus.

**Traffic/Photo ID Offices**

|                                      |                |                                       |
|--------------------------------------|----------------|---------------------------------------|
| Pleasantville - Kessel Campus Center | (914) 773-3830 | Monday – Friday 9:00 a.m. – 5:00 p.m. |
| White Plains – Aloysia               | (914) 422-4138 | Monday – Friday 9:00 a.m. – 5:00 p.m. |
| New York – B Level Security          | (212) 346-1812 | Monday – Friday 9:00 a.m. – 5:00 p.m. |

**Campus Security Offices**

**(Use lobby phone to call for security if office is closed).**

|                                  |                |                     |
|----------------------------------|----------------|---------------------|
| Pleasantville – Goldstein Center | (914) 773-3400 | Open 24 hours a day |
| White Plains – Preston Hall      | (914) 422-4300 | Open 24 hours a day |
| Briarcliff – Dow Hall            | (914) 923-2700 | Open 24 hours a day |
| New York – B Level Security      | (212) 346-1800 | Open 24 hours a day |

**11. Campus Maps**

For all campus maps, please go to <http://www.pace.edu/about-us/campus-maps>

**12. Campus Security Act Statistics**

For Campus Security Statistics and Information on the Campus Security Act, please go to <http://www.pace.edu/general-services/safety-security/campus-statistics>.



### **13. Additional Resources**

This guide summarizes the policies, procedures, and protocols of Pace University. For a full description of these, visit the Pace University website to view the various handbooks for Students, Faculty, and Employees, as well as the Policies and Procedures sections for Safety and Security.