

Department of Security and Safety



The philosophy of the St. Lawrence University Security and Safety department is to provide a safe and secure environment for the entire University community. The Security and Safety Department offers a wide variety of services to assist students, staff and faculty members in their day to day living. All services are widely publicized. We ask that all student, staff, and faculty familiarize themselves with the handbook and all the services provided by this department. The first step in a successful security and safety program is public awareness.

Security and Safety • 315-229-5555

General Information....

The entrance to the Security and Safety Department is located at the back of 76 Park Street facing F-Lot. The office is open 7 days per week, 24 hours per day and 365 days a year. In an emergency you can call the Security and Safety office from any campus telephone by dialing 5555. You may also use any of the 17 emergency "blue light phones" or 27 emergency "yellow phones" located on walkways and building exteriors.

The Security and Safety Department consists of seven full time security & safety officers, one part time security & safety officer, four full time dispatchers, one part time dispatcher, a technical services coordinator, a transportation coordinator and a strong representation of student workers on the First Response and Student Safety Teams. The Department administration consists of a director, two assistant directors and an administrative assistant. The Security and Safety Department is charged with the responsibility of enforcing all university rules and regulations as well as State and Federal Laws. During their patrols, officers constantly monitor and evaluate campus security and safety. They routinely identify and report such problems as broken locks, windows, lighting in need of repair and overgrown shrubbery. In addition, they immediately address problems considered to be a threat or hazard.

The Security and Safety Department is always available to make presentations to student groups, clubs and organizations (which includes Greek Houses and Theme Cottages). These presentations often include personal safety issues, but may be customized to the group's preferences.

Card Access Control System

St. Lawrence University utilizes a card access control system, allowing students access to all residence halls 24 hours a day, seven days a week.

HERE'S HOW IT WORKS:

By passing ID cards within 3-4 inches of an electronic reader at the main doors of each residence hall, students are able to enter immediately. Because the card holder must have access rights to that building or doors will not unlock, the main entrances of the residence halls have a yellow emergency phone. The emergency phones are equipped with a key pad to dial on campus phone numbers and a red panic button that dials Security & Safety directly.

Crime Prevention Services

- Provides crime prevention publication, literature and materials to the St. Lawrence University community.
- Provides crime prevention presentations before St. Lawrence University organizations, departments and groups on a variety of topics.
- Register bicycles of St. Lawrence University students with the St. Lawrence University Security Department.
- Provides timely information to the community of current criminal activity through Crime Prevention Alerts.
- Notifies organizations, departments and individuals of security violations that pose a crime risk.

Crime Prevention Tips

Personal Safety:

- Always be alert and aware of your surroundings and to activity around you. Know that fatigue, alcohol, drugs and distractions, such as cell phones, diminish your awareness.
- Walk with others at night or call Security at 229-5555 for a Safe Walk.
- Walk in well lit, well traveled areas, walk in the middle of sidewalks away from

doorways, trees and shrubs. Walk with confidence, erect and with purpose.

- Know your safety resources: emergency phones, open establishments, offices, the Security Department and other locations that can provide you with a safe haven.
- If being followed, cross the street, go to the nearest safety resource and contact security.
- If approached for directions, keep a safe distance from the stranger and their vehicle. *Do not accept rides from strangers.*
- While sleeping, make sure your room door is locked.
- Trust your feelings and instincts.
- Like activity or lighting, criminals do not like noise. Carry a noise device and remember to use your voice to call attention to yourself or a situation.
- Do what you must do to survive; escape, negotiate, use force or submit. Each situation is different and only you can decide what action is best.

Theft Prevention:

- *Lock your room door*, whether you are inside sleeping or leaving for only a few seconds. This is the single greatest deterrent to theft.
- Draw your drapes, window curtains or shades at night.
- *Avoid leaving a note on your door that says you are not in.*
- Report broken locks, doors, windows or lights to Physical Plant and Security.
- Keep money and jewelry in a safe place, out of sight. Don't carry a large amount of cash with you and don't flash money in public view.
- Don't keep valuables in an unattended backpack or in a locker at the gym (locked or unlocked).
- Respect and ensure the integrity of the security card access system. Don't prop doors open or try to defeat the system by some other method. You not only place your

personal safety and valuables in jeopardy, but that of your housemates.

- Inventory and engrave your valuables. Use your student identification number. This will make recovery easier and makes it easy to prove ownership.
- Always remove the keys from your car and lock it. If you have valuables in your car, place them in the trunk or out of public view. Park as near to a pole light as possible. When returning to your car, have your keys in hand and check the backseat for intruders before you get in. Once inside, relock the doors. Do not put your name, address or phone number on key rings.
- Always lock your bike, use a U-shaped lock if possible, otherwise use at least 5/8" case hardened steel chain and lock. Put the lock through the front wheel and the frame and secure it to an immovable object like a bike stand, but be sure your bike does not block sidewalks or building entrances. Be able to identify your bike, put it on your inventory form, and save your sales receipt.
- Register your bike for free with Security.

General Tips:

- Report harassing/obscene/or frequent hang-up calls to Security. We have call-trace capability and will advise you of its use on campus.
- Fire alarms are not an unusual occurrence on Campus, but *you must evacuate* a building upon the sounding of the alarm. Treat any alarm as an actual fire. If you are aware of the cause of the alarm, meet the responding Officers outside the building and relay the information to them.
- If you drive, don't drink.
- Inline skating is booming. Nationwide since 1990, 35 skaters have died, all of head injuries, all not wearing helmets. 105,000 skaters required medical attention. Wear a helmet, wrist guards, elbow and knee pads. Always wear protective gear, yield to pedestrians, stop at red lights and stop signs,

skate on the right, pass on the left. Anticipate the actions of others, don't wear headphones. Poor navigation results in 40% of all falls. Avoid water, oil, sand, road debris, and sewer drains.

- *Use a crosswalk*; if there is one within three hundred feet of you. In 1995, 18.9% of all motor vehicle related fatalities were pedestrian versus a motor vehicle, 2,000 pedestrians were injured. The most frequent cause of these accidents is pedestrian error. Drivers are required to yield at intersections without traffic lights to pedestrians within a marked crosswalk within their immediate path of travel. Not to pedestrians at the curb, not to pedestrians approaching the crosswalk, not even to pedestrians in the crosswalk in the on-coming lane. Stop at the corner, curb, or parked car. Look left, right, left again and if it is clear, begin to cross. Continue to check the traffic in all directions, make eye contact with drivers to ensure that they see you. Always use sidewalks. In areas without sidewalks, walk on the left side of the road, facing traffic. Watch for cars backing out of spaces and driveways. Limit alcohol consumption when walking and wear retro-reflective stripes on your clothing and shoes if you are walking or jogging at night.
- Watch for suspicious behavior. Contact Security immediately if you see or hear suspicious or strange vehicles or people, screams, shattering glass, or loud unusual noises.
- Be aware and be alert, you can prevent criminal opportunity. Take responsibility for your own protection and that of your neighbors, and utilize the crime prevention services offered by the Security Office.

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University phone x5555

Non-university phone (315) 229 – 5555

<http://www.stlawu.edu/security>