

MONROE COMMUNITY COLLEGE



CRIME

PREVENTION

AND OTHER

USEFUL

INFORMATION

FOR THE

COLLEGE COMMUNITY

IN CASE OF EMERGENCY

CALL 2-9-1-1

www.monroecc.edu/depts/pstd/index.htm

PUBLIC SAFETY

STUDENT SERVICES



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MISSION STATEMENT

Developing a safe and secure environment where a quality education may be achieved is the responsibility of the entire community. Within our community, the Department of Public Safety is committed to its leadership role in developing programs, methods and approaches to assist the institution toward achieving a reasonably safe and secure environment.

The department exists to support the goals of the College and to assist those who seek and impart knowledge, as well as those who provide support to the mission of the institution. The department strives to provide an environment where diverse social, cultural and academic values may prosper and grow.

All members of the department are expected to be sensitive to the unique nature of the College community and realize they serve to assist the department and the institution in the achievement of our goals. It is only through our collective efforts that our mission will be accomplished.



Brighton Campus Public Safety provides security to the College community 24 hours a day, seven days a week. Emergencies, potential criminal actions, disruption of classes or other

violations of the College Code of Conduct can be reported directly by any College community member to the Public Safety Office by dialing extension 2911 or by use of one of the **emergency/service telephones** located throughout the interior and exterior of the Brighton Campus.

Public Safety enforces any conduct which constitutes a violation of the laws of the United States, the State of New York, Monroe County and the Town of Brighton, or any other civil jurisdiction; including underage drinking, sexual assault, the use or possession of controlled substances, and weapons. Alcoholic beverages **are not** permitted on Campus without the express approval of the President. The Public Safety Department also works closely with the Brighton Town Police Department and other local and state law enforcement officers to assist them with incidents that may have occurred off campus.

Public Safety Department Services include:

- Emergency response, first aid, crime prevention and personal/environmental safety awareness.
- Incident reporting and investigations.
- Motorist assistance - lock outs, battery jump starts, calling the Rochester Auto Club of America (AAA).

CIVILITY

Each day at Monroe Community College, thousands of people come together to carry out the complex mission of the College. Some of us are learners, others are teachers, and still others work in a variety of ways that support and advance the educational process.

Whatever our individual roles and functions, it is important that we conduct ourselves in a manner that is respectful of the work and the rights of all others. The process of education requires an environment that is free of disturbance, conscious of personal and institutional schedules, and civil in all aspects of human relations. As members of this academic community, we pledge ourselves to make every effort to promote and maintain an atmosphere of civility on our campus.

*Endorsed by the Faculty Senate
and Student Association
Government, June, 1995.*

The New 3 R's

RESPECT for self and others in words and deeds

RESPONSIBILITY for one's own success through personal accountability

REALITY of the expectation and standards in a college environment

IMPORTANT PHONE NUMBERS

Brighton Campus:

Public Safety: 292-2075

Counseling Center: 292-2030

Health Services: 292-2018

Facilities: 292-2800

Damon City Campus:

Emergency: 262-1414

Security Desk: 262-1672

Facilities: 262-1610

TTY: 262-1579

Did you know...

All College community members are responsible for abiding by all College policies, here are some of them:

- Brighton Campus Monroe County Parking Program Traffic & Parking Regulations
- Code of Conduct
- Code of Conduct for Computer Users
- Drug-Free Workplace (Controlled Substance)
- Equipment Removal
- Hate Crimes
- Key Control
- Publicity - Distribution/Posting of Information
- Sexual Harassment
- Sexual Offenses & Assault
- Use of Facilities

All College policies are printed in the *Student Handbook* and are also available on the web at www.monroecc.edu

KEY CONTROL: ROOM ACCESS

Ext. 2905

Key Control is a useful crime prevention tool. You are responsible for all keys issued in your name and all keys must be returned directly to 7-341 when your assignment is finished.

To gain access to appropriate areas on campus, prior written approval by a department head must be on file. A *Key Request Form*, once completed, may be brought or sent via inter-office mail to the Department of Public Safety. Keys are usually ready in 24 hours. (Please call ext. 2900 to check).

Room Authorization Forms are used to permit an individual (or class) to access a room outside of normal

class hours. After approval, the form is filed at the Dispatch/ Information Desk (Building 1) and our Public Safety Officers will open the area upon request. Requesting individual must show proper identification.

A *Daily Sign-Out Authorization Forms* allows an individual to sign a key(s) out on a daily basis. This process takes place in our Main Office in 7-341. Individuals granted this privilege must carry proper ID. Prior written approval must be obtained in advance by the affected department.

Whenever possible, areas not in use should be kept locked.

The campus grounds and buildings are continuously monitored for safety. The College works to correct lighting and any potential hazards. Hazardous conditions that pose a threat to safety, such as fire, health, environmental, etc., should be reported immediately by calling extension 2911.

Fire Alarms:

For your protection, all buildings are equipped with audio/visual fire alarm systems. When a fire alarm is activated, we are required by law to evacuate the building by the nearest exit. **Do not re-enter the building unless authorized to do so via the Public Address System by the Department of Public Safety.** Fire alarm pull stations are located near exits; familiarize yourself with exit locations and pull stations. Go to www.monroecc.edu/depts/pstd/evacuation.htm for further information.

In Case of Fire:

- Close the door to the fire area
- Call 2-9-1-1 to report the fire; activate the fire alarm system
- Evacuate from the building
- Do not use the elevator

General Fire Safety:

- Storage is not permitted in exits, corridors or stairwells
- Don't overload electric outlets
- Use heavy duty extension cords on a temporary basis only
- Handle flammable liquids with care

safety/hazard prevention

Ext. 3150

- Don't leave appliances unattended
- Good housekeeping is essential for a fire safe workplace
- If your clothes catch fire, **stop - drop - roll**

Right to Know/Hazardous Materials:

Right-to-Know Law requires MCC to inform employees about known and suspected health hazards on campus and names of chemical substances used in the performance of duties. This information is on file in the Safety/Hazard Prevention Office, Bldg. 9-202.

SMOKING POLICY



Smoking:

In accordance with County health regulations (Article VI of the Monroe County Sanitary Code), smoking is prohibited inside campus buildings at all College sites. In addition, the College has limited smoking areas on the exterior of the Brighton Campus. Smoking is permitted only at clearly marked, designated ground level locations. As always, thoroughly extinguish all smoking materials and dispose of properly in the ashtrays provided.

**MONROE COMMUNITY COLLEGE
BRIGHTON CAMPUS**

A detailed map of the Monroe Community College Brighton Campus. The map shows various buildings and outdoor areas, each marked with a circled number (1-15) indicating designated smoking areas. Building 1 is the Administration Building, 2 is the Laffey V. Good Library, 3 is the R. Thomas Flynn Campus Center, 4 is the Communication Tower, 5 is the North Faculty Tower, 6 is the Regional Financial Services Center, 7 is the Science building, 8 is the South Faculty Tower, 9 is The Division Hall of Science and Technology, 10 is Samuel J. Dibbs Physical Education Complex, 11 is Learning Centers, and 12 is Fine Arts. Outdoor areas include Loading Dock, Field, and Patio. A legend at the bottom indicates that a circled number represents a 'Smoking Area'. A note near building 3 states 'Patio Level is Smoke-Free'.

**SMOKING IS PERMITTED ONLY IN
DESIGNATED AREAS**

Thank you for using the disposal receptacles provided.

IMPORTANT INFORMATION



Class Cancellations - A listing of daily class cancellations is available on the Internet at www.monroecc.edu. Click on Quick Links; C to access Class Cancellations. We ask that you utilize local television, radio or the MCC website for closing information. Please refrain from calling the media or the College.

Closed Campus Hours - College community members are prohibited from coming to campus between midnight and 6am and any time the college is officially closed, unless they are residents or guests of a resident.

Emergency Messages - If someone needs to contact a student in a case of emergency, call the Office of Student Services at 292-2052. Public Safety will try and reach the student. After 5pm, Public Safety should be contacted directly at 292-2075.

Escorts - Public Safety officers can escort College community members during evening hours.

ID's - All College community members must produce ID whenever they are asked to do so by a College official.

Information Desk/Public Safety Dispatcher - Located at the main entrance to the College on the second floor of Building 1, the desk is staffed 24/7, and provides help in finding campus locations, general information, instructor's telephone numbers and office locations.

Lost and Found - If a College community member has lost or found an item on campus, they should go to room 7-341, or call 292-2901.

Annual Security Report - Monroe Community College is committed to assisting all members of our community in providing for their safety and security. In accordance with the Jeanne Clery Security Policy and Crime Statistics Act, the Public Safety Department is providing the annual Security Reports for both Damon City and Brighton Campuses. You may select which report you would like to view by clicking on either of these links: www.monroecc.edu/depts/pstd/brighton.htm or www.monroecc.edu/depts/pstd/damon.htm. You may print from the web page or the PDF file in Acrobat Reader.

The website and brochure contain information regarding campus security and personal safety including topics such as crime prevention, public safety law enforcement authority, crime reporting policies, investigation of Violent Felony Offenses, Missing

Students and other matters of importance related to security on campus. The crimes statistics include reported crimes that occurred on campus, off campus buildings or property owned or controlled by MCC and on public property within or immediately adjacent to and accessible from the campus for the three previous calendar years.

Our crime statistics have also been published at the U.S. Department of Education, Office of Postsecondary Education security web site at <http://ope.ed.gov/security>. There, you may view crime statistics from all campuses. The Advisory Committee on Campus Safety (Personal Health and Safety Committee) will provide upon request all campus crime statistics as reported to the United States Department of Education.

Printed copies of our report will be available at the following locations:

- Brighton Campus- Public Safety (7-341) and Human Resources (6-301) Departments
- Damon Campus- Student Services and Human Resources offices on the 5th floor.

You may request that a copy be mailed to you by calling 292-2900. This information is required by law and is provided by the MCC Public Safety Department.

The Monroe Community College *Code of Conduct* applies to anyone on campus property.

CONDUCT REGULATIONS:

A. Prohibited Actions. The following actions or conduct are prohibited.

1. The obstruction or disruption of any College function or activity, including the classroom instructional environment, administration of the parking program and service functions and activities.
2. The obstruction of the free flow of pedestrian or vehicular traffic, or the free access to, or exit from, any part of the College premises whatever.
3. The unauthorized use or occupation of, or entry to, College grounds, buildings or premises.
4. The theft of, or damage to, property belonging to the College, College personnel or students.
5. The detention, physical abuse or intimidation of any person, or threat thereof; or any conduct that threatens or endangers the health, safety, or welfare of any person on College-owned or operated property or at College-sponsored activities.
6. The use of obscene or abusive language or any other means of expression, language, or action that may reasonably be expected to provoke or encourage physical violence by other persons.

7. The illegal possession, use, sale or transfer of any controlled substance.
 8. The use, sale, transfer or possession of alcoholic beverages on College premises, except in those specific instances when express official prior authorization has been granted in writing from the Office of the President.
 9. Smoking in restricted campus areas.
 10. Gambling or money being exchanged or wagered.
 11. The possession (without express official authorization granted in writing by the Office of the President) of any firearm, weapon, or other dangerous instrument that may cause injury or damage to person or property.
 12. The aiding, assisting, or abetting of any person or persons in any action or conduct stated to be prohibited.
 13. The refusal to obey any reasonable or lawful request, order, or directive of a College public safety officer, a teacher, College administrator or any other identified representative of the College.
 14. Any action or situation involving physical or mental abuse, harassment, intimidation, stalking, hazing, the forced consumption of liquor, drugs, or any other liquid or solid substance, for any purpose including initiation into or affiliation with any organization on College-owned or operated property or at College-sponsored activities.
 15. Any conduct which constitutes a violation of the laws of the United States, the State of New York, Monroe County, and the Town of Brighton, or any other civil jurisdiction.
- B. Picketing, Assembly and Demonstrations.**
- All activities in the nature of peaceful picketing, assembly (other than scheduled and approved), and demonstrations on the part of students, faculty, staff and visitors shall be confined to the exterior of the buildings, unless permission is granted by the appropriate Vice President.
- C. Identification.**
- Any person (student, faculty or staff) on College property or at a College function is required to present his/her College ID upon request.

ID CARD

College Photo ID's are required as stated in the *Code of Conduct Regulations - Section C*:

Any person (student, faculty or staff) on College property or at a College function is required to present his/her College ID upon request.

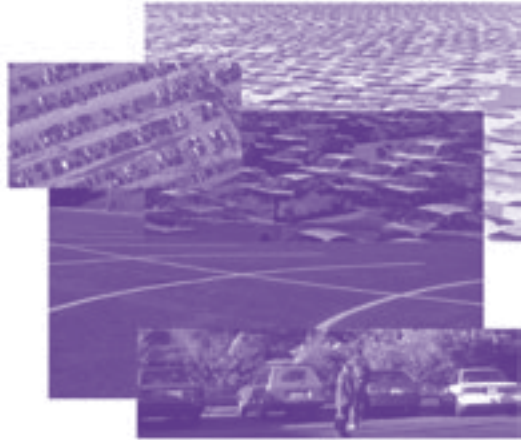
ID Cards are issued by the Student Center Office. Call extension 2530 on the Brighton Campus, or extension 1725 at the Damon City Campus. The card is used throughout the College; it is your Library Card, it allows you to cash personal checks at the Student

Center Desk. You can enjoy and benefit from the use of our Human Performance Lab and recreational facilities with your ID Card. Your card is needed in order to gain access to the Faculty/Staff parking lots where control gates have been installed (lots A & K).

MONROE COUNTY PARKING PROGRAM

Ext. 2700

Parking at the Monroe Community College Brighton Campus is regulated by the Monroe County Parking Program. Refer to the Monroe County Parking Program Brighton Campus Traffic and Parking Regulations which is printed in the College Catalog and available on the College's website at www.monroecc.edu. It gives a detailed explanation of the Parking Program. Any questions or concerns should be directed to our



office at extension 2900 or 7275. In order to ensure the safe and efficient operation of the parking facilities, the following is general information about the parking program.

Handicapped Parking

Handicapped parking is restricted to the exclusive use of vehicles displaying a valid handicapped permit. If you have a condition that requires handicap-parking privileges, handicap parking is available in the areas designated on the map. Call extension 7275 for further information.

M.A.P. - Motorist Assistance Program

If your vehicle needs jump-starting or the keys are locked inside your vehicle, go to the Information Desk on the second floor of Building 1 and we will assist you.

Employee Parking

Currently, employees who are hired under Civil Service or Faculty contracts are not required to pay for parking. Faculty/Staff parking permits must be obtained in person from the Public Safety Office in Sciences Building 7, Room 341. Process requires a Parking Permit Application. Your SUNYCard Identification card will allow you to access the gated employee parking lots A/B, K, rows in lots F, M, G & Q. Refer to the Brighton Map showing designated parking.

Reminders:

- The Administrative Loop is for visitors ONLY - Employees are permitted to park with a valid parking permit only at non-metered spaces after 5:00 PM. This regulation is strictly enforced to provide parking for visitors.
- ANY VEHICLE NOT DISPLAYING A VALID PARKING PERMIT OR NOT PARKED AT AN UNEXPIRED METER IS SUBJECT TO TICKETING.
- If you are hosting a special event, parking arrangements can be made through the Conferences & Events Office and/or the Parking Services Office. We will gladly assist you with special needs!

We issue temporary hang-tags for guest lecturers, temporary use of an alternate vehicle, loading/unloading, etc.

Help us avoid unnecessary ticketing: Early notification to our office of special situations contributes greatly towards meeting your needs and that of the College Community.

Student Parking and Transportation

Brighton Campus

Important Reminders:

Student Parking with a valid parking permit is available in lots C, D, E, J, H, M-1, Q and portions of lots F, G, and M. Refer to the map showing designated parking.

Damon City Campus

For detailed information about semester parking rates for full time students contact the Parking Services office at 292-2700 or DCC Student Services at 262-1740. Refer to DCC map for parking garage locations.

Handicapped Parking

Handicapped parking is available in the St. Joseph's Garage surrounding streets and other

nearby garages. Motorists with handicapped permits will receive preference when buying monthly passes at garages where there is a waiting list. When garages are full, handicapped motorists may enter by showing the garage employee a handicap permit. For more information, call the Rochester City Police Department at 428-6543.

Buses

Taking the bus is a convenient way to travel between DCC and the Brighton Campus. Bus No. 50 leaves from the corner of Main and Clinton every 50 minutes and stops in the front loop of the Brighton Campus. Bus No. 24 leaves from the corner of Main and St. Paul every 50 minutes and stops across the street from the Brighton Campus.



CRIME PREVENTION TIPS

Criminals who see an opportunity for gain will take risks. Assaults and robberies can happen to anyone, anywhere, at any time. If we work together we may be able to put a stop to crime before it occurs.

Crime reduction on Campus requires the continued active support of the College Community. The following are a few suggestions which may help to prevent crime by planning ahead for your personal protection.

✓ **REDUCE OPPORTUNITY**

Walk only in well lighted areas at night. Walk with a friend, if possible. Try to avoid carrying large sums of money.

✓ **STAY ALERT**

Be aware of your surroundings. Look ahead of you as you walk. Have your keys ready when you approach your vehicle.

✓ **SECURE YOUR PROPERTY**

Keep your purse, bookbag and other property with you. Lock valuables from your car in the trunk or place them out of sight.

✓ **PERSONAL SECURITY**

Notify Brighton Public Safety,

ext 2911, or Damon Security ext. 1672, when walking or studying alone at night, let us know when you are leaving.

✓ **REPORT THEFT**

Report the loss or theft of property to Brighton Public Safety, ext. 2911, Damon Security, ext. 1414. Do not disturb crime scene.

✓ **GET INVOLVED**

Report suspicious or hazardous conditions such as, suspicious persons or vehicles. Let Public Safety know about lights out in buildings or parking lots.

CRIME PREVENTION SELF-TEST

1. Do you know how to contact the Public Safety Department:
 - A. on campus?
 - B. off campus?
 - C. by an *"Emergency Telephone"*?
2. Are you familiar with the many services offered by the Public Safety Department such as:
 - A. "jump-starting" cars that have dead batteries?
 - B. Assisting someone retrieve their keys that have been locked inside their vehicle?
 - C. Security Escort service?
 - D. Crime reports, MVA's, Injury/Illness reports?
 - E. Lost & Found?
3. Do you feel like your office has adequate locks which can be used as security measures?
4. Do you have an area within your office where you can lock up your valuables?
5. Do you mark your valuables with an identifiable number and record these or serial numbers, keeping a copy for your records?
6. Do you request identification of persons identifying themselves as work or repair persons wanting to enter your area?

7. Do you keep track of the office, house, or apartment keys in your possession, storing them in a secure place and not handing them out to unauthorized persons?
8. Do you leave your valuables at home or lock the ones you transport by vehicle in your trunk, when you leave your car?
9. Concerning personal safety, do you stick to well lighted streets, walk in groups, and avoid shortcuts when walking?
10. Do you have any recommendations that could help reduce losses in your work and/or living area?
11. Do you know the locations of the “*Emergency Telephones*” in proximity with your class or office locations?
12. Do you know how, and to whom, you would report burned out lights or broken locks?
13. Do you know the location of fire exits in your building?
14. Do you have your car or house key in hand as you approach your vehicle or home?
15. Do you keep your car locked and check the back seat and floor before getting in?
16. Do you avoid flashing large amounts of cash or valuables?
17. Do you feel well-lighted parking areas are provided?

Remember, crime prevention is not just preventing something negative from happening, it’s also starting something positive. We are concerned about your safety. Please, help us help you.

For additional information, comments, or suggestions concerning your personal protection and the security of your area and/or your property call the Brighton Campus Public Safety Office at 292-2900, at Damon Campus call 262-1672, or speak with any Public Safety Officer.

QUICK-LERT FOR VICTIMS

The following listings and telephone numbers are provided for your convenience and assistance in making quick response notification in the event of lost or stolen checks, credit cards, or other personal documents.

Law Enforcement Agencies

MCC Public Safety	292-2912 or 2912 (interior phone)
All Area Police/Sheriff's	9-1-1
New York State Police	244-2410

Banks

Canandaigua National	1-800-724-2621
Chase	1-800-242-7324
Citi Bank	1-800-934-1609 or 1-800-950-5114
Citizens	1-800-922-9999
ESL Credit Union	1-800-848-2265
Fleet	1-800-841-4000
HSBC	1-800-975-4722
Key Bank	1-800-539-2968
M & T	1-800-556-5678 or 724-2440

Credit Cards

Visa & MasterCard Hotline	1-402-331-5152
American Express	1-800-528-4800
Lerners	1-800-889-0494
Sears	1-800-347-8414
Kaufmann's	1-800-724-3788
Discover	1-800-347-2683
JC Penny (Marketplace Mall)	424-1010

Major Oil Companies

Chevron	1-800-243-8766
Shell Oil	1-800-331-3703
Marathon Oil	1-800-537-9580

Courtesy Cards

Wegmans	1-800-848-1555
Tops	1-800-522-2522

Miscellaneous

Driver's License	1-800-225-5368
Social Security Card	1-800-772-1213

Actions to take if your credit cards/ID/checks are stolen:

- Report them stolen to the issuing bank and stop payment on the checks.
- If you have voice mail or a telephone answering machine at home, change the message to the following:

"This is _____, my wallet was recently stolen and someone claiming to be me may attempt to establish credit using this telephone number..."

- This will alert stores to the theft in the case that someone attempts to set up fraudulent accounts.

If you receive any unsolicited calls at work or home regarding your cards, ask the following:

- The representatives name.
- A call back telephone number.
- Ask how they learned of the situation.

Do not give out the PIN (Personal Identification number) UNDER ANY CIRCUMSTANCES. The bank does not need it to cancel your account or issue a new card quicker.

In addition, the FTC recommends the following three steps:

- Contact the fraud departments of each of the three major credit bureaus. Tell them to flag your file with a fraud alert. The alert should include a statement that creditors must get your permission before opening any new accounts in your name. Also ask the credit bureaus for copies of your credit reports. Credit bureaus: must give you a free copy of your report if it is inaccurate because of fraud. Review these reports carefully for other inaccuracies. In a few months, order new copies of your reports to verify the corrections and changes have been made and that no additional fraudulent activity has occurred. The three major credit bureaus are:

Equifax: 800-685-1111, www.equifax.com

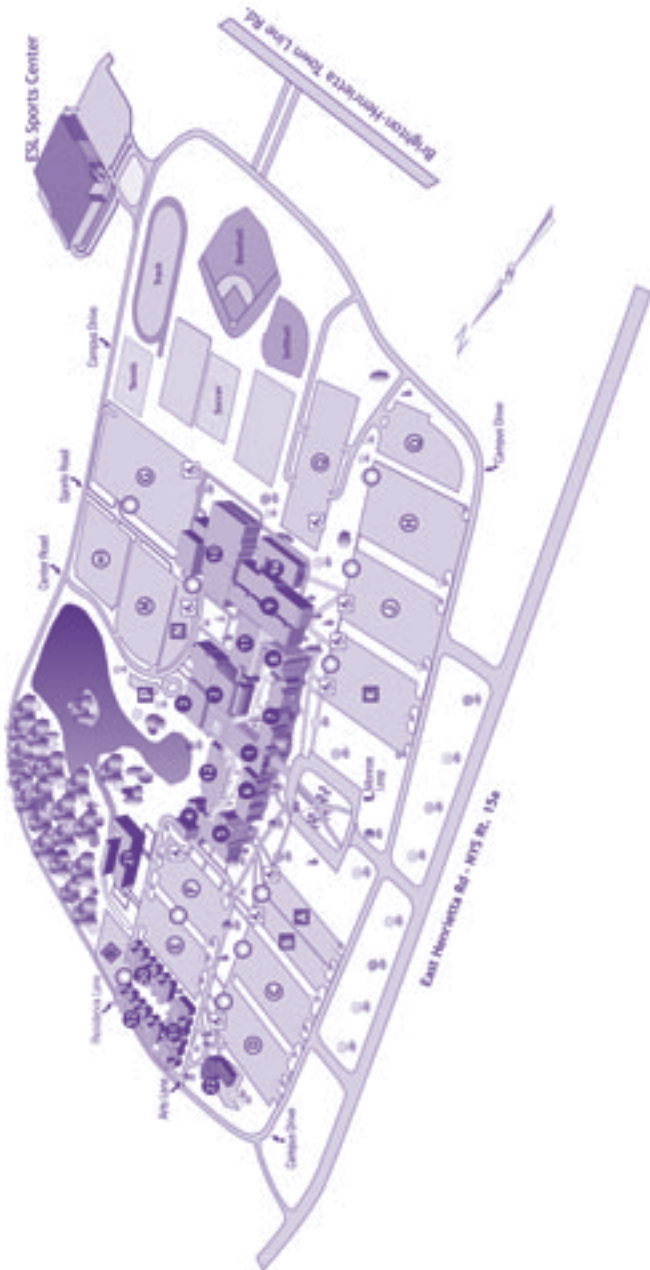
Experian: 888-EXPERIAN (397-3742), www.experian.com

Trans Union: 800-916-8800, www.tuc.com

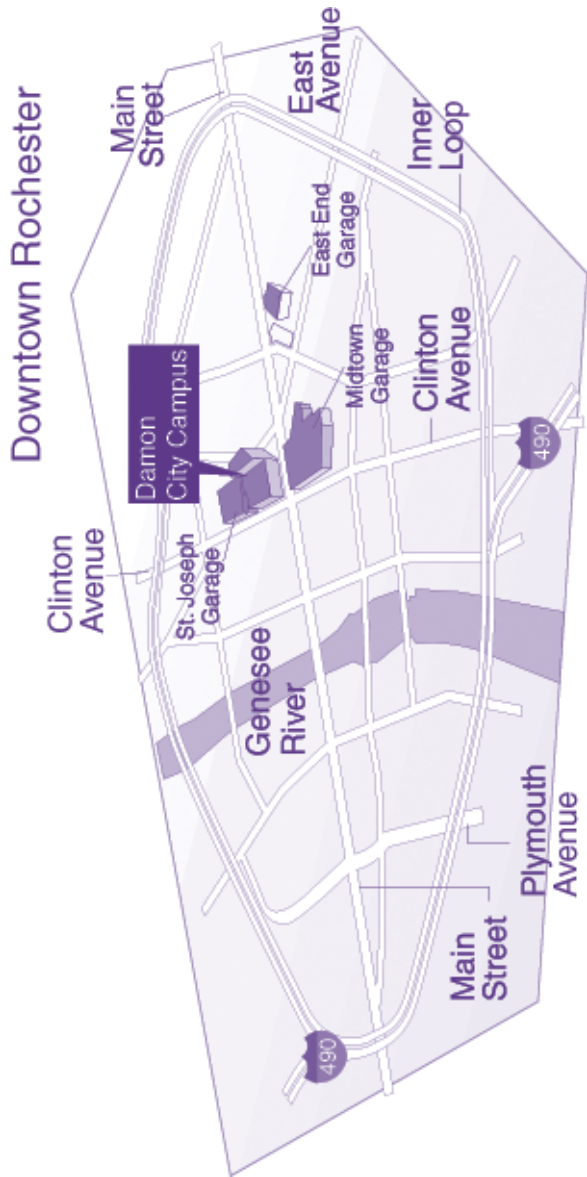
- Contact the creditors for any accounts that have been tampered with or opened fraudulently. Ask to speak with someone in the security or fraud department, then follow up in writing. Following up with a letter is one of the procedures spelled out in the Fair Credit Billing Act for resolving errors on credit billing statements, including charges that you haven't made.
- File a report with your local police or the police in the community where the identity theft took place. Keep a copy in case your creditors need proof of the crime.

For more information about identity theft, go to www.ed.gov/about/offices/list/oig/misused/reduce.html

Monroe Community College
Brighton Campus



MCC DAMON CITY CAMPUS





Name: _____

Address: _____

Telephone: _____

It's no secret that crime is a concern everywhere.

The Monroe Community College Public Safety Department needs your assistance with the following questions. Please take a couple of minutes to answer the question below, remove the perforated section, and return it to a Public Safety Officer, drop it in the Campus Mail, or bring it to the Public Safety Office in Building 7, Room 341 or the Information Desk.

Your assistance is greatly appreciated.

WHAT ARE THE ASPECTS OF SECURITY YOU ARE MOST CONCERNED WITH ON THE MCC CAMPUS?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____



**Sciences Building 7, Room 341
292-2075**

MCC

Brighton Campus

1000 E. Henrietta Rd. • Rochester, NY 14623

Damon City Campus

228 E. Main St. • Rochester, NY 14604

Applied Technologies Center

2485 W. Henrietta Rd. • Rochester, NY 14623

Public Safety Training Facility

1190 Scottsville Rd. • Rochester, NY 14624

Website:

www.monroecc.edu

Monroe Community College is a unit of the State University of New York. It is the policy of the University and of this College not to discriminate on the basis of sex, race, color, religion, national origin, disability, age, marital status or sexual orientation in admissions, employment, and treatment of students and employees in any educational program or activity.