

Safety & Security

Russell Sage College for Women
2009 - 2010

A message from the Director...

The Sage Colleges are committed to the safety and security of our entire community. Toward that goal, a number of policies, procedures and programs have been developed to make you an informed and energized participant in our effort. They are supplemented by cutting edge technologies and delivered by a staff of law enforcement/security professionals.

But the most important person in the effort to keep you safe and secure while on campus is You. All of our efforts will not be sufficient if our community is not informed, alert and cautious. Personal safety requires that each person becomes aware of what he or she can do to reduce risks. Becoming aware and changing behaviors are the best preventative measures. That is the purpose of this document. Please read it, keep it accessible and ask questions about its contents. Only then will you be fully able to enjoy all of the resources available on both of our campuses.

Bob Grebert
Director of Public Safety

Office of Public Safety

Security services for Russell Sage College are provided by the University Heights Association's Office of Public Safety. University Heights Association is a consortium of four colleges – The Albany College of Pharmacy, Albany Medical College, Albany Law School and The Sage Colleges – that share contiguous campuses, academic collaborations and services. Uniformed, radio-dispatched Public Safety Officers patrol the campuses at all times and respond to emergencies and calls for assistance. The Public Safety administrative offices are located in Suite B222 at 84 Holland Ave., Albany, NY. At Russell Sage College, the office is located on the first floor of the John Paine Building. The UHA dispatch center is also located there.

The Director of Public Safety reports directly to the Vice President for Administration and Planning.

The Office of Public Safety is also the source for Sage Identification cards, parking registration, keys and access cards and fingerprint services for graduating education majors.

Among the services provided by the Office of Public Safety are:

- preventive patrol
- law enforcement
- incident reporting and Clery Act reporting
- investigations
- medical emergencies
- fire emergencies

- accident and crash investigation
- security surveys
- emergency response
- campus awareness and education

The Office of Public Safety is staffed by a combination of Police Officers and Security Guards. While on duty for The Sage Colleges the Police Officers possess all of the authority and powers vested in Police Officers by the State of New York. The Police Officers are trained to the standards and requirements of New York State. They attend a regional training academy for 26 weeks where they must demonstrate levels of academic achievement, technical proficiency and physical fitness. They further attend a variety of training programs sponsored by the College, the Troy Police Department, and various local, state and federal law enforcement agencies.

The security guards are also trained to standards and requirements set for by both the New York State Division of Criminal Justice Services and the Department of State. Yearly training is mandated, and the University Heights Association is licensed by DCJS as an approved Security Guard Training School. Selected Public Safety Officers attend a regional Campus Public Safety Officer Academy at the Zone 5 Regional Law Enforcement Academy, which is certified by NYS DCJS.

The staff of the Office of Public Safety is assisted by several technologies intended to enhance safety and security across both campuses. Those technologies include:

- “Blue light” emergency telephones, connected directly to the Office Of Public Safety.
 - Blue lights phones are located at 92 First St., Ackerman Hall parking lot, French House annex, Lot 6, the Plum Building, Roy Court, Sage Park and Wool House.

- a closed circuit television system which places a series of cameras at strategic locations, both outdoors and inside selected facilities. The cameras are monitored on a 24 hour basis in the Dispatch Center, where they are also recorded for investigatory and evidentiary reasons.
- caller ID software which allows the dispatch center to immediately locate the source of any call made to the emergency phone line or to 911.
- proximity card access to exterior doors, which notifies Public Safety when doors are opened after hours or when doors are left open for extended periods. Installed on many buildings with additional buildings identified for future installation.
- alarm monitoring technology which immediately informs Public Safety when intrusion, fire or trouble alarms are activated. Installed on many buildings with additional buildings identified for future installation.
- E2Campus, an emergency text messaging system available to all students, faculty and staff. E2campus is the college’s means of notifying the

community of an emergency and provided vital information and instructions.

Reporting Criminal Activity, Emergencies and Suspicious Behavior

All members of the Sage community are encouraged to immediately report to Public Safety any criminal activity, emergency or hazardous situation or suspicious person or behavior as follows:

Emergencies: from either campus by dialing **244-3177**

from any campus telephone by dialing **x3177**

by simply lifting any of the emergency phones, located across campus directly underneath blue lights.

Emergencies may also be reported directly to local police, fire and emergency medical services by dialing **911** from any telephone. In the event that a call is made directly to 911, the caller is encouraged to also call x3177 immediately afterward.

*Please remember that **911** calls made from a cellular phone do not connect the caller to local emergency services and do not locate the caller for emergency services as does a 911 call from a wired telephone.*

Non-emergencies: by dialing 244-3167

from any campus telephone by dialing x3167

For your safety and protection, all calls made to the Office of Public Safety are received by Caller ID software, which instantly identifies the location of the caller. They are also recorded and available for instant replay.

The Public Safety dispatch center is also directly linked to the Rensselaer County Public Safety Answering Point (PSAP).

Russell Sage College has a Memorandums of Understanding with the City of Troy Police Department in place that governs the interaction between the parties in the event of a serious incident or criminal investigation.

Response to Reports

Victims, witnesses and any other persons affected by criminal activity are encouraged to report that activity to the Office of Public Safety immediately. Accurate and timely information is essential to the investigation of any incident.

It is the policy of the Office Public Safety to investigate all crimes, complaints and incidents reported. It may also proactively investigate any activity or situation of potential hazard or criminality.

When a complaint or report of criminal activity is reported, it is investigated immediately. Depending on the needs of the College, the wishes of the complainant and the severity of the crime, it may also be referred to the appropriate local, state or federal law enforcement agencies. Memorandums of understanding, regarding the investigation of serious crimes, are in place with local law enforcement agencies, and a cooperative working relationship has been forged with them.

Public Safety and other appropriate Campus offices will also investigate reports of non-criminal activity that violates College policy. The Office of Public Safety cooperates closely with the judicial process of The Sage Colleges.

Confidential reporting is also available under certain circumstances.

Information related to reported crime is essential to a safe campus, and therefore is available to interested persons at the Office of Public Safety. Incident Reports and a public log are available, subject to confidentiality and investigative needs. Additionally, when a crime or incident or condition poses a continuing threat to members of the Sage community, timely alerts are posted in key locations across the appropriate campus, and voicemail and email systems may be used to assure awareness of the incident or condition.

This report is presented on an annual basis. It is prepared by the Director of Public Safety, utilizing incident reports generated during the year as well as information provided by various other campus offices. It is available in hard copy in many campus offices as well as on the Web at <http://www.Sage.edu>. The statistical portion of the report is also available at the U.S. Department of Education's Campus Crime Survey on their website.

Building Access

Access to buildings is generally available after 8AM and until the close of business, depending on the purpose of the building. Special use buildings and facilities, such as labs, meeting rooms, fitness centers, etc., which may have expanded hours of use, will have those hours posted prominently.

Buildings and grounds are patrolled regularly by Public Safety Officers. They are assisted by employees of the Department of Physical Plant, who are particularly vigilant for hazardous conditions or facilities.

Residence Halls are also staffed and patrolled by a staff of highly trained professionals and student assistants, who are linked by radio to Public Safety.

Safety and Crime Prevention Programming

The Sage Colleges offer a number of programs aimed at enhancing the safety and security of all members of the community. Among them are:

- **Public Safety Advisory Committee:** As required by Article 129-A of the New York State Education Law, The Sage Colleges maintains a Public safety Advisory Committee. It is comprised of students, faculty and staff, and is chaired by the Director of Public Safety. The Committee reviews current policies, procedures and programs and makes recommendations for their modification. It also discusses issues of mutual concern related to safety and security on campus.
- **New Student Orientation:** presentations are made to new students aimed at raising levels of awareness within the urban environment and discussing basic crime prevention and personal safety practices.
- **Residence Hall Safety and Security Programs:** in conjunction with the Residence Life staff, crime prevention and safety programs are presented throughout the year focusing on the unique concerns of life in the residence halls.
- **Health Fair:** in conjunction with the Wellness Center and the Department of Human Resources, the Office of Public Safety participates in and presents to the Campus Health Fair.
- **Facilities and Property surveys:** The Office of Public Safety conducts ongoing surveys of facilities on both campuses, in an effort to maximize crime prevention and minimize hazards.
- **Clery Act Awareness:** a program aimed at Clery Act awareness is presented for professional staff and faculty throughout the year.
- **Workplace Violence Workshops:** a program intended to lessen tensions within the workplace and to help employees identify potentially dangerous situations or co-workers is presented throughout the year.
- **Sexual Assault Care:** The Rensselaer County Sexual Assault Care Center maintains a satellite office on the Troy Campus. Located at the Wellness Center in Kellas Hall, hours are set at the beginning of each academic year.

- **Fire Safety Inspections:** in conjunction with the New York State Office of Fire Prevention and Control, yearly inspections of all Sage buildings and facilities are conducted to assure compliance with all State mandates related to fire safety.

Response to Sexual Assault

The response to sexual assault is swift, professional and multi-faceted. It may involve the Public Safety Office, the Wellness Center, the Rensselaer County Sexual Assault Care Center, the Office of Student Services and Residence Life, the campus judicial process and local law enforcement and prosecutorial agencies.

Many Public Safety Officers have recently been trained in the response to sexual assault and victim support under the auspices of a Violence Against Women grant obtained by an institutional member of the University Heights Association.

Educational programs which foster awareness of sexual assault, provide crime prevention and decision making skills which may prevent sexual assault, and which prepare a victim to best assist in the prosecution of an offender, are available. Confidential reporting may be available to the victim. Options for counseling, both on and off campus, are described as well as the options related to criminal prosecution of the offender. Reasonable accommodations to residential and academic situations are also available. The student handbook further describes the judicial process and the rights, responsibilities and potential sanctions available for persons involved in a sexual assault.

Sex Offender Registry and Access to Related Information

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, goes into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under state law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. The New York State sex offender registry may be accessed at <http://criminal.justice.state.ny.us/nsor/index.htm>.

Alcohol, Drug and Weapons Policies

The alcohol, drug and weapons policies of The Sage Colleges are consistent with local, state and federal laws. Violation of the law is subject to the campus judicial process and may result in referral to local law enforcement. Specific rules and policies are available in the Student Handbook. Alcohol and drug abuse prevention programs are available through the Wellness Center and through the Office of Student Services and Residence Life.

Missing Persons

Russell Sage College, in partnership with the University Heights Association's Office of Public Safety, has a comprehensive policy in place for the investigation of missing persons. Although primarily intended as a safety net for resident students, it may also be used to investigate the disappearance of any student, staff member or faculty member who disappears from campus. It can also be used to assist local law enforcement agencies who are investigating the disappearance of a community member from some off-campus location.

Key elements of the plan include:

- Resident students must identify an emergency contact person who would be notified in the event of a disappearance.
- The emergency contact person and the Troy Police Department must be notified no longer than twenty-four hours after a person is thought to be missing.
- Circumstances such as the possibility of foul play or mental health concerns require the immediate notification of the emergency contact person and the Troy Police Department.

A Memorandum of Understanding is in place between the University Heights Association's Office of Public Safety and the Troy Police Department that clearly sets responsibilities in such an investigation and requires a complete and timely exchange of information between the agencies.

Emergency Notification and Evacuation of the RSC community

In the event of an emergency requiring immediate action, RSC will notify the community and provide instructions as soon as a timely assessment of the situation allows. A *e2Campus* message will be crafted and sent, information and instruction will be posted to Campus Cruiser, and a global voicemail will be delivered. Depending on circumstances, a room by room verbal notification may be made. Each of those information delivery systems is practiced and tested once each semester.

Evacuation is practiced three times a year. Every classroom and office has evacuation routes prominently displayed.

Fire Safety at Russell Sage College

In partnership with the New York State Office of Fire Prevention and Control and the University Heights Association's Office of Public Safety, Russell Sage College has a comprehensive fire safety program. Annual inspections conducted by the OFPC are thorough and intensive, and result in the certification of our facilities as completely compliant with state and local fire

codes. Training programs for students, faculty and staff are available through UHA Public Safety. Policies are in place, in student and employee handbooks, that prevent sources of fire. Evacuation policies are practiced regularly through fire drills.

Fire safety systems for residence halls at Russell Sage College are as follows:

- French House has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored in the Public Safety dispatch Center. It has sprinklers in the common areas of the building.
- German House has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored in the Public Safety dispatch Center. It has sprinklers in the common areas of the building.
- Kellas/Slocum Hall has extensive emergency lighting and exit signage throughout the building. It has audible local smoke detectors in individual rooms and pull stations in common areas that are monitored in the Public Safety Dispatch Center.
- Manning Hall has extensive emergency lighting and exit signage throughout the building. It has audible local smoke detectors in individual rooms and pull stations in common areas that are monitored in the Public Safety Dispatch Center.
- MacMurray/Spicer/Gale House has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored in the Public Safety dispatch Center. It has sprinklers in the common areas of the building.
- Ricketts Hall has extensive emergency lighting and exit signage throughout the building. It has audible local smoke detectors in individual rooms and pull stations in common areas that are monitored in the Public Safety Dispatch Center.
- Sage Hall has extensive emergency lighting and exit signage throughout the building. It has heat and smoke detectors in individual rooms, as well as in common areas, that trigger audible alarms and strobe lighting when activated. Some common areas of the building have sprinklers.
- Spanish House has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are

monitored in the Public Safety dispatch Center. It has sprinklers in the common areas of the building.

- Wool House has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored in the Public Safety dispatch Center. It has sprinklers in the common areas of the building.

The occurrence of fire related events for Russell Sage College residence halls in 2008 is as follows:

Residence	# of fires	# of injuries	# of deaths	Value of property damaged	# of fire drills	# of fire alarms	Malicious false alarms
French House	0	0	0	0	3	6	0
German House	0	0	0	0	3	4	0
Kellas Hall	0	0	0	0	0	0	0
Manning Hall	0	0	0	0	3	0	0
MSG	0	0	0	0	3	3	0
Ricketts Hall	0	0	0	0	3	0	0
Slocum Hall	0	0	0	0	3	0	0
Spanish House	0	0	0	0	3	2	0
Wool House	0	0	0	0	3	0	0

Campus Crime Statistics

The Russell Sage College campus is a very safe campus, as reflected in the statistics presented here.

Please note that crime statistics are reported on a calendar year basis, rather than by academic year, and that the Department of Education now mandates the reporting of some criminal activity occurring off campus, as well as the activity occurring on campus. Comparative information for all of the colleges and universities in the country is available at <http://ope.ed.gov/security>.

There are four categories for location of criminal activity, defined as follows:

“campus” means any building or property controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls and, property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

“non-campus building or property” means any building or property controlled by a student organization recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

“public property” means all public property, all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

“residence hall” means residential facilities for students on campus.

OFFENSE	YEAR	ON CAMPUS PROPERTY	NON CAMPUS PROPERTY	PUBLIC PROPERTY	OPTIONAL TOTAL	**RESIDENTIAL FACILITIES
MURDER/NON-NEGLIGENT MANSLAUGHTER	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
ROBBERY	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
AGGRAVATED ASSAULT	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	1	0	0	1	0
MOTOR VEHICLE THEFT	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
ARSON	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
BURGLARY	2006	2	0	0	2	0
	2007	5	0	0	5	0
	2008	4	0	0	4	0
SEX OFFENSES, FORCIBLE	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
LIQUOR LAW ARRESTS	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2006	4	0	0	4	0
	2007	2	0	0	2	2
	2008	5	0	0	5	5
DRUG LAW ARRESTS	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	2006	0	0	0	0	0
	2007	0	0	0	0	0

	2008	0	0	0	0		0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2006	0	0	0	0		0
	2007	0	0	0	0		0
	2008	0	0	0	0		0
	**CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON CAMPUS CATEGORY.						

Bias Crime Awareness and Prevention

The Sage Colleges are committed to preventing bias crime and bias related behavior on our campuses. Toward that goal, TSC employs a variety of strategies, both proactive and reactive, that our intended to foster diversity and tolerance while reacting swiftly and forcefully against those whose behavior is intolerable.

The Board of Trustees and all of its committees have been charged with including an awareness of the need for diversity in all their decision making. An Office of Cultural Enrichment and Diversity has been created and its Coordinator charged with developing programming on both campuses. An International Student Advisor has been identified and charged with advocacy for those students.

Bias awareness training is conducted for all new students during their orientation and is required for all employees on a regular basis. Resident Assistants and Student Mentors are provided with additional training intending to help them recognize bias crime and respond to it in an appropriate manner. A cross section of employees has been trained in bias awareness and prevention strategies. Public Safety Officers are trained to identify such behavior and respond in an appropriate manner

The Student Code specifically prevents such behavior and provides appropriate penalties. The Residence Hall contract includes a clause preventing such behavior and advocating for diversity. The Employee Handbook specifically prevents such behavior, provides appropriate penalties and identifies Cabinet level officers as Compliance Officers.

Bias Crime Statistics

2008	RACE				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY				DISABILITY							
	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP				
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER CRIMES INVOLVING BODILY INJURY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OC = ON CAMPUS NC = NON-CAMPUS RF = RESIDENTIAL FACILITIES PP = PUBLIC PROPERTY																												