

Safety & Security

Sage College of Albany
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 the Sage College of Albany are provided by the University Heights Association's Office of Public Safety. The University Heights Association is a consortium of four colleges - The Albany Law School, The Albany College of Pharmacy and Health Sciences, the Albany Medical College and The Sage Colleges - that share contiguous campuses, academic collaborations and a variety of services.

The Office of Public Safety is located In Suite B222 of 84 Holland Ave. **In an emergency, Public Safety may be reached at 244-3177.** Non-emergency calls can be made to 244-3167 or 244-4741.

The Office of Public Safety provides uniformed, radio-dispatched patrols on a 24 hour a day, seven day a week basis. Among the services provided by the Office of Public Safety are:

- preventive patrol, by vehicle, foot and bicycle
- emergency response
- crisis management
- law enforcement
- incident reporting and Clery Act reporting
- investigations
- medical emergency response
- traffic control and parking enforcement
- crime prevention awareness and training
- liaison with public sector public safety agencies

Public Safety Officers are security guards licensed by the State of New York. They are trained to the standards and requirements set by the New York State Division for Criminal Justice Services and the Department of State. 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 light phones are located at Froman Hall, the Residence Hall, West Hall and the Campus Center parking lot.
- 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: by dialing **244-3177**

from any campus telephone by dialing **x3177**

by simply lifting any of the red 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 may 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: from either campus by dialing 244-4741

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 City of Albany Public Safety Answering Point (PSAP).

The Sage College of Albany has a Memorandum of Understanding with the City of Albany 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 Public Safety Office 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 Colleges, 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 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.

Additionally, many buildings are on an electronic access control system that allows immediate locking and unlocking from the Public Safety Dispatch Center.

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 resident 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.
- **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 Albany County Albany County Crime Victim and Sexual Violence Center, the Office of Campus Life, the Office of 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>. In addition, the City of Albany maintains a sex offender registry that may be accessed by "Entities of Vulnerable Population". The UHA Office of Public Safety has been so declared and the registry may be accessed through the Director of Public Safety.

Alcohol, Drug and Weapons Policies

The alcohol, drug and weapons policies of The Sage Colleges are consistent with local, state and federal laws, and further prohibit any possession of alcohol in the Albany Campus Residence Hall. 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

SCA, 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 Albany 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 Albany Police Department.

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

Fire Safety at the Sage College of Albany

In partnership with the New York State Office of Fire Prevention and Control and the University Heights Association's Office of Public Safety, the Sage College of Albany 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. Resident Assistants and Directors attend mandatory fire safety training at the beginning of academic each year. Policies are in place, in student and employee handbooks, that prevent sources of fire. Evacuation policies are practiced regularly through fire drills.

The Albany Campus Residence Hall 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. It has sprinklers in common areas as well as in each room.

There were no fires in the Residence Hall in 2008. There were four fire drills conducted in the building during 2008.

Campus Crime Statistics

The Sage Colleges have two very safe campuses, 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.

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	0	0	0	0		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	0	0	0	0		0
	2007	4	0	0	4		0
	2008	2	0	0	2		0
SEX OFFENSES, FORCIBLE	2006	0	0	0	0		0
	2007	0	0	0	0		0
	2008	1	0	0	1		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	6	0	0	6		6
	2007	17	0	0	17		17
	2008	3	0	0	3		3
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	4	0	0	4		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	1	0	0	1		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 are 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 of 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			
	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P
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
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
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
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
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
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
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
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
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
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
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
OC = ON CAMPUS NC = NON-CAMPUS RF = RESIDENTIAL FACILITIES PP = PUBLIC PROPERTY																								