



# Campus Safety and Security

Policy SS003

Volume: 13, Safety and Security

Responsible Administrator: Treasurer and Vice President for Finance and Administration

Responsible Office: Department of Public Safety

Issued: August 2008

Last Updated: September 2017

## Policy Statement

At FIT, the safety and well-being of our students, employees, third parties, and visitors are of paramount importance. A safe and secure environment can only be achieved with the cooperation of all members of the college community. FIT maintains a Department of Public Safety to ensure a safe environment for the campus community. Department of Public Safety personnel are not police officers and are not empowered as such. The department's primary protective means is to restrict campus access and use only to those authorized students, employees, or third parties, or their guests, for reasonable and safe purpose. In addition, FIT upholds the rights of students and employees to be aware of incidents that occur on- or off-campus and the college's policies and procedures intended to promote efficient and effective response to incidents and crises. While FIT's Department of Public Safety provides a range of safety and protection services for the entire FIT community, the college encourages all students and employees to be responsible for their own security and the security of others, including through safe and positive bystander intervention.

## Reason for the Policy

This policy is intended to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"). The Clery Act, a federal law, requires that all post-secondary institutions receiving federal aid report statistical information regarding criminal activity on and around campus. Institutions must provide members of their communities with an [annual security and fire safety report](#) containing campus security policies and procedures, as well as campus crime statistics. This policy also is adopted in accordance with the New York State Education Law Article 129-A, including Section 6430's requirements on the rules for the maintenance of public order on FIT's campus and other property and activities. Campus procedures and penalties for the violation of the rules and enforcement procedures are described. This policy is also intended to comply with [SUNY's Campus Security Policy and Campus Crime Statistics Reporting procedure](#) (as it pertains to the FIT community).

## Who is Responsible for this Policy

- Department of Public Safety

## Who is Affected by this Policy

- The entire FIT community (employees and students)
- Third parties

## Definitions

N/A

## Principles

- **Maintenance of Public Order**

FIT's Rules for the Maintenance of Public Order prohibit any person whether singly or in concert with others from:

- willfully threatening or causing physical injury to another person;
- physically restraining or detaining any other person;
- removing anyone from any place where he or she is authorized to remain;
- willfully damaging or destroying property of FIT or property under FIT's control;
- removing FIT property or property under FIT's care;
- using FIT property or property in FIT's control without authorization;
- entering into any private office of an administrative officer, member of the faculty, or staff member without implied or explicit permission;
- entering into and remaining in any campus building for any purpose other than its authorized uses or in such manner as to obstruct its authorized uses;
- remaining in any campus building after it is closed without authorization;
- refusing to leave a campus building after being required to do so by an authorized administrative officer or public safety officer;
- obstructing the free movement of people and vehicles in any place to which these rules apply;
- deliberately disrupting or preventing the peaceful and orderly conduct of classes, lectures, and meetings;
- deliberately disrupting or preventing the freedom of any person to express their views, including invited speakers;
- knowingly having in their possession on premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the president whether or not a license to possess the weapon has been issued to the person;
- willfully inciting others to commit any of the acts prohibited hereby with the specific intent to procure them to do so; or
- taking any action, or creating or participating in the creation of any situation, which recklessly or intentionally endangers the mental or physical health of anyone or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

Nothing in these rules shall be construed to limit or restrict the freedoms of speech and peaceful assembly.

These Rules for the Maintenance of Public Order apply to the conduct of students, faculty, all other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon any FIT campus property; other property owned, leased, or otherwise controlled by FIT and used for, related to, or supporting FIT's educational purposes; or in any FIT activity (any event, function, or activity that is organized, supported, or financed in whole or in part by the college or by any FIT office, department, division, course, program or organization, including student organizations/clubs/teams). A copy of these rules is provided to all students,

faculty and staff and are deemed to be part of the by-laws of all FIT-recognized organizations. Additional rules and regulations on conduct are outlined in other FIT policies (including but not limited to the FIT [Code of Student Conduct](#) and [Sexual Misconduct Response](#) policy).

In the case of a student or employee violator, their suspension, expulsion, termination, or other appropriate disciplinary action will be determined in accordance with the applicable student judicial process or employee disciplinary process. In the case of any organization that authorizes such conduct, its permission to operate on FIT property or property controlled by FIT will be rescinded. Any licensee or invitee who violates any provision of these rules will have the license or invitation revoked and they and any other person who violates the rules will be directed to leave the college's property. In the event of a failure or refusal to leave FIT's property, such person(s) shall be ejected from the property.

- **Campus Crime Statistics**

Each year, pursuant to the Clery Act, FIT shall publish an annual report containing crime statistics, fire statistics, and statements of security policy. The report also includes information on safety and security topics including prevention, reporting, fire safety, services for victims, discipline, and other information. FIT's Annual Security and Fire Safety Report may be accessed at Public Safety's website, <https://www.fitnyc.edu/safety/statistics>. This report is required of all post-secondary institutions that participate in federal student aid programs.

The report contains statistics about certain offenses that occurred in locations as required by the Clery Act: on campus, in certain non-campus buildings or property owned or controlled by FIT, and on public property within, or immediately adjacent to and accessible to, on-campus property. The specific properties covered by the statistics as required by the Clery Act are explained in more detail in the report. The categories for which statistics are reported are set by the Clery Act. Campus crime statistics reflect incidents that were reported. Should an incident be reported and included in statistics, it does not denote that the incident actually occurred, or that if it occurred it was a criminal offense. The statistics in the report shall include all Clery-reportable incidents reported directly to FIT's Department of Public Safety. Public Safety also must include statistics collected from FIT administrators, known as Campus Security Authorities ("CSA"), to whom students are directed by FIT policy to report criminal offenses and to other school officials who have significant responsibilities for student and campus activities. CSAs are identified by FIT and will be provided with training on their duties. CSAs are required to immediately forward reports of Clery Act crimes to Public Safety. Public Safety also must request and include statistics from the respective local law enforcement for all of FIT's Clery geography (on-campus, public property, and non-campus) and include these statistics to the extent the statistics are available and provided to FIT.

The President's Advisory Committee on Campus Security has designated the Office of the Director of Public Safety to handle the Annual Security and Fire Safety Report. Upon request, the Office of the Director of Public Safety will mail a hard copy of the Annual Security and Fire Safety Report to the individual requestor within ten days of the request. Statistics are also available through the U.S. Department of Education's Campus Safety and Security website, <http://ope.ed.gov/campussafety>, which compiles statistics submitted by all schools under the Clery Act. For additional assistance, please contact the Department of Public Safety, located in the Fred P. Pomerantz Art and Design Center, Room D442. The general business number is **(212) 217-4999**.

Also pursuant to the Clery Act, FIT's Department of Public Safety maintains a daily log of crimes and incidents that occur on campus, which may be accessed at the Public Safety Office in Room D442.

Statistics of crimes in public recordkeeping, such as the publication of the Annual Security Report and the daily crime log, are always reported without inclusion of personally identifying information about victims. To ensure that its statistics are complete, FIT shall use its best efforts to collect crime statistics reported to confidential resources at FIT in a de-identified, anonymized way that strictly maintains patient confidentiality. FIT also encourages its confidential resource professionals, where appropriate, to advise on other reporting options, including the option to anonymously report crimes for inclusion in Clery Act statistics.

- **Educational Programs**

Safety and security awareness programs for both on and off campus are presented at student orientation each semester. In addition, FIT's Department of Public Safety also presents campus safety and security programs to all resident assistants each semester to prepare them to assist residential students with safety concerns. Safety and security programs are also readily available to any employees upon request. Programming includes (but is not limited to):

- Building evacuation procedures for fire and other emergencies, including live drills during the semester;
- Shelter in place procedures, including live drills during the semester;
- Campus safety escort program;
- Safety shuttle program;
- Actively partnering with the Title IX Coordinator on sexual and interpersonal violence programming; and
- Safely navigating NYC mass transit.

Additional information on education and training for sexual and interpersonal violence is available in FIT's [Sexual Misconduct Response](#) policy. Additionally, an educational session for the prevention of bias-related crimes is provided to students during Student Orientation; more information is available in FIT's [Bias Crime Prevention](#) policy.

- **Emergency Procedures**

The President of FIT has established an Emergency Preparedness and Response Group, which recommends and implements emergency mitigation measures and coordinates planning for emergency situations affecting the college, including implementation of training and exercise activities throughout the FIT community. The EPRG meets regularly to plan for emergency situations that may affect the FIT community. FIT has developed an Emergency Preparedness Plan, accessible online at <https://www.fitnyc.edu/emergency/>, which outlines the procedures it will follow to respond to specific types of emergencies. In medical emergencies, personnel from Public Safety and Health Services work together as a team to respond. Health Services operates as an ambulatory care unit and handles most medical emergencies occurring on campus. At times, however, a 911 operator may be contacted to request the immediate response of an ambulance to transport an injured or ill person to a local hospital. In case of other emergencies, please see a list of possible emergency scenarios and corresponding procedures to follow at <https://www.fitnyc.edu/emergency/what-to-do/index.php>.

- **Timely Warnings and Emergency Notifications**

- **Timely Warnings**

FIT will issue a timely warning to the campus community whenever a Clery-reportable incident has been reported to Public Safety that FIT deems to represent a serious or continuing threat to students and employees. The warning will be issued as soon as pertinent information is available and will include information about the crime and information that promotes safety and aids in prevention of similar crimes.

Timely warnings may be sent by the President, the Director of Public Safety, the Vice President for Finance and Administration, the Vice President for Communications and External Relations, and/or any of these administrators' authorized designees. Where feasible and appropriate under the circumstances, these administrators will consult with each other and other FIT administrators pursuant to the [Emergency Preparedness Plan](#) to determine whether the Clery-reportable incident poses a serious or continuing threat to FIT students and employees, as well as the content and the means of distribution; each of these administrators are, however, authorized to immediately issue a timely warning in situations that require immediate action to protect the health and safety of the FIT community, pursuant to FIT's Emergency Preparedness Plan.

Timely warnings may be sent through the FIT Alert system (described below) and/or through any other means designed to reach the FIT community, including the public address system, email notification, text message or voice call, signage, postings on the college's website, social media channels, and the college's information phone line **(212) 217-7792**. Should the condition change, whereby there is no longer an ongoing threat to campus community, an update may be sent advising of such.

- **Emergency Notifications**

FIT will issue an emergency notification to the campus community whenever it has confirmation of a significant emergency or dangerous situation that involves an immediate, imminent, or impending threat to the health or safety of students or employees. FIT will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Depending on the situation, FIT may in some instances notify only the affected portion of the campus community rather than the entire community. Additional segments of the campus community may be notified if a situation warrants as it develops.

Emergency notifications may be sent by the President, the Director of Public Safety, the Vice President for Finance and Administration, the Vice President for Communications and External Relations, and/or any of these administrators' authorized designees. Where feasible and appropriate under the circumstances, these administrators will consult with each other and other FIT administrators pursuant to the Emergency Preparedness Plan to confirm whether an emergency or dangerous situation warranting a notification exists, as well as the content and the means of distribution; each of these administrators are, however, authorized to issue an emergency notification in situations

that require immediate action to protect the health and safety of the FIT community, pursuant to FIT's Emergency Preparedness Plan.

Emergency notifications may be sent through the FIT Alert system (described below) and/or through any other means designed to reach the FIT community, including the public address system, email notification, text message or voice call, signage, postings on the college's website, social media channels, and the college's information phone line (212) 217-7792. Should the condition change, whereby there is no longer an ongoing threat to the safety of the campus community or segment thereof, an update may be sent advising of the change in condition. The confirmation of whether an emergency or dangerous situation warranting a notification exists, as well as the content of the notice, the means to communicate it, and distribution of the notice, may be made by the President, the Director of Public Safety, the Vice President for Finance and Administration, the Vice President for Communications and External Relations, and/or any of these administrators' authorized designees and may depend on the circumstances of the emergency or situation.

Emergency response protocols are tested on at least a yearly basis, and members of the FIT community are sent information about procedures in conjunction with such tests. Public Safety keeps records of such tests.

- **FIT Alert**

All students and employees are automatically added to FIT Alert using FIT records using FIT email addresses (students and employees) and office extensions (employees), and alerts will be sent to those channels by default. Alerts can come in the form of emails, text messages, and/or phone calls. Students and employees are encouraged to log into MyFIT to review their information in the alert system to ensure contact details are correct. Students and employees will also be able to add and/or select additional communication channels. While parents, spouses, and other family members cannot enroll in the program, students and employees may add that contact information to their accounts. The system updates weekly. When individuals are no longer employed and students are no longer enrolled at the college, they will be automatically removed from the system.
- **Notify NYC**

New York City has created a citywide emergency notification system available to the public that provides numerous notification types, including emergency alerts, public health notifications, major mass transit or traffic disruptions, and more. For more information or to enroll, visit [nyc.gov/notifynyc](https://nyc.gov/notifynyc).
- **Campus Security Advisory Committee**

The President of FIT has appointed a President's Advisory Committee on Campus Security to review campus security policies and procedures, and to make written findings and recommendations at least once each academic year for improving campus safety. Such reports will be made available upon request. See the related document [President's Advisory Committee on Campus Security](#).

- **Registered Sex Offenders**

As a service to the community, in conjunction with the Campus Sex Crimes Prevention Act of 2000 and Article 6-C of New York's Sex Offender Registration Act, a list of registered sex offenders is provided at <http://www.criminaljustice.ny.gov/>.

## Responsibilities

N/A

## Procedures

- **Reporting Criminal Actions, Fire, and Other Emergencies**

FIT encourages accurate and prompt reporting of all crimes to Public Safety and to local law enforcement, when the victim of a crime elects to (or is unable to) make such a report. One of the most important tools in an emergency is prompt communication in order to facilitate proper reporting and resource utilization and to record the occurrence for further study and preventive action. FIT has public safety staff on duty 24 hours a day, 7 days a week, and 365 days a year. Timely communication with Public Safety in the event of a dangerous situation - an assault, threat, injury, sexual offense, attempted crime, fire, and other emergency - is critical to the safety of all members of the community. Emergency calls to report a crime, serious incident, or dangerous situations may be made by calling the Department of Public Safety from any emergency telephone located within the campus buildings (red phones), throughout the campus perimeter (blue phones) or by calling **(212) 217-7777**. The Department of Public Safety is in the Fred P. Pomerantz Art and Design Center, Room D442, the general business number is **(212) 217-4999**. For other emergencies, please refer to the Emergency Preparedness Plan.

Crimes, serious incidents, and court order directives may also be reported to the Dean of Students, Business and Liberal Arts Center, Room B221, 212.217.3800, or to the Title IX Coordinator/Affirmative Action Officer, **(212) 217-3360**.

- **Additional Options for Reporting Crimes and Incidents**

FIT prefers that all crimes and incidents be promptly reported to one of the authorities listed above. FIT recognizes, however, that depending on the circumstances, some members of the FIT community may choose to report crimes and incidents to other FIT officials. In addition to the authorities listed, crimes and incidents may be reported to the following additional administrators:

- Director of Residential Life, (212) 217-3900
- Director of Athletics and athletic coaches, (212) 217-4210
- Director of Office of Educational Opportunity Programs, (212)217-4170
- Director of Office of Disability Services / FIT-ABLE, (212) 217-4090
- Director of Student Life, (212) 217-4130
- Dean for International Programs (study abroad), (212) 217-5380
- Director of International Student Services, (212) 217-3700
- Any senior administrator of FIT, which includes the President's cabinet and certain Deans and Directors (for a list of senior administrators, visit: <https://www.fitnyc.edu/administration/>).



- **Anonymous Reporting**  
Persons wanting to anonymously report a crime or incident can do so by contacting FIT's Tip Line, (212) 217-TIPS (8477). The reporting person's name, if provided, will be kept confidential, but the incident may be included in the annual crime statistic report without divulging the person's name or any other information that would infringe on confidentiality. FIT encourages its professional counselors to inform people of this procedure. However, please note that an allegation of sex or gender-based misconduct involving students or other members of the college community, even if made anonymously, will be reported to the Title IX Coordinator, and reports of other types of misconduct, even if made anonymously, will be reported to the Dean of Students, Human Resources, or other appropriate officials.
- **Bias/Hate Crimes**  
For protocol and enforcement, please refer to FIT's Bias Crime Prevention policy and the related policies on Sexual Misconduct Response and Nondiscrimination and Anti-Harassment.
- **Possession, Use/Consumption, Sale and Distribution of Drug and Alcohol**  
For protocol and enforcement, please refer to FIT's [Drug and Alcohol Abuse Prevention](#) policy.
- **Fire Safety**  
On-site facilities management engineers are proficient in working with fire alarm systems and work closely with the Department of Public Safety. In the event of fire alarm activation, Public Safety and maintenance personnel quickly respond to the scene. FIT has a fire evacuation plan. It is the responsibility of all FIT personnel, working together, to get occupants quickly and safely out of any area where the threat of fire or smoke exists. The actual fighting of any fire on campus is the responsibility of personnel from the New York City Fire Department. Please see FIT's Fire Safety policy.
- **Property Damage or Loss**  
Community members should report college or personal property damage or loss to initiate appropriate immediate actions. If an investigation is warranted, appropriate personnel will be notified.
- **Investigations**  
Public Safety conducts its own investigation and follow-up. Depending on the nature of the incident and/or threat, the Department of Public Safety cooperates with FIT personnel, promptly notifies the New York City Police Department, and cooperates with NYPD and other law enforcement and regulatory agencies in their investigations.
  - **Violent Felony Offenses**  
In instances involving a violent felony offense (as defined in Section 70.02(1) of the Penal Law of the State of New York) occurring in the buildings and on the grounds of the college, Public Safety will coordinate with local law enforcement to promptly investigate. Public Safety will notify local law enforcement as soon as practicable but in no case more than 24 hours after a report of a violent felony; provided, however, that victims of sexual misconduct shall be informed of their options to notify proper law enforcement authorities, their right to report or not to report such offense to local law enforcement, and the option to be assisted by FIT authorities should the victim wish to notify local law enforcement. See also FIT's Sexual Misconduct Response policy.



- **Missing Students**  
For missing student protocol, please refer to FIT's [Missing Students](#) policy.

## Violations

N/A

## Related Policies

- [Bias Crime Prevention](#)
- [Child Protection and Mandatory Reporting of Abuse](#)
- [Drug and Alcohol Abuse Prevention](#)
- [Fire Safety](#)
- [Missing Students](#)
- [Residence Halls](#)
- [Sexual Misconduct Response](#)
- [Code of Student Conduct](#)

## Related Documents

- [Annual Security and Fire Safety Report](#)
- [U.S. Department of Education's Campus Safety and Security](#)
- [College Closing and Emergency Numbers](#)
- [Emergency Management Plan](#)
- [Emergency Preparedness](#)
- [Emergency Procedures](#)
- [Employee Policy Manual](#)
- [Library Lost and Found](#)
- [N.Y.S. Penal law Section 70.02\(1\) – Violent Felony Offense](#)
- [FIT Safety and Security](#)
- [President's Advisory Committee on Campus Safety](#)
- [Residential Life Handbook](#)

## Contacts

- **Director of Public Safety**  
Department of Public Safety  
(212) 217-4999