

# DEPARTMENT OF PUBLIC SAFETY

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The mission of the Department of Public Safety is to provide a safe and secure environment for the university community through the efficient and effective use of resources such as education, crime prevention, technology and enforcement activities.

Although the mission is to ensure a safe environment, the ultimate responsibility for personal safety rests with each individual. Therefore, it is important for all members of the Quinnipiac community to be aware of their surroundings and potential risks. Take the time to familiarize yourself with the procedures for building evacuation, use of Code Blue Light Phones and how to contact the Department of Public Safety in the event of an emergency.

The Department of Public Safety is located in Irmagarde Tator Hall, Suite 118, on the Mount Carmel Campus at 275 Mount Carmel Ave., Hamden, Connecticut. To contact the department, call 203-582-6200 (on campus dial 6200), or dial 911 for an emergency.

## Public Safety Services

The Department of Public Safety provides the following services for the Quinnipiac community:

- Patrols of all university properties 24 hours a day, 365 days a year
- Responds to all requests for assistance
- Responds to and investigates all complaints
- Responds to all emergencies and assists at medical emergencies
- Conducts regular checks of all residential and academic buildings for the safety and protection of the Quinnipiac community
- Offers escort service (walking escort) 24 hours a day, seven days a week
- Conducts regular foot patrol of all campus buildings and residential buildings
- Provides perimeter security (traffic control post) at all entrances of the campus
- Provides and maintains security for all student and Quinnipiac campus events
- Maintains a working relationship with all law enforcement agencies and other emergency service agencies

## Investigations

Public safety investigators review all written reports taken by the department. Upon review, investigators may determine that there is a need to conduct further investigative follow-up. Therefore, students may receive a request by email from the investigator to meet for an interview. Failure to comply with an interview request from a public safety investigator may subject the student to disciplinary action for noncompliance.

## Additional Services

In addition to day-to-day responsibilities and services, the Department of Public Safety also:

- Conducts seminars and group discussions regarding personal safety and campus security

- Conducts fire drills with residential life staff
- Holds discussions regarding security and safety and students' responsibilities
- Invites representatives from various police agencies to discuss law enforcement and how it affects Quinnipiac students
- Provides information and guidance about security and safety on Quinnipiac property to any member of the campus community
- Designs specific safety programs
- Maintains a lost and found
- Maintains and publishes daily crime and fire logs which can be found on the Quinnipiac University website (qu.edu) (<https://www.qu.edu/about-quinnipiac/student-consumer-information/>)
- In coordination with Student Affairs, ensures crimes reported directly to Student Affairs are included in the daily crime log and, when appropriate, the Annual Security and Fire Safety Report
- Provides training to Campus Security Authorities (CSAs), and collects and tallies reports of crimes made to CSAs

## Annual Security and Fire Safety Report

In accordance with *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, the Quinnipiac University Annual Security Report is published October 1 of each year and can be found on the Quinnipiac University website (qu.edu) (<https://www.qu.edu/student-resources/university-policies.html>)

## Security and Safety Regulations for All Students and Guests

- Building doors should never be propped open or blocked, to avoid problems and prevent unauthorized visitors from entering the building.
- All students and guests must stop at all traffic control posts on the perimeter of the campus. Students must carry their QCard at all times.
- Acts of vandalism should be reported to the Department of Public Safety immediately by dialing 6200.
- All fire safety regulations must be observed. In the case of a fire alarm, all occupants must evacuate the building and may not re-enter it until authorized to do so by the fire department or the Department of Public Safety.

## Missing Persons

In the event that a student is determined to be missing from the residence halls or campus, the person (or persons) discovering this fact are directed to immediately report it to the Department of Public Safety. Public Safety will notify Residential Life, Student Affairs and the Hamden Police Department without delay, and an investigation will be immediately initiated upon receipt of the information.

All Quinnipiac students who are living in an on-campus student housing facility have the option to register one or more confidential "missing person" points of contact with Student Affairs annually. This "missing person" point of contact will be notified when the student is determined to be missing. Students are made aware that their "missing person" point of contact information will be registered confidentially. Only authorized university officials and law enforcement officers acting in furtherance of a missing person investigation may have access to this information.

All students are advised that any missing student younger than 18 years of age and not emancipated will have their parent or guardian notified in addition to any confidential "missing person" point of contact listed by the student and local law enforcement officials.

### **Specific Procedures**

When a member of the university community becomes aware that a student is missing, it is critically important to notify Public Safety immediately. Upon receiving a report, the Public Safety Department will investigate without delay.

Upon determining a student is missing, the Public Safety Department will notify local law enforcement immediately with all available information concerning the missing student:

- Name and description of the student
- Location and time last seen
- Name of the person last seen with student if available
- Description of vehicle student may be driving
- Intended destination (and time of expected arrival)
- Name of student's parent(s) or guardian(s)
- Any medical issues
- Locations of places the missing student may frequently visit
- Name of missing student's companion(s) or colleague(s)

### **Public Safety will:**

- Document all information regarding the circumstances and events surrounding the disappearance of the student
- Issue a "BOLO" (Be On the Look Out for) broadcast using the Department of Public Safety radio system. A photograph of the missing student will be accessed and utilized from the Colleague system
- Issue a university alert relative to the missing student
- Contact Hamden Police Department and report a missing student
- Contact Student Affairs, Residential Life and university officials to report a missing student
- Make an immediate search effort and attempt to contact the missing student via their cell phone
- Complete a report of the step-by-step efforts to locate the missing student