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# Clery Disclosure of Campus Security Policy and Campus Crime Statistics 2014

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## SAFETY AND SECURITY

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### Department of Safety & Security

#### COMPLIANCE WITH THE STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990 (CLERY ACT)

The Student Right to Know and Campus Act of 1990 (Clery Act) addresses the problem of campus crime. It insures that interested parties are informed through disclosure of relevant statistics and procedures and that adequate security policies do exist. Federal Law mandates that the annual report with the required information be compiled and submitted during **SPECIFIC DATES DETERMINED BY THE UNITED STATES DEPARTMENT OF EDUCATION. THE CAMPUS CRIME AND SECURITY SURVEY 2014 WILL BE SUBMITTED AUGUST 20, 2014.**

There are seven (7) categories that specifically addressed in the law that requires written policy statements by all institutions of higher education.

1. Reporting criminal actions and other emergencies.
2. Security access to college campus facilities.
3. Law enforcement on college campus.
4. Crime prevention programs.
5. Criminal statistics for students and employees.
6. Off campus monitoring and reporting of criminal activities of student organizations.
7. Enforcement and education efforts on the possession, use and sale of alcoholic beverages and illicit drugs on college campus.

### Reporting Action and Other Emergencies

Potential criminal action and other emergencies on campus should be reported directly by any student, employee, or faculty member to the Department of Safety & Security by dialing the internal intercom telephone Extension 8111, "O" for Operator (NYCPM Telephone Switchboard Operator) or any security officer. The Operator is fully trained in matters of Safety & Security and operationally is designated as the Central Security Dispatcher.

Upon receipt of a call, security officers are dispatched immediately via hand-held portable receiver-transmitters to the site of the complaint for summary investigation. Should details warrant, the NYC Police Department, Emergency Medical Services or the appropriate agency will be notified.

Incidents are reportable occurrences that are recorded in the NYCPM Annual Security Report. The following are considered reportable occurrences, but not limited to:

- Accidents, with or without injury
- Dangerous conditions
- Fire / Smoke
- Theft of property
- Lost property
- Mechanical malfunctions
- Unusual occurrences

Incidents that occur within the NYCPM/FCNY confines should be reported to the Department of Safety & Security expeditiously. Methods of informing security include the following:

- Before 7:30 A.M. – Call (212) 410-8182
- 7:30 A.M. through 4:30 P.M. – Call (212) 410-8000 / “0” for the switchboard operator
- After 4:30 P.M. – Call (212) 410-8182

Occurrences causing physical injury, no matter how minor, must be reported to the Department of Safety & Security so that an investigation can be conducted, a complete disposition may be completed and corrective action implemented when necessary.

In accordance with the federally mandated Crime Awareness and Campus Security Act and Chapter 739 of the New York State Law of 1990. The New York College of Podiatric Medicine / Foot Center of New York Provides information relative to crime statistics and security measures to matriculated and prospective students and said statistics are available for the most recent three year period. Consistent with the Clery Act incoming students are provided materials related to Sexual Assault Prevention and Hate (Bias) Crimes.

As of **May 16, 2014** 412 medical students were enrolled in this institution which does not provide campus housing.

### **Security Access to College Campus Facilities**

The New York College of Podiatric Medicine / Foot Center of New York maintain its own Department of Safety & Security Officers. Each officer is readily identifiable by his or her uniform, security patch, identification card. Each officer is certified and registered with the New York State Department of State, Division of Licensing Service, Bureau of Municipal Police (New York State Security Guard Act Of 1992 and Article 7A of the General Business law). Each officer must satisfactorily complete an eight-hour security course prior to employment, a sixteen-hour on the job-training program within ninety days of employment and an eight-hour annual in-service training course. In addition, each officer must pass a thorough background investigation that includes fingerprint check by the Federal Bureau of Investigation (FBI) and the New York State Division of Criminal Justice Services (DCJS).

There are three (3) main entrances into the institution. They are the college (53 East 124<sup>th</sup> Street), the clinic (55 East 124<sup>th</sup> Street) and the Lecture Hall Entrance (57 East 124<sup>th</sup> Street). These points of egress are continuously monitored by trained security personnel and supported through a Digital Surveillance System (Closed Circuit Television). The CCTV system is operational 24 hours a day, seven days a week and

records all activities at **eighty** designated locations. These recordings are maintained in the security office approximately four weeks. The system is computer accessible thus images may be generated and (or) archived as snap shots or in motion sequences. Storage capabilities include DVD or CDR duplication.

All persons transacting business with the College and within its facilities, including students, faculty, staff and visitors **must** display an authorized identification card and his/her outermost garment. The security staff challenges persons not displaying an authorized identification card. Visitors must first identify themselves, to the satisfaction of the security officer at their point of entry with valid identification. Subsequent to valid identification a visitor's sign-in sheet is maintained to record the name of the visitor and the designated visiting location and/ or person **IN ADDITION TO CONFIRMATIONS VIA TELEPHONE or overhead paging.**

Security personnel continuously patrol the College facilities and grounds to prevent criminal activity, unauthorized entry, violations of the institutional rules, regulations and procedures and environmental safety hazards. Deviations noted during environmental rounds are reported to the appropriate division for correction.

Unauthorized and suspicious persons will be escorted to their proper destination or off the College grounds as the case may warrant.

The Department of Safety & Security maintains the College Lost and Found Department.

The College **PROVIDES PARKING** for its faculty, students and staff that is administratively managed and physically monitored by the Department of Safety & Security.

## **Law Enforcement on College Campus**

### **ACCESS CONTROL:**

1. Entrance key-lock management protocol.
2. Seven day, twenty- four hours per day entrance control and surveillance.

### **PATROL:**

1. Vertical and horizontal scheduled patrols.
2. Escort protection as needed for faculty, students, staff and visitors.
3. Bank drop escort protection
4. Environmental Safety and Security Rounds (Documented Fire Watch)

### **INVESTIGATIONS:**

1. Assure collection of information and data on complaints and respond to requests for information by internal and external departments, agencies and organizations.
2. Conduct physical searches as required by circumstances, logic, facts and the law.

### **EMERGENCY RESPONSES:**

1. Respond to medical, safety and security emergencies expeditiously and assumes charge as warranted.
2. Develop and implement programs to ensure effective and timely responses to emergencies and crises.

### **LAW ENFORCEMENT COOPERATORS:**

1. Maintain an effective relationship with local police, fire and other emergency personnel.
2. Maintain proficiency with assigned equipment.
3. Make notifications to the appropriate authorities.

4. Provide training for security personnel through accredited agencies.

#### **CRIME STATISTICS FOR STUDENTS AND EMPLOYEES**

Included in this document is “The Annual Security report” which discloses the categorical crime statistics and other reported incidents on the campus of the College of Podiatric Medicine / Foot Center of New York. The report covers the period July 1, 2013 through June 30, 2014 which provides the instrument for compliance with related mandated law. Data for the Campus Security Annual Report will be reviewed and submitted to the State inclusive of data reviewed up until August 19, 2014.

#### **OFF CAMPUS MONITORING AND REPORTING OF CRIMINAL ACTIVITIES OF STUDENT ORGANIZATIONS:**

The College does not monitor, nor has the capability to monitor, off campus student organizations as they may relate to the possibility of any organized activities of the student body collectively or individually. The College, however, through its ethics courses, provides the educational guidance to its students to discourage criminal activities and abhorrent behavior.

#### **CRIME PREVENTION PROGRAM**

The Department of Safety, in conjunction with other departments and / or outside accredited agencies, will conduct training and information sessions for incoming students on topics which include but not limited to: personal safety, security awareness, hate crimes, domestic violence, stalking, sexual assault prevention and the legal consequences related to sexual offenses.

Information regarding safety and security policies and procedures are distributed to all divisions of the organization in a binder. Updates, revisions and review data are distributed via email and / or hard copies. Additionally, safety information is provided to the entire organization via email periodically. An advisory committee representative of the entire organization exists to aid the Department of Safety and Security in maintaining an open line of communication. The prevention of sexual assault is an area of particular concern thus a booklet defining sexual assault and the consequences therein has been developed for distribution to incoming students. Additional booklets include information relative to Hate Crimes, Stalking and Domestic/Workplace Violence.

#### **SHUTTLE SERVICE**

The New York College of Podiatric Medicine / Foot Center of New York provide van shuttle service Monday through Friday, of each week, beginning at 7:15 AM. This service is continuous throughout the day. We transport to various locations throughout the city inclusive of Metropolitan Hospital, Lincoln Hospital, Harlem Hospital, and other destinations as required. The last shuttle of each day is at 11 PM. The transportation schedule is provided to all students via email. Additionally, it is posted at the Lecture Hall entrance. The Lecture Hall entrance is the designated location for those being shuttled to gather. The shuttle schedule is also in the vans that transport the students, faculty and other staff.

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## **ENFORCEMENT AND EDUCATION EFFORTS ON THE POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS ON COLLEGE CAMPUS**

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### **DRUG-FREE WORKPLACE POLICY STATEMENT**

We, at the New York College of Podiatric medicine / Foot Center of New York, have recognized a special responsibility to ensure a drug-free environment because of our commitment to excellence in medical education and health care. The purpose of this statement is to set forth our policy to provide a drug-free workplace.

### **ALCOHOLIC BEVERAGES**

Alcoholic beverages are not permitted on campus grounds, inclusive of the parking areas. Clubs may obtain prior permission to serve beer and wine at specific scheduled events and/ or functions however the activity will be monitored to prevent any potential or actual excessive abuse. Request for permission to consume alcohol at a specific function may be requested from the Dean for Student Affairs.

### **ILLICIT DRUGS**

The College and Foot Center strictly **prohibit** the unlawful manufacture, distribution, possession or use of any illegal drugs, by **anyone** anywhere within the grounds of the institution. The use of illegal drugs by any student, faculty or employee increases the danger that he/she will be involved in an accident that may cause serious injury. Illegal drug use also reduces work productivity and study performance that may impact on those who are not abusing drugs.

Anyone found violating federal, state or city laws, relative to illegal drugs, will be subject to disciplinary action by the College and/ or action by the appropriate jurisdiction.

### **SPECIAL ASSISTANCE PROGRAM**

The New York College of Podiatric Medicine / Foot Center of New York participates in a confidential Special Assistance program which provides professional counseling to students who are drug dependent and/or who may suffer from alcohol abuse. The Physician Recovery Network of the American Podiatric Medical Association, Dr. William Kramer.

Any student who has a problem with substance abuse may seek assistance, in confidence, by calling (800) 488 – 4767. Information concerning individuals seeking assistance will be forwarded to the New York College of Podiatric Medicine / Foot Center of New York.

Special assistance may, also, be solicited through Dr. Finichel.

### **INCIDENT REPORTING**

All incidents which occur within the New York College of Podiatric Medicine / Foot Center of New York must be reported to the Department of Safety & Security by dialing the operator (“0”) or Extension 8111

between the hours of 7:30 A.M. and 4:30 P.M. At all other times use Extension 8182. Examples of reportable incidents are the following: Accidents, thefts, lost property, dangerous conditions. **Injuries of any type must be reported for proper investigation and documentation. NYCPM/FCNY is committed to maintaining a workplace free of safety risks.**

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## NEW YORK COLLEGE OF PODIATRIC MEDICINE FOOT CENTER OF NEW YORK

This report is established in conformity with the Student Right to Know and Campus Security Act of 1990 and is available upon request by any student, faculty, employee and prospective students and employees of the New York College of Podiatric Medicine / Foot Center of New York.

### ANNUAL SECURITY REPORT (Campus Crime and Security Survey 2014 submitted August 20, 2014)

<u>CRIMINAL INCIDENTS</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Grand Larceny Vehicle	0	0	0
Arson	0	0	0
	0	0	0
 <u>ARRESTS</u>			
<u>Liquor Law Violations</u>			
Minor in Possession	0	0	0
Providing Alcohol to a Minor	0	0	0
 <u>Drug Abuse Violations</u>			
Possession	0	0	0
Distribution	0	0	0
Trafficking	0	0	0
 <u>Weapons Possession</u>			
Carrying a firearm without Permit	0	0	0
Concealing Illegal Weapon	0	0	0
	0	0	0

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**NEW YORK COLLEGE OF PODIATRIC MEDICINE/FOOT CENTER OF NEW YORK  
IN-HOUSE OFFENSE & OCCURRENCE REPORTS**

(July 1, 2011 through June 30, 2012)

**INCIDENT REPORTS**

CLASSIFICATION	NUMBER	
	College	Clinic
Grand larceny	0	0
Petit larceny	0	1
Criminal Mischief	1	0
Aggravated Harassment	0	0
Aided Cases		
(1) Students	4	14
(2) Patients	0	8
(3) Employees	3	2
(4) Visitors	0	0
Disruptive Patient	0	0
Harassment	0	1
ID Theft	0	0
Motor Vehicle Accidents*	*3	
*(1) Student's vehicle damaged parking lot fence/ (2) Van struck by cab/Van struck employee's car in lot.		
<b>TOTALS</b>	<b>11</b>	<b>26</b>
<b>Grand Total</b>	<b>37</b>	

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**NEW YORK COLLEGE OF PODIATRIC MEDICINE/FOOT CLINICS OF NEW YORK  
IN-HOUSE OFFENSE & OCCURRENCE REPORTS**

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(July 1, 2012 through June 30, 2013)

**INCIDENT REPORTS**

<b>CLASSIFICATION</b>	<b>NUMBER</b>	
	<b>College</b>	<b>Clinic</b>
Grand Larceny	0	0
Petit Larceny	3	0
Criminal Mischief	3	0
Aggravated Harassment	0	0
Aided Cases		
(1) Students	10	7
(2) Patients	0	17
(3) Employees	4	2
(4)Visitors	0	1
Disruptive Patients	0	1
Harassment	0	0
	<b>Totals</b>	<b>20</b>
	<b>20</b>	<b>28</b>
	<b>Grand Total</b>	<b>48</b>

**NEW YORK COLLEGE OF PODIATRIC MEDICINE/FOOT CLINICS OF NEW YORK  
IN-HOUSE OFFENSE & OCCURRENCE REPORTS**

(July 1, 2013 through June 30, 2014)  
**INCIDENT REPORTS**

<u>CLASSIFICATION</u>	<u>NUMBER</u>	
	<u>College</u>	<u>Clinic</u>
Grand Larceny	0	0
Petit larceny	1	1
Criminal Mischief	0	0
Aggravated Harassment	0	0
Aided Cases:		
(1) Students	11	8
(2) Patients	0	21
(3) Employees	2	3
Disruptive Patients	0	2
*Sexual Harassment	0	0
* off Premises	1	
Trespass	0	1
<b>Totals</b>	<b>14</b>	<b>36</b>
<b>Grand Total</b>	<b>51</b>	

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NOTE: Incident/Offense Reports are prepared for a wide spectrum of categories. Additionally, the category of Aided Cases includes patients, students, staff and visitors. Finally, all categories are the total

occurrences in the College as well as the clinic, thus the Petit Larceny Category includes items alleged to have been stolen by patients, suspected to have been missing on our premises or otherwise discovered missing while on our facilities.

### **DATA CONCLUSIONS DERIVED FROM COMPARATIVE ANALYSIS WITH PREVIOUS FISCAL YEAR**

- The category of “Aided Cases” has been consistent with the latest two fiscal years. It would appear that our patients honor their appointments above their general state of health. It may be that they know that we will do what is necessary for them to have done themselves.

**ASPECT OF CONCERN:** Educating our patient population relative to their health.

**ACTION:** The Quality Assurance Committee deliberated on improving the general health of our patients by providing them with good information and facilitating seminars on various subjects inclusive of Diabetes.

- “Security is everyone’s business” and as such employees and students are anticipated to be vigilant.

**ASPECT OF CONCERN:** The overall safety of our students, patients, visitors and staff.

**ACTION:** Security officers observing property left in treatment rooms will continue to close the treatment room doors. At the end of the business day, property will continue to be removed to the security office for their safekeeping. Complaints requiring NYPD intervention will be handled by the Director and (or) his designee who will solicit assistance from a sector car or present at the precinct of occurrence. Disorderly behavior and environmental issues will be addressed expeditiously by security personnel. It is also the intent of the shuttle service to provide transportation for students who may remain on campus until the library closes at 11p/m/ this shuttle will be available at 11:15p.m. Monday through Friday and will transport to 86<sup>th</sup> Street and Lexington or Broadway.

- Environmental Safety and Security Rounds

**ASPECT OF CONCERN:** The “Environmental Safety and Security Checklists” are completed by security officers daily ensuring that the environment is free of risks. Risks that include, but not limited to, obstructions to egress in the event of an evacuation, emergency light failures and other risks associated with safety.

**ACTION:** A monthly schedule is developed for security officers identifying who may be responsible for the completion of an environmental safety and security patrol on any given day. When a deviation is noted the proper discipline is informed for correction. Follow up will be implemented by the Director or his assistant. Additionally, a report is presented to the Quality Assurance Committee monthly.