
SAFETY AND SECURITY

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 WILL BE SUBMITTED UPON RECEIPT OF ENROLLING PERIOD.**

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 48063, "48174" for Operator (NYCPM Telephone Switchboard Operator), 48182 (24X7) 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 cellular devices and overhead page, 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. Escorts to precinct provided by the Director.

Incidents are reportable occurrences that are recorded in the NYCPM Annual Security Report and inhouse documents. 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 are reported to the Department of Safety & Security expeditiously as well as outside occurrences. Methods of informing security include the following:

- Before 7:30 A.M. – Call (212) 410-8182 (24X7 coverage)
- 7:00 A.M. through 4:30 P.M. – Call (212) 410-8000 / (212) 410-8175 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 will 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 with materials related to sexual assault, domestic violence, stalking and hate (Bias) Crimes.

As of **December 31, 2021** approximately 340 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 maintains 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 124th Street), the Clinic (55 East 124th Street) and the Lecture Hall Entrance (57 East 124th 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 **102** 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 may include DVD, CDR and flash drive duplication. Computer transferred (emails) data provided.

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, staff and visitors that is administratively managed and physically monitored by the Department of Safety & Security. Parking Lot activities are recorded via surveillance system.

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.
3. Card accessibility into the Anatomy Lab.

PATROL:

1. Vertical and horizontal scheduled patrols.
2. Escort protection as needed for faculty, students, staff and visitors.
3. Bank drop facilitated by the Director.
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 are “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. This report covers the 2021 Calendar Year which also 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 the reporting period.

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, Domestic Violence and Workplace Violence.

The college has invested in environmental support for its “Active Shooter Prevention Program”. Security hardware has been utilized to lock off specific areas/stairwells of the College and its clinic to enhance the security and lockdown protocol for its students, faculty, staff and visitors.

SHUTTLE SERVICE

The Department of Safety & Security provides shuttles beginning at 4:10pm and concludes at 9pm, Monday through Friday. The primary drop-off locations are 86th Street and Lexington Avenue as well as 124th Street and Third Avenue. Covid-19 Protocols halted shuttles but shuttles were re-instituted upon CDC Policy changes.

****COVID-19**

**Consistent with the Covid-19 Protocol formulated by NYCPM/FCNY, security officers are checking temperatures of all who enter the College premises. Additionally, a medical assistant checks the temperatures of patients and those who accompany them into the confines of the Clinic. Appropriate follow up to be facilitated by a medical professional. All who enter our premises are also requested to complete a Covid-19 Document unless they present an entry authorization via cellular means or red coded ID Card holder. Temperature checks and other initiatives were adjusted upon CDC Policy changes.

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

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 Services.

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.

Any student requiring special accommodations need to call Erin Lynn (Academic Learning Specialist) Extension (212) 410-8006 or Lisa Lee (Student Services Dean) Extension (212) 8007.

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 (Ext. 48175) 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.**

**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

(The date for the submission of the Annual Security Report is unknown as of this writing.)

<u>CRIMINAL INCIDENTS</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	1
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

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

(2021 Calendar Year)
INCIDENT REPORTS

CLASSIFICATION	NUMBER	
	College	Clinic
Grand Larceny *Parking Lot "C"	*1	0
Petit Larceny	1	1
Property Damage **Truck damaged Parking Lot "D Fence	**4	0
Aided Cases		
(1) Students	0	***4
(2) Patients	0	4
(3) Employees	0	1
(4)Visitors	0	0
Disruptive Patients	0	5
Harassment	1	0
Lost Property	0	1
Improper Disposal of Syringes	****1	
	8	16
	Grand Total 24	

*Catalytic Converters stolen from three vans. UF61# 2021-025-1367

** DOT Complaint# 501784-D9Q6

*** One of which occurred during hospital rotations. (HHC)

****Surveillance Cameras revealed UNK male throwing syringes in front of 57 East Entrance.

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

(*2020 Calendar Year)
INCIDENT REPORTS

CLASSIFICATION	NUMBER	
	College	Clinic
Grand Larceny	0	0
Petit Larceny	1	0
Property Damage	3	0
Aided Cases		
(1) Students	0	2
(2) Patients	0	2
(3) Employees	0	0
(4)Visitors	0	0
Disruptive Patients	0	0
	8	15

Grand Total 23

***Covid-19 had immediately impact on statistics for 2020 Calendar Year. There were no documented reports prepared until 09/23/20 and the last 12/04/2020. Minimal activity span.**

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

(2019 Calendar Year)
INCIDENT REPORTS

CLASSIFICATION	NUMBER	
	College	Clinic
Grand Larceny	0	0
Petit larceny	2	1
Property Damage	1	0
Aggravated Harassment *Resolved in court	*1	0
Harassment	1	0
Aided Cases:		
(1) Students	3	5
(2) Patients	0	6
(3) Employees	7	1
Disruptive Patients	0	1
Robbery	0	0
Totals	15	14
Grand Total	29	

*UF#61: 2019-025-3198

NOTE: Incident/Offense Reports are prepared for a wide spectrum of categories. Additionally, the category of Aided Cases include 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

DATA CONCLUSIONS DERIVED

- The category of “Aided Cases” has improved from previous years. It, also indicates, on occasion, that our patients honor their clinic appointments above their general state of health.

ASPECT OF CONCERN: Educating our patient remains a high priority.

ACTION: The Quality Assurance Committee deliberates on improving the general health of our patients by providing them with constructive information.

- “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 with assistance from Maintenance when appropriate.

- Environmental Safety and Security Rounds

ASPECT OF CONCERN: The “Environmental Safety and Security Checklists” are completed by security officers ensuring that the environment’s risks are minimized. 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: Environmental Safety & Security Rounds are implemented at a minimum of four times a month. Two times on Tour II and again on Tour III. These rounds prepare an assessment of the facilities and identifies safety issues. Deviations from the norm are reported to the Maintenance Department for correction.