



**DEPARTMENT OF PUBLIC SAFETY**

## SECURITY POLICIES & PROCEDURES

Rosemont College is concerned about the safety and welfare of all campus members and guests, and is committed to providing a safe and secure environment. Because no campus is isolated from crime, Rosemont College has developed a series of Policies and Procedures that are designed to ensure that every possible precautionary measure is taken to protect persons on our campus.

Located in an attractive historic suburban community 11 miles west of Philadelphia, Rosemont's campus is kept peaceful through the efforts of the entire college community. Respect for others and their property and the responsibility of one's own actions is expected of everyone -- students, staff, administrators, and faculty.

Rosemont College consists of 15 academic, residential, and recreational buildings situated on 56 acres. In addition, the accelerated degree program has an off-campus site located in Center City Philadelphia. Rosemont College presently enrolls 551 undergraduate students and 389 graduate students. One-hundred ninety-eight of our undergraduate students are residents. Rosemont College also provides housing for Villanova University students in one residence hall. In addition, the college employs 146 full-time and 115 part-time employees.

While the college does not have a written policy regarding students with criminal records, the Admissions Office application and screening process is exceedingly thorough. A standard search is performed on all prospective employees in the Department of Public Safety. Any criminal conduct by an employee of Rosemont College is grounds for dismissal.

The Director of Public Safety reports directly to the Vice-President, Finance and Administration, and works closely with the Student Life Office. The Director also acts as liaison with the Lower Merion Township Police and Fire Departments and any State Police agency to create a campus that is both safe and secure. Rosemont College complies with all federal, state, and local laws.

The Department of Public Safety, along with the Office of Student Life, offers programs on subjects such as drug and alcohol abuse, personal safety and security, rape prevention, and crime prevention. The Office also distributes printed crime prevention materials.

### **ALCOHOL AND DRUG POLICY**

The College observes Pennsylvania law which states that the sale, possession, or consumption of alcohol by persons under 21 years of age is illegal. It is illegal to serve alcohol to minors. Possession, sale, manufacture, or use of illegal drugs, paraphernalia or restricted substances on college property is strictly prohibited. Students found in violation are subject to college disciplinary action and possible dismissal as well as legal action by local authorities. Students seeking further details may refer to the alcohol and drug policy sections of the student handbook. Employees are given relevant information in their handbooks.

### **WEAPONS POSSESSION**

The possession, use, or sale of firearms, ammunition, major or minor explosives, or any lethal weapon is forbidden and subject to college discipline as well as to criminal sanctions.

The following are the arrest statistics for these three offense categories for 2006 and the preceding two years.

---

CATEGORY	2004	2005	2006
Liquor Law Violations	7	2	1
Drug Abuse Violations	0	1	0
Weapons Possession	0	0	0

---

## **DEPARTMENT OF PUBLIC SAFETY**

The Department of Public Safety, located on the ground floor of Cardinal Hall, is open between the hours of 9:00 a.m. and 11:00 p.m. Campus security is monitored around the clock by the Director, six full-time Public Safety Officers, and four part-time Public Safety Officers. All attend mandatory in-service training programs, which are updated regularly, a CPR and basic First-Aid course, and most have obtained PA State Act 235 Security Officer Certification. The primary objective of the Department of Public Safety is to provide a safe and secure environment that both enhances the campus learning experience and complements the College's educational mission.

Public Safety Officers conduct both vehicle and foot patrols and are charged with the enforcement of federal, state, and local laws, as well as College policies and procedures. While Public Safety Officers do not carry firearms and do not have police powers of arrest, they maintain a close working relationship with the Lower Merion Township Police Department, who assist as needed.

The Department of Public Safety is responsible for promoting a secure and safe environment for all campus members and guests. It is also responsible for providing support services tailored to meet the needs of the Rosemont College community. Some of those services are to:

- Issue identification cards;
- Provide parking registration for students, faculty, and staff;
- Provide an escort service for students, faculty, and staff;
- Maintain a Lost and Found Department;
- Inspect buildings and grounds for safety hazards;
- Conduct fire safety education programs and periodic fire drills; and
- Operate the Rose Line, which transports students between campus and public transportation facilities.

## **REPORTING CRIME ON CAMPUS**

Students, faculty, staff, and guests of the College are expected to report emergencies and criminal activity to the Department of Public Safety immediately. To report an emergency or any criminal activity, dial 2555 from any campus phone or 610-527-1038 from any public phone. Once reported, a Security Officer is immediately dispatched to the scene where he or she will evaluate the situation and contact the necessary authorities. In addition to telephones in each residence hall and at the doorways of each building, emergency telephones are located in various areas of the campus that automatically connect to the Public Safety Office when the telephone receiver is picked up.

All crimes involving violence, major property loss, or any felony are reported by the Director to the Township Police. All crime statistics are reported on the forms and in the format required by the Pennsylvania State Police and the Department of Education as required. In the event of an emergency or criminal incident, prompt notification is made to the campus community by the Department of Public Safety. This information is communicated through the campus website, e-mail, text alerts, and/or postings in the residence halls and academic buildings.

## **BUILDINGS AND GROUNDS**

The College delegates overall responsibility for maintaining its buildings and grounds to the Department of Physical Plant. The safety and security of all buildings and grounds has been established as the highest priority by the Department in carrying out this task. Members of the department conduct regular inspections and promptly correct any condition that may impact on the safety or security of any building or the surrounding grounds. The Department of Public Safety works closely with the Department of Physical Plant in the inspection of all buildings and grounds. The Department of Physical Plant provides an on-call system for handling emergencies during the off hours of the College.

It is the responsibility of the Department of Public Safety to lock and unlock campus buildings as specified in the Security Handbook, based on use, class schedules, and special events. Access to institutional facilities by employees and students is on an as-needed basis and only after proper identification has been shown. Visitors to the campus seeking access to campus facilities for special events must do so through an individual host, a sponsoring department, the Community Relations Assistant, or through the Department of Public Safety. At 8 p.m. entrances to the campus are secured with access occurring at the main entrance, with a manned gatehouse.

## **RESIDENCE HALL SAFETY AND SECURITY**

At Rosemont, 377 housing spaces are available for undergraduate students. On-campus housing includes both single and double rooms.

Responsibility for the security and safety of the residence halls is shared by the Department of Public Safety, the Department of Residence Life, and the residents themselves. The Director of Residence Life is responsible for the housing operations of all the residence halls at Rosemont College. The Director of Residence Life is assisted with the housing operations by the Residence Coordinators and Resident Assistants, all of whom live in the residence halls.

The Residence Coordinators and the other members of the Residence Staff are official representatives of the College, and their authority in the residence halls is supported by the Director of Public Safety, the Director of Residence Life, and the Vice-President of Student Affairs/Dean of Students. They are responsible for the security and well-being of the residents in their halls and are vigilant in following through on security and safety procedures.

New undergraduate students are assigned roommates and residence spaces for their first year. The Student Life Office provides a preference form that is used to guide the assignment process for new students by the Director of Residence Life. The Myers-Briggs Type Inventory is used as a guide to selecting roommates for some new students. Upper-class students select their rooms each spring for the following year in a supervised lottery. Roommates ordinarily draw into rooms together and the college assigns new students to vacant spaces. Written guidelines for room changes and the room lottery are available at the Office of Residential Life and in the Student Handbook.

Access to housing facilities is limited to those with authorization. The Resident Hall staff, Housekeepers, Physical Plant staff, and Public Safety personnel enter the buildings and individual rooms only when they have a business reason to do so.

To support its goals and objectives of providing a safe and secure atmosphere for students and visitors, the College installed a card access system on all residence halls. Students use their 24 hour access card to gain access to their residence hall through the main entrance, as well as certain areas which the student is authorized to use. All other doors in the residence halls remain locked and are alarmed. Resident students have combinations to their individual rooms.

Any person entering or attempting to enter a residence hall without authorization will be asked to leave by the Residence Staff, the Desk Assistant, or Public Safety. Rosemont Students are required to have their guests sign in, leave I.D., and obtain a guest pass while visiting.

Desk assistants are assigned to the desk at the main entrance of each residence hall on Thursdays from 9 p.m. to 3 a.m., Fridays from 9 p.m. to 3 a.m., Saturdays from 12 p.m. to 5 p.m. and from 9 p.m. to 3 a.m., and Sundays from 12 p.m. to 5 p.m. These Desk assistants are in immediate telephone contact with the Department of Public Safety if necessary.

## **FIRE SAFETY**

Fire safety is of primary importance to Rosemont College. The Department of Public Safety conducts all fire drills, and all residence halls are equipped with smoke alarms and/or alarm systems.

Fire safety procedures are explained and reviewed at the beginning of each semester. Unannounced fire drills for both residence halls and academic buildings are also conducted each semester.

**STUDENT AND STAFF RESPONSIBILITY** The cooperation, involvement, and personal support of the members of the Rosemont College Community in a campus safety program are crucial to the success of the program. Students and staff must assume responsibility for the safety and the security of their personal belongings by taking simple common sense precautions. The students' awareness of their environment and their surroundings is the best place to start.

- Exterior doors to the residential areas should never be propped open.
- Room and office doors should be locked even when left for a short period of time.
- Residents should ask visitors to identify themselves before allowing them access to the building or their room.
- Room combinations and access cards should not be given out to anyone.
- Cars should be parked in lighted areas and should be kept locked at all times. Valuables should also be concealed.
- Suspicious looking individuals should be reported immediately to Public Safety.
- Students and Staff should use the Escort Service in the evening hours.

## **CRIME STATISTICS**

In accordance with the Pennsylvania College and University Security Information Act (PA Act 73) and the Federal Student-Right-To-Know and Campus Security Act (P.L. 101-542), crime statistics for crimes reported on our campus for the most recent three year period is provided.

Both federal and state governments require that all colleges and universities report their crime statistics to any prospective student and the university community each calendar year. This information is provided to assist you in evaluating safety on our campus.

<b>CATEGORY</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Criminal Homicide	0	0	0
Forcible Rape	0	0	0
Robbery	0	0	0
Assault	2	0	0
Burglary	0	0	0
Larceny (Theft)	2	12	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Forgery and Counterfeiting	0	0	0
Fraud	0	0	0
Embezzlement	0	0	0
Stolen Property. Rec., Possess., Buying	0	0	0
Vandalism	2	2	0
Weapons, Carrying, Possession, etc.	0	0	0
Prostitution and Commercialized Vice	0	0	0
Sex Offenses	0	0	0
Drug Abuse Violations	0	1	0
Gambling	0	0	0
Offenses Against Family and Children	0	0	0
Driving Under the Influence	0	0	0
Liquor Laws	7	2	1
Drunkenness	0	5	0
Disorderly Conduct	2	1	0
Vagrancy	0	0	0
All Other Offenses (except traffic)	6	2	0

Individual category crime rates may be calculated by comparing the individual category statistics to the combined full-time equivalent undergraduate student population, graduate student population, and the full-time equivalent employee population, which is 936. Divide this figure into 100,000 and multiply the quotient by the individual category statistics to produce the crime rate per 100,000 persons in that category.

Rosemont College crime statistics are maintained by the Department of Public Safety and may be viewed upon request during normal business hours.

## **TELEPHONE NUMBERS**

Rosemont College Department of Public Safety

On-Campus (EMERGENCY)	Ext. – 2555
On-Campus (Business)	Ext. – 2554
Off-Campus	610-527-1038
Director	Ext. - 2154

Rosemont College Office of Student Life

On-Campus	Ext. - 2975
Dean of Students	Ext. - 2400
Director of Residence Life	Ext. - 2401

Rosemont College Wellness Center

On-Campus	Ext. - 2420
-----------	-------------

Rosemont College Switchboard

On-Campus	Ext. - 0
Off-Campus	610-527-0200

Lower Merion Police Department

<b>EMERGENCY</b>	<b>911</b>
Business	610-649-1000

Lower Merion Fire Department

<b>EMERGENCY</b>	<b>911</b>
Business	610-645-6190

Ambulance Corps of Lower Merion and Narberth

<b>EMERGENCY</b>	<b>911</b>
Business	610-664-5228

**Prepared by the  
Department of Public Safety  
Updated March 2008**