

# 2. YOUR SECURITY & SAFETY

<b>OFFICE</b>	<b>CAMPUS SECURITY</b>
<b>LOCATION</b>	Engineering 111
<b>PHONE</b>	(718) 636-3542 (718) 636-3540/3541 Security Control Emergency, Brooklyn X3333
<b>OFFICE HOURS</b>	9AM to 5 PM
<b>E-MAIL</b>	security@pratt.edu
<b>URL</b>	www.pratt.edu/security

## **MISSION, OVERVIEW, SUMMARY**

The Campus Security Department provides 24 hour a day protection to the campus. Security Officers are charged with the enforcement of Pratt Institute Rules and Regulations. They are staff employees and are responsible for a full range of services, including preparation of crime and condition reports, response to emergencies, conducting fire drills and any other situation requiring security assistance. Security Officers are not Police Officers. They have the same arrest powers as any other private citizen. They use a portable two way radio communication system that keeps them in touch with a main control center. The Main Control Center has instant communications with all city emergency departments. The security department is proud of maintaining an excellent working relationship with all the local police and emergency service units. These specialized groups will respond to all emergencies on campus. Every Pratt Security Officer is certified by the State of New York. This certification requires that they submit to an exhaustive background investigation as well as participating in a continuing rigorous in-service training program.

**NEW FACULTY/STAFF CHECKLIST**

- Pratt I.D. Card (Identification Authorization Form from HR required)
- Parking Permit
- Operation Identification

**SPECIFICS**

*FAQ, Issue, First contact, Best contact*

**Q. How do I obtain my Pratt ID Card?**

A. Faculty will receive an Identification Authorization form at the time they complete new-hire paperwork in the Human Resources Department. Within a day or two, make an appointment to have your picture taken for an identification card. You must carry it with you whenever you are on the Pratt campus or using Pratt facilities. ID cards must be validated for each semester. Cards without a current validation will be considered to have expired and cannot be used for campus services and privileges. Validations can be obtained in-person in the Security Office.

**Q. Does Security issue keys?**

A. Requests for keys need to be in writing by your department head to the Security Department.

**Q. How is on-campus parking regulated? Where do I get a parking permit?**

A. Parking on campus is by permit only and availability is extremely limited. All those authorized to park on campus must purchase a parking permit at the Security office in Room 111, Engineering Building. Those approved to purchase a parking permit must produce a current Pratt ID card and the current registration to the vehicle. Illegally parked vehicles, including those permit holders parked in unauthorized areas, are subject to a violation notice, which may include a fine, and are subject to towing from Pratt property at the owner's expense. Unregistered vehicles and vehicles with altered or forged permits will be immediately towed from Pratt Institute property and parking privileges will be revoked. Handicap parking rules will be strictly enforced.

**Q. How can Campus Security help with emergencies?**

A. Security can be the first point of contact for most emergency situations, serving to direct emergency personnel to locations on campus, and to follow up with services related to the situation, including transporting campus personnel. To report an emergency, dial 3333 from any campus phone. There are also emergency phones located in various areas of the campus. These telephones will automatically connect you to the Security department. Just push the button and speak. Campus emergency telephones, outside of building locations, are identified by a blue light directly over them. If you are off campus and have an emergency (medical or criminal) you should use the police emergency number—dial 911 from any telephone; there is never a charge for this service. Security non-emergency, call X-3540

**Q. When should Security be contacted about potential criminal activity?**

A. Security should be contacted immediately in any situation where criminal activity may have occurred. Resources provided by the security office, such as close-circuit television recordings, can often be useful even when incidents don't require the involvement of outside law enforcement. If security is not aware of a situation, relevant information may be disregarded or lost.

**Q. Are there other suggestions for preventing or deterring crime?**

Confronting people that you don't recognize in non-threatening, polite, helpful manner can also act as a deterrent. Would-be thieves are likely to leave when made aware they have been noticed. The campus closed-circuit television systems serves this purpose as well, acting both as a deterrent and a source of information when an incident does occur. If in doubt call security; they will respond.

**Q. How can I best protect my belongings, or Pratt's property?**

A. Theft of unattended property is the most common crime on campus. Keeping your belongings, and Institute property you are responsible for, under your control at all times is the best prevention available. When possible, keep valuables out of sight.

**Q. What is Operation Identification?**

Operation Identification is a program offered by the New York City Police Department, designed to protect property. A registration number is engraved on each item, and then kept on file with Campus Security and the local 88th precinct. Recovered items can quickly be returned, and the presence of the registration number has been shown to act as a theft deterrent. Campus Security can engrave items and handle the required paperwork.

**PLEASE REFER TO THE FACULTY HANDBOOK FOR THE FOLLOWING INSTITUTE POLICIES:**

ID CARDS- SECURITY OFFICE; Excerpted from the policies of the Pratt Security Office.

PARKING POLICIES; Excerpted from the policies of the Pratt Security Office.

**SECURITY AND SAFETY**

Security Workshops

Fire Drills

Campus Gate Closings

Emergency Phones

Operating Instructions

The Security Control Booth

Building Closing Times

Security Concerns Committee

SEXUAL ASSAULT; Excerpted from the pamphlet titled "Sexual Assault".

Getting Immediate Support

Reporting a Sexual Assault