safe & sound

New Jersey Institute of Technology Public Safety and Security - 2015/16

Campus Safety Information Guide
President’s Message

Our 45-acre campus offers excellent facilities in a very pleasant, friendly environment. State-of-the-art laboratories, classrooms, campus center, residence halls, a new fitness center and restaurant located in the Warren Street Village, and a lively, landscaped campus green provide an intellectually stimulating and comfortable place in which to live, work and learn. Physical enhancements over the past few years have made the campus an attractive, park-like setting in an urban environment providing easy access to all the benefits and amenities of our location.

The campus is a safe place, and we make every effort to ensure that it remains so. Our police and security personnel are approachable, highly professional, and have taken many steps to provide a secure environment. It is important, though, for each of us to share some responsibility for our own safety as well.

This newsletter describes the safety programs and resources available here at NJIT. Please read the information carefully. I am confident that you will find it most useful. We urge you to learn effective prevention measures and the tenets of safety awareness. With the cooperation of students, staff, faculty and the Newark community, we will continue to maintain a safe campus for all.

Joel S. Bloom
President, NJIT

Trained Police Officers Provide Campus Safety

The Department of Public Safety provides protection 24 hours a day, seven days a week. The 78-member department includes a Chief of Police, lieutenants, sergeants, police officers, public safety officers and an administrative support staff. The department collaborates on many activities with surrounding agencies including the Newark Police Department, Rutgers Police, Essex County College, as well as the county sheriff’s and prosecutor’s offices. This proactive collaboration has proven effective on campus with student organizations as well as with off-campus resources.

The 25-member Community Policing Unit strives to increase community outreach while providing the prototype customer service performance practiced by the entire department.

All NJIT police officers are certified by the Police Training Commission, receive continuous in-service training in mandated areas, have graduated from an accredited police academy, are certified by the Police Training Commission and have full powers of arrest.

The Department of Public Safety has engaged in increasingly more meaningful and productive dialogue with Student Senate leaders as well as other student organizations.

The inaugural academic year, 2014-15, saw two Challenge Coin ceremonies that were well received and a success. Above left: Challenge Coin recipients holding the plaques with their names engraved. Two plaques are proudly displayed on the “Wall of Recognition” on the second floor of the Campus Center.

Challenge Coin

The “Challenge Coin” is representative of the collaboration and partnership established between the police department and university community. One side of the coin was designed by the students during the annual Meet and Greet event and the other side by Public Safety to reflect the “COPPS” Community Oriented Policing and Problem Solving philosophy. The award criteria for coin recipients will be determined by Public Safety as well as key members of the student organizations that volunteer to assist with safety initiatives.
Security Systems, Photo ID and Parking Services

The Security Systems, Photo Identification and Parking Services Department is located at 131 Summit Street and is responsible for the following services:

- Campus Wide Notification System (CWNS)
- Building Card Access and Office Alarms
- Digital Video Surveillance
- Campus Emergency Phones, Radio and Intercom Systems
- Photo Identification Cards
- Parking Registration
- Visitor Parking and Summons Appeals

Security Systems assist the Department of Public Safety to protect the campus community with innovative communications and alarm systems that report to police dispatch. If your photo ID card is lost or stolen, please report it to the Security Systems Department immediately so the card can be deactivated.

Campus Parking

All vehicles must be registered with the Parking Services Department and display a current permit to park in campus lots. Students can register by logging into njit.edu/parking and choosing the online link to an automated registration system. Faculty and staff can register by mail or in person before the start of each semester.

SAFEGUARD YOUR ID AS IT IS THE UNIVERSAL KEY TO CAMPUS ACCESS AND ACTIVITIES.

Police Security Escort Service Available 24/7

The Department of Public Safety provides walking and vehicle escorts by both security and police between and around campus buildings (top and bottom right) and to parking lots and transit points (top left) on request.

Message from the Chief

The Department of Public Safety is charged with creating and maintaining a safe and secure environment for NJIT’s students, faculty and staff. We accomplish this through the around-the-clock efforts of dedicated law enforcement professionals who create a very visible police presence and also through partnering with all of the key stakeholders throughout the university.

We further keep our campus and surrounding area safe through information sharing with the Newark Police Department and other university police departments in the area. All of our officers remain current in professional knowledge, skills and abilities through extensive, ongoing professional development. The department’s officers remain accessible to all through our community policing efforts, which include both formal and informal contacts with many groups and individuals.

Please feel free to speak with any of our officers as you see them around campus, and you may contact me regarding any questions or concerns you might have at marswillo@njit.edu or 973-596-3120.

Joseph Marswillo
Chief, Department of Public Safety

NJIT Department of Public Safety: Mission Statement

The mission of the NJIT Police Department is to provide the community and visitors with the highest quality of law enforcement services. We continually improve the public’s perception of community safety through eradication of criminal activity and any conditions that have a detrimental impact on public safety. The Department will accomplish this task while using the Community Oriented Policing and Problem Solving (COPPS) model.

Providing this service to the public will be conducted in an efficient and effective manner, consistent with statutory authority, available budgeted resources and professional skills. The Department recognizes its members as its most valuable resource, and will strive to maintain the quality of public service through committed leadership, supervisory direction, career development, succession planning and training.
The Campus-Wide Notification System (CWNS) allows NJIT to communicate important information on an expedited basis with students, faculty and staff via text message, phone and email. The CWNS complements other communication channels, such as broadcast emails, the NJIT website, postings across campus, and local media. The CWNS is used only for major disruptions such as delayed openings or closings caused by weather or imminent threats to the safety of the university community.

NJIT students, faculty and staff can opt to participate in the system by providing phone numbers and e-mail addresses to which the CWNS can send text messages, voicemail and email. All contact information is confidential and will not be shared with other NJIT offices or third parties, except when responding to an emergency. For more information visit: njit.edu/campusnotifications.

Sgt. Garcia and Officer Duenas investigate any incidents on the NJIT campus.

Sgt. Garcia at work in the Investigations office

 Dispatchers Guzman and Hines at the control center

The Public Safety Department’s vehicle fleet, shown in front of the Honors Residential Hall, helps maintain a safe and secure environment for students, faculty, staff and visitors.

Students learn fingerprinting technique at a CSI themed Public Safety event.

Your Everything Tracking Inventory

YETI is a secure web app that allows you to enter your valuable property's information into an NJIT database. In the event one of your entered valuables is lost or stolen, police officers will be able to retrieve the description and serial number of your missing property and enter the property into a national database, which will significantly improve the chances of recovery. YETI is found at yeti.njit.edu.

The NJIT HERO Campaign for Designated Drivers® promotes the use of safe and sober designated drivers through peer education. The Campaign organizes new and creative events to attract students to promote alcohol awareness. To network, coordinate programs and serve as a resource to fellow students, contact NJITHERO@gmail.com. Be a HERO and follow the NJIT HERO Campaign on Facebook and Twitter at: njit.edu/heroicampaign.

Be a HERO
Crime Prevention and Safety Surveys

In the event of an emergency or any suspicious activity, contact the NJIT Department of Public Safety at 973-596-3111. For all non-emergency requests, call 973-596-3120 or 973-596-3116. Also, please follow these tips:

- Immediately notify campus police of suspicious activity.
- Avoid carrying wallets and valuables in backpacks.
- Have a friend accompany you when walking off-campus after dark.
- Consider using the Department of Public Safety’s Security Escort Service.
- Use the NJIT ATM machines, located at the Department of Public Safety, 154 Summit Street, or at the Campus Center instead of walking off campus.
- Avoid carrying large sums of money.
- Individuals under the influence of drugs and alcohol are more likely to be victims of a serious crime.
- Know where the emergency phones are located throughout campus.
- Walk through the NJIT and Rutgers-Newark campuses, instead of around them.
- Park vehicles in NJIT lots instead of off-campus on city streets.
- Lock and secure parked vehicles and remove valuable items.
- Keep all security doors shut. Do not prop open security or fire doors.
- Lock doors to your residence at all times.
- Never lend a residence key to anyone who doesn’t live with you.
- Never leave property unattended or unsecured, even for a few moments.
- Never leave any PIN numbers for credit cards or ATM cards in your wallet or purse.
- Photocopy the identity page, any visa pages and I-94 form in your passport and keep them in a separate place.

The NJIT Department of Public Safety asks that you be alert and attentive to your surroundings. Always notify the Department of any suspicious activity. Remember that you are responsible for your safety and security. Be aware of your surroundings at all times.
Living in campus housing can be one of the most enjoyable aspects of the college experience. Campus housing provides an environment that fosters the academic and personal growth that helps students prepare for the rest of their lives.

Building offices are located on the first floors of Cypress (973-596-5403), Laurel (973-642-7271), Redwood (973-596-5414) and Oak Hall (973-596-5653), the second floor of the Honors Hall (973-596-5527) and the Greek Village on the first floor of the Honors Hall, Room 117 (973-596-5511). Each building is staffed with a professional residence hall coordinator or a graduate residence coordinator and residents assistants.

Residents must show valid NJIT resident identification to gain entrance to the building. Both desk attendants and electronic access card readers located at entrances strictly enforce that policy.

For reasons of health, safety and maintenance, authorized university officials reserve the right to enter a student’s room. Entries are conducted at reasonable hours, except in emergencies. Room searches by professional staff and police officers are conducted only with the approval of the Dean of Student Services or if a legal search warrant is obtained. Objects of the search and prohibited items can be removed. Items that are legally possessed, but not permitted in campus housing, are returned to the student for removal from campus. Illegal items are confiscated.

All students are strongly urged to safeguard their campus housing keys and combinations. All thefts must be reported to the campus housing staff and the Department of Public Safety. Rooms should be kept locked at all times. The university is not responsible for the loss of personal property and equipment, such as televisions and computers. Students are encouraged to have either renter’s or homeowner’s insurance.

Resident Coordinators help maintain a safe and secure environment for students in campus residential halls.

Counseling and Psychological Services Available for Students, Faculty and Staff

Services for Students
NJIT’s Center for Counseling and Psychological Services (C-CAPS) is available to help NJIT students with the transitions and stresses of college life as well as with more serious psychological problems or crises. Professional counselors and psychologists help students explore available options, increase self-awareness and make realistic decisions. Psychological counseling around issues such as self-esteem, relationships, depression or anxiety can reduce stress, improve academic performance and enhance the quality of the college experience. Specialized services are also available for students struggling with substance abuse issues. When appropriate, assessment tests or psychiatric evaluation for medication may be recommended to supplement psychological counseling services. Referrals to off-campus professionals and/or 12-step programs also may be provided based on students’ needs or preferences. In addition to counseling, C-CAPS is also responsible for the coordination of services for students with disabilities. Student counseling and psychological services as well as disability services are confidential and student-client information remains within the C-CAPS, in accordance with legal and ethical guidelines. Students are encouraged to contact the C-CAPS by stopping into our office located in 205 Campbell Hall. You can also contact us by calling 973 596-3414.

C-CAPS also provides group counseling services and conducts workshops and awareness programming for the campus community dealing with issues such as substance abuse and other addictions, LGBTQ issues, anxiety, depression, stress management, etc. Information about C-CAPS is available on the website at: counseling.njit.edu or by calling (973) 596-3414.

Services for Faculty and Staff
NJIT has partnered with Carebridge Corporation to provide faculty/staff with professional confidential support for personal and family issues. Services are cost-free to the employees and include coverage for you, your dependents, spouse or domestic partner. Carebridge services are available and can be contacted at: Telephone: 1-800-437-0911 , clientservice@carebridge.com or myliferesource.com (Access code BTM9C) Employees can also contact Human Resources EAP helpline at 973-596-3293 during working hours from 8:30 a.m. to 4:30 p.m.
The Newark College Town Shuttle service meets the daily transportation needs of all students, faculty and staff in the University Heights area. Serving NJIT, Rutgers University-Newark, Rutgers Behavioral Health Services, Essex County College, University Hospital, Teachers Village and to/from the Broad Street Station, the shuttle operates Monday through Friday from 7 a.m. to midnight along three core routes: Campus Connect, Penn Station and Kearny. For detailed information, including route descriptions, maps and schedules, visit njit.edu/shuttle.

**Shuttle Service Connects Higher Education Institutions in Newark**

**Crimes Reported by NJIT Police, University Officials, or Other Law Enforcement Agencies**

This chart includes offenses that were reported to the NJIT Department of Public Safety, law enforcement agencies other than the NJIT Department of Public Safety, and to any official of NJIT who has significant responsibilities for student and campus activities. Those offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

**Number of Arrests/Referrals for Select Offenses**

Non-Campus Building or Property includes: fraternities and sororities that are recognized by the university. Public Property includes: thoroughfares, streets and sidewalks within the campus or immediately adjacent to and accessible from the campus.

In addition to the main campus in Newark, NJ, NJIT operates Big Bear Solar Observatory located at 4038 North Shore Lane, Big Bear City, CA. There were no crimes reported at Big Bear Solar Observatory for the years 2012, 2013 or 2014.

**Violence Against Women Act (VAWA) Crime Statistics for 2014**
A Public Safety officer escorts an NJIT student from Weston Hall to her destination.

Police Security Escorts Are Always Available

The Department of Public Safety provides walking and vehicle escorts by both security and police between and around campus buildings and to parking lots and transit points on request. To request a walking or vehicle escort at any time, call 973-596-3120.