

# **CAMPUS SAFETY AND SECURITY POLICIES**

## **Campus Access and Security**

Both Hunter Business School campuses are located in office building complexes, which provide public access to other tenant businesses and their visitors. The building management does provide security patrols. Parking lots are lit at night, as are building entrances. The normal exercise of personal awareness of surroundings of any public area is recommended while on campus during daylight and evening hours.

## **Reporting of Police, Fire, and Medical Emergencies**

Police, fire, or medical emergencies can be reported by dialing 911 from any telephone on campus. Students, faculty, and staff are also informed that non-emergency calls for service can be made by calling the appropriate non-emergency contact number.

## **Reporting of Criminal Activity**

Hunter Business School requires that all criminal activity be reported to its administration and, in most instances, to the local police agency. In the event that any student, faculty, or staff witnesses or becomes a victim of criminal activity on the campus of Hunter Business School, the student, faculty, or staff must immediately notify the administration of Hunter Business School and a written report must be filed by the end of the next business day with the office of the President of Hunter Business School. Responsibility for filing the written report lies with the person or persons in charge of the premises or the function involved. The President of Hunter Business School or designee will report the criminal activity to the appropriate police agency in cases when the victim desires, but has not yet filed a report.

In consultation with other appropriate administrative personnel, the President of Hunter Business School will determine any next steps necessary in investigating the criminal activity and any steps toward disciplinary action warranted against any employee or student of the college. The President or designee will also issue a formal report to all appropriate persons involved. With incidents of criminal activity where internal disciplinary action is taken against the offender, Hunter Business School reserves the right to disclose to the alleged victims the result of such disciplinary action. Such action will be taken at the discretion of the President of the college.

Hunter Business School does not have its own campus law enforcement or security department. Administrative and faculty personnel have enforcement authority with regard to all school policies and procedures, work closely with state and local law enforcement agencies in the reporting of criminal activity, and encourage accurate and prompt reporting of all crimes to appropriate police agencies.

## **Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the college's system or the criminal justice system, you may still want to consider making a confidential report for annual security report purposes. With your permission, the President of the college or designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, faculty or staff; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.