

Campus Safety Chronicle

A Note from the Director

Welcome to Westfield State.

This newsletter - your introduction to all aspects of campus safety, security, and related regulations - is just one among many methods used by the Department of Public Safety to keep you informed. Please review this material and use it as a reference, whether you're a new or longtime member of the College.

And during the year, keep in mind that our officers and staff care about your concerns. We're ready to respond. At Westfield State, public safety is a campus partnership. We look forward to working with you for a safe and productive academic year.

Public Safety: A Campus Partnership

At Westfield State College, we're serious about safety. The College regards the safety of the College community and the prevention of campus crime as a priority. Though colleges and universities are often regarded as sheltered, nonetheless they can be vulnerable to many of the same problems which trouble society in general. Therefore, it should be the responsibility of each member of the campus community to become aware of the potential for crime on campus and to take steps to enhance his or her own security, and that of others.

The Westfield State College Department of Public Safety works to educate, inform, prevent crime, enforce laws and protect the rights of all members of the academic community to learn, to teach and to conduct normal and necessary business. The Department oversees law enforcement, security and emergency response at the College.

Campus police officers are empowered by Commonwealth of Massachusetts General Laws, Chapter 22C, Section 63, to enforce federal and state law and have the power of arrest.

All newly appointed campus police officers are graduates of the special state police academy which is conducted by the Massachusetts State Police. Training at the academy consists of several months of full-time, in-depth training in all aspects of police operations. The academy is followed by 9 weeks of field training under the close supervision of a field training officer. Annual in-service refresher training is also provided to all officers, and officers are also frequently assigned to attend in-depth training in a wide variety of specialized police related topics.

The Department of Public Safety works closely with the Massachusetts State Police, City of Westfield Police, and other local and federal law enforcement agencies. The City of Westfield Fire Department provides fire and emergency medical response to campus to supplement Department Services.

For College Policies on [Alcohol and Drugs](#), and [Sexual Assault](#). Click [here](#) for a full text of the Student Handbook

Employee Drug and Alcohol Policy and Sanctions

The employees of Westfield State College shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances or alcohol on College property, in conjunction with any College activity or in the College work place. Any individual who violates this policy will be subject to disciplinary action in accordance with any applicable bargaining agreement. Such disciplinary action may include suspension from employment, mandatory participation in an alcohol/drug abuse assistance or rehabilitation program, and termination of employment, as well as referral of the matter for prosecution..

As a condition of employment, all employees will abide by this state of policy. Employees will notify the College's Director of Human Resources within five (5) days of being convicted of violating a criminal drug statute in the work place. The employer will notify a grantor agency that an employee has been convicted of a drug-related offense within ten (10) days.

Campus Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

How to Inquire

Members of the Westfield State College community may request information about sex offenders in Massachusetts at the Massachusetts Sex Offender Registry Board, telephone (978) 740-6400 or at <http://www.state.ma.us/sorb> or the Westfield Police Department at (413) 562-562-5411.

Penalties for Improper Use of Sex Offender Registry Information

Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in the house of correction or by a fine of not more than \$1,000 or by both such fine and imprisonment.

Security Awareness and Crime Prevention

The Westfield State College Department of Public Safety takes a proactive rather than a reactive approach to crime. In order for a crime to occur, three conditions have to be satisfied. First, the desire to commit a crime must exist, second, the criminal must have the ability to commit the

crime; finally, the criminal must have the opportunity to carry out the act. As individuals, we cannot change the desire or ability to commit crime readily and easily. However, we can greatly reduce or eliminate the opportunity to commit crime by practicing sound crime prevention techniques. By reporting suspicious activity, using the escort/shuttle services, walking with a friend, locking room doors, and security valuables, we eliminate the opportunity and, therefore, a crime cannot occur.

Ultimately, we are all responsible for our own security and the security of others. The Department of Public Safety offers a variety of programs designed to provide safety and security information for all members of the WSC community. Following is a list of regularly scheduled programs offered by the Department of Public Safety:

Block Party- Promotes safety and crime prevention for the entire WSC Community, and introduces the community to both the on- and off-campus organizations that are available.

Operation ID - Designed to help you recover your valued possessions in the event of their being stolen. Program participants engrave their identification numbers on their possessions and then record the model and serial numbers on an inventory log sheet. Law enforcement agencies throughout the nation participate in this program, making it easier to track stolen merchandise to the rightful owner.

OUI/Alcohol Awareness - Shows the process that OUI offenders face, starting with the vehicle stop up to their day in court. It also shows how little alcohol it takes to impair driving capabilities.

Bicycle Patrol Program - Bicycle patrol officers are encouraged to meet with students, faculty and staff while on patrol. Their high visibility enhances communication between the Public Safety Department and the College community.

New Student Orientation - Gives new students (freshmen and transfer) information about the role of the Department of Public Safety, locations of, and how to use, Emergency Telephone Call boxes, fire safety and dangers of false fire alarms, personal safety, the campus escort services, rape, and cars on campus..

Auto Theft - Offers tips on how to avoid becoming the victim of auto theft. The program demonstrates to drivers how easy they sometimes make it for thieves to steal their vehicles, and alerts drivers to the locations thieves feel most protected while stealing. The program also reveals the kinds of tricks and scams thieves use to steal vehicles.

Campus Safety - Provides information on ways to protect yourself on campus.

Residence Halls Crime Prevention - Teaches students who live in residence halls how to make their halls safe places to live.

Fire Safety - Reviews fire prevention and how to avoid possible fire hazards on campus.

Workplace Violence - This program deals with handgun assaults, how to screen prospective employees, warning signs of possible violent behavior, and survival skill in case of an armed assault.

Special Seminars - Seat-belt laws, Bicycle Safety, Criminal Justice System, Vacation Safety Tips, and other programs are given by members of the Department of Public Safety.

Publications, Pamphlets, Posters - The Department of Public Safety makes crime prevention promotional materials available to the College community. Please stop by the office.

Tips on Crime Prevention and Safety

- Do not allow unknown persons into your residence hall, apartment, or house.
- Always lock up - even if it's only for a few minutes.
- Report lost or stolen keys to the appropriate College departments (Public Safety, Residential Life, Locksmith)
- Never give your keys to someone else.
- Never prop doors open, especially fire doors.
- Know the locations of emergency phones on campus.
- Always use lighted and well-traveled routes. Avoid shortcuts through isolated areas.
- Don't jog alone in remote areas and never jog alone at night.
- Go out with a friend, or group of friends.
- Report suspicious people or circumstances to the appropriate law enforcement agency.
- On or off campus, always stay alert and be aware of your surroundings.
- Always lock doors and windows when leaving your vehicle, whether for a few minutes or overnight.
- Never pick up hitchhikers.
- Have your keys ready when you approach your vehicle. Check the vehicle for intruders before getting inside, and lock your door once you are in the vehicle.

Campus Crime Reporting Policies

Crime reporting and notification policies at Westfield State College flow from an emphasis on education, crime prevention, and safety. Westfield State College strongly encourages every member of the community - faculty, staff, students and visitors - to report promptly any crime to the Department of Public Safety.

Under the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," the Department of Public Safety at Westfield State is responsible for documenting and investigating crimes that occur on the campus. All members of the College community have a responsibility to notify Public Safety about campus crime.

While members of the campus community should report crimes promptly, the Department of Public Safety encourages reports at any time following an incident.

The College recognizes the importance of confidentiality issues. Nonetheless, the College is required by Federal law to record and act upon certain information affecting the safety of the entire College community. Crime information can be accepted by the Department without the victim's name being given.

Recipients of crime information should encourage victims of crimes to come forward and advise them of the other resources available to them on the campus. The Counseling Center, Student Affairs, Student Security, or Residential Life staffs are available for reporting assistance. Remember that despite any implied confidentiality, all College departments and their staffs need to report to Public Safety any criminal incidents that are brought to their attention.

The Department of Public Safety operates under Federal and Massachusetts General Laws and has statutory requirements imposed for confidentiality, privacy and public disclosure of investigatory material. As a general matter of law, the Department must acknowledge that an alleged crime has been reported, and release basic information about location and time of occurrence. Disclosure of this information is always done in a way to protect a crime victim's privacy.

How to Report a Crime or an Emergency

The Westfield State College Department of Public Safety provides a comprehensive program of police, security, crime prevention, fire safety, emergency medical, parking and related public safety services to help ensure the College community remains a safe and pleasant place in which to study, live and work.

All emergency situations involving a crime in progress, medical emergency or fire should be immediately reported to the 911 dispatch center (City of Westfield Police), or X5555 (Campus Police priority line). All 911 calls will be forwarded to the Campus Police. Trained professional police and security officers are available for response 24 hours a day, 7 days a week, year round. For all other calls, please us X5262.

A number of exterior emergency telephones are located throughout the campus, and can also be used to report crimes and other types of emergencies.

When calling for either emergency or non-emergency service, be prepared to:

- clearly identify yourself;
- state where you are calling from;
- state briefly the nature of your call.

If possible, stay on the line unless otherwise advised by the dispatcher. The dispatcher will summon the appropriate police, fire and/or medical service.

IMPORTANT PHONE NUMBERS

POLICE/ FIRE/ EMERGENCY	911
WSC Campus Police:	
Priority Line	572-5555
General Calls	572-5262
WSC Counseling Center	572-5790
WSC Health Services	572-5415
Noble Hospital (24 hours)	568-2811
Westfield City Police (non-emergency)	562-5411
State Police (Russell Barracks)	862-3312
Escort/Shuttle Van Service	572-5262
<p><i>Emergency Telephones</i> – Emergency telephones have been installed across the campus and outside residence halls. Each phone has an Emergency/HELP button that immediately notifies campus police. The touch pad on these phones can also be used to dial any on-campus phone extension.</p>	

Contacting Public Safety

The Department of Public Safety complex is located on Western Avenue between the Commuter Lot and the main College entrance. The office is open for business Monday through Friday, 9:00 AM to 5:00 PM. After regular business hours, Public Safety officers may be contacted by calling Ext. 5262 (on-campus), 572-5262 (off-campus). The dispatch center is staffed 24-hours a day.

Maintenance and Security of Grounds & Facilities

Campus maintenance isn't just a matter of making the campus look attractive --- it also helps to provide a safe, efficient learning environment.

Westfield State College police and security staff are expected to report all safety hazard conditions found during the course of their patrol shift. Work orders are filled out by the officers and forwarded to the Director of Facilities and Operations. Checking exterior lighting is an important part of this commitment. A comprehensive survey is conducted at least once a year by the Department of Public Safety. This survey focuses on all exterior lighting on campus. Members of the College community are encouraged to report any exterior lighting deficiencies to Facilities and Operations or to Public Safety.

Shrubbery, trees and other vegetation on campus are trimmed on a regular basis. During the last week of the month of June, a member of the Department of Public Safety conducts a comprehensive inspection of all campus grounds to identify areas where safety improvements are needed due to an overgrowth of vegetation.

Residence Halls

The exterior doors to residential halls are locked 24 hours a day. Access to these halls is controlled by the use of a proximity key that is issued to every student living in a hall. The key is programmed to only open the exterior door of the hall in which the student resides. Access to individual rooms is also key-controlled. Patrol coverage of the residential halls is provided 24 hours a day by campus police, security staff and student security personnel. Officers patrol the interior and exterior of all halls.

Apartment Complex

Access to individual apartments is key-controlled. Each student living in an apartment is issued a key that will only allow them access to their own apartment. Campus police, security staff and student security personnel patrol the apartment complex 24 hours a day.

Off-campus Student Organizations and Housing

Westfield State College does not recognize any off-campus organizations such as social fraternities or sororities, nor does it recognize any off-campus living facilities as College housing.

Access to College Facilities

Academic and administrative buildings are generally open from 6 AM to 11 PM on weekdays, and from noon to 5 PM on weekends. The building access changes during the summer and during semester breaks. Random patrols of all buildings are provided 24 hours a day by campus police and security staff.

Emergency Telephones

Emergency telephones have been installed across the campus and outside residence halls. Each phone has an Emergency/HELP button that immediately notifies campus police. The touch pad on these phones can also be used to dial any on-campus phone.

Staying Informed: sources of information about campus crime and safety

As a matter of policy, the Department of Public Safety will provide as much information as possible to inquiries about campus crime when such information will not impede an ongoing investigation or affect an individual's right to privacy. Notice is provided in the following ways:

Annual Report (Safety-A Campus Partnership):

This report detailing campus crime and related information is compiled, published and distributed. This report is available to the media and any individual or organization requesting a copy.

College Newspaper: The *Campus Voice* regularly publishes reports of criminal incidents. Special articles concerning security issues also appear frequently.

National Incident-Based Reporting System (NIBRS):

Monthly reports of crimes reported on campus are forwarded to the Massachusetts State Police Crime Reporting Unit for inclusion in the annual publication of the U.S. Department of Justice entitled "Crime in the United States."

Police Logs:

These daily logs detail campus police calls, responses and incident reports. They are posted outside of the Public Safety Office, with copies available upon request, and sent elsewhere on campus. It's also available weekly on the Public Safety main web page.

Crime Alerts:

Special notices will be distributed when incidents are determined to be a threat to the community. These security alerts are the responsibility of the Director of Public Safety who is solely responsible for determining if and when threats to the community exist. Once that determination is made, notice is given to the campus community. These alerts will include the date, time, general location, and nature of the incident, as well as recommend precautionary measures that should be observed by members of the College community.

Immediate Emergency Notification

The Westfield State College Department of Public Safety will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on or affecting the campus, unless issuing notification will compromise efforts to contain the emergency.

This notification will be in the form of text message alert using the DCC (Dialogic Communications Corporation) text messaging system. The DCC notification system is a service that the College strongly encourages students, faculty and staff to sign up for by going to the College main webpage and clicking on the link provided at the top of the page (emergency notification system). This system is the fastest and most reliable way to reach the WSC community. It allows faculty, staff and students to receive messages via landline, cell-phone and email.

On an annual basis, the Director of Public Safety will coordinate a test of the Emergency Notification System and evacuation procedures. This exercise will include the description of the exercise as well as the date and time, and whether it was announced or unannounced.

STATISTICS ON CAMPUS CRIME 2006-2008

CRIMINAL OFFENSES THAT OCCURRED ON-CAMPUS			
OFFENSE	2006	2007	2008
Murder/Non-negligent Manslaughter	0	0	0
Sex Offenses - Forcible			
Rape	0	6	3
Sexual Assaults	0	0	0
Sex Offenses - Non-forcible (includes only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	2	0	1
Burglary	13	9	10
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Hate Crimes	0	0	0

Arrests - On-Campus	2006	2007	2008
Liquor Law Violations	18	18	13
Drug Law Violations	24	15	2
Weapons Violations	1	1	0
Disciplinary Action/Judicial Referrals - On-Campus			
Liquor Violations	524	387	394
Drug Law Violations	23	22	33
Illegal Weapons Violations	5	0	3

CRIMINAL OFFENSES THAT OCCURRED IN RESIDENCE HALLS			
OFFENSE	2006	2007	2008
Murder/Non-negligent Manslaughter	0	0	0
Sex Offenses - Forcible			
Rape	0	6	3
Sexual Assaults	0	0	0
Sex Offenses - Non-forcible (includes only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1

Burglary	9	6	4
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Hate Crimes	0	0	0

Arrests - In Residence Halls	2006	2007	2008
Liquor Law Violations	8	9	3
Drug Law Violations	5	2	1
Weapons Violations	1	0	0
Disciplinary Action/Judicial Referrals – In Residence Halls			
Liquor Law Violations	N/A	N/A	233
Drug Law Violations	N/A	N/A	19
Illegal Weapons Possession	N/A	N/A	3

Criminal offenses, arrest and disciplinary action/judicial referrals that occurred on non-campus buildings were zero.

CRIMINAL OFFENSES THAT OCCURRED ON PUBLIC PROPERTY ADJACENT TO THE CAMPUS			
OFFENSE	2006	2007	2008
Murder/Non-negligent Manslaughter	0	0	0
Sex Offenses - Forcible			
Rape	0	0	0
Sexual Assaults	0	0	0
Sex Offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Hate Crimes	0	0	0

Arrests - Public Property	2006	2007	2008
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Violations	0	0	0
Disciplinary Action/Judicial Referral-Public Property	2006	2007	2008
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Violations	0	0	0

Public Property statistics have been provided by the City of Westfield Police Department