

# DEPARTMENT OF SAFETY & SECURITY

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The University of Charleston Department of Safety and Security provides a continuous safe and secure environment to ensure that all members of the community are safe in their person and property and able to fully focus on their personal development.

Security personnel are on duty 24 hours-a-day and can be reached by telephone or radio. Both exterior and interior patrols are conducted on a regular basis. Security Officers maintain radio communication with other UC Officers on patrol and have police radio communications to immediately summon METRO or police units. To enhance student/officer relations and to provide a greater measure of safety, the UC Department of Safety & Security also maintains radio communications with the resident assistants in the University residence halls. In addition to enforcing campus regulations, security personnel strive to make student, staff and visitors feel welcome by acting as information and public relations officers.

## Services

Our officers endeavor to uphold the University's standards of conduct in a mutually respectful and professional manner. In addition to routine police, safety, and security-related functions, our department provides a variety of other helpful services such as:

- Vehicle lockout assistance (signed release required)
- Battery booster jumps (signed release required)
- Handicapped assistance
- Home security checks
- Personal safety escorts
- Local travel and campus information
- Room lockout assistance (must first contact RA or RD).
- Security responds to room lockouts for emergencies only.
- Campus parking decals to staff and students
- Lost and found center
- Escorts when carrying cash
- Other related services
- R.A.D. Rape Aggression Defense training (for women only)
- Vehicle Courtesy Inspections (prior to holidays and long weekends)









**See Something Say Something**



**Anonymous  
Online Tip Form**

***SEE SOMETHING - SAY SOMETHING - POSSIBLY SAVE A LIFE!***

***In the event of an emergency, first call 911 then call 304-357-4857!***

-  *Do you suspect somebody is going to hurt another student?*
-  *Do you suspect drugs and/or drug use in your dorm hall?*
-  *Do you know of any underage drinking or parties on campus?*
-  *Have you heard someone talk about stealing items from a student's room?*
-  *Do you know of a student with firearms on campus?*
-  *Is there a student being bullied?*
-  *Is there a student who has had a significant change in behavior that concerns you?*
-  *Do you know of someone who was sexually assaulted but is afraid to report it?*



***Any other situation which concerns you?***

**Scan the QR code below to submit your comments to the U.C. Department of Safety and Security!**



<http://tinyurl.com/y8octtn6>

to present a valid UC ID card when picking up his or her parking permit.

Permits must be displayed in the designated locations at all times while on campus. Expired permits are not valid and must be removed. Vehicles displaying only an expired permit will be cited for “no permit.”

## **Students**

### **Commuting Students**

Commuting Students are issued a Commuter "C" permit.

A commuter student is allowed to register no more than two vehicles and be issued no more than one parking permit per vehicle.

Commuter students are allowed to park only one car on campus at any given time.

### **Residential Students**

Residential Students are issued a Resident "R" permit.

Residential students are allowed to register no more than one vehicle and receive no more than one parking permit decal. East Hall Apartment residents may register a second vehicle, depending upon number of drivers in household.

All students are allowed to park on any surface lot (excluding the Visitors Lot) and in the parking garage.

Student vehicles parked in unauthorized areas or contrary to University policy may be ticketed, immobilized and/or towed.

## **Employees**

### **"F/S" Permits**

F/S surface lot (excluding the Visitors Lot) and garage parking will require a white hang tag with a current validation sticker. Employees may register up to two vehicles. A validation sticker will be issued each academic period and must be affixed to the hang tag. Newly registered F/S members will be provided a current validation sticker along with their new hang tag. There will be times during special events that certain parking lot/lots will be closed for a specific period of time. During these events "F/S" permit holders may have to park in the garage or remote parking areas.

## **Temporary Parking Permits**

Any visitor or vendor who needs to park on campus for more than two hours must obtain a temporary parking permit from the Safety & Security Office, Geary Student Union, Room 104. All short-term visitors must park in the designated Visitor Lot unless otherwise directed. Temporary yellow (hangtag) visitor permits should be clearly displayed on the rear view mirror.

## **Visitor Parking Lot**

Visitor parking lot is only for visitors who are temporarily on campus (two hours or less).

Note: Faculty, Staff and Students are not authorized to park on the Visitor Lot at any time unless otherwise directed by the UC Dept. of Safety and Security.



## **Event Parking**

The only exception to the above parking assignments will be for event days. On event days, the University may require some or all permit holders to park at remote parking lots away from the main campus. Permit holders may be notified via e-mail or campus signage when it is necessary to invoke an "Event Parking" plan. These notices will give permit holders further instructions on parking procedures for these special days.

## **Security Escort**

Security officers will provide students and employees with a personal nighttime or weekend escort from any campus parking area upon request. To request an escort, please contact an officer via the 304-357-4857. Additionally, there are three emergency phones located on or near campus for your convenience when walking to and from the western and eastern campus parking areas. These telephones are linked directly to the University's Security Department.

## **Reserved Spaces**

The University has reserved parking spaces in accordance with the Americans with Disabilities Act. Additionally, the University Security Department designates reserved visitor parking spaces for visitors, prospective students, authorized parkers, and in support of special events. See the University's parking map and campus signage for the location of all reserved spaces to be sure you park in an approved location.

\*\*Only Director of Safety & Security may designate reserved parking spaces.  
Enforcement

The University's Department of Safety & Security actively patrols all University streets and parking lots and will enforce parking and traffic safety regulations on a 24-hour basis. The following are parking violations for which a permit holder may be cited.

## **Parking Violations**

- Fire Lane
- No Parking Zone
- On Sidewalk
- Along campus and neighboring streets
- Loading Zone
- Lawn
- Handicapped Zone
- Designated spaces by signs, traffic cones or security barricades
- Reserved or Visitor Parking Space
- Unauthorized Area – Parked in an area where the displayed permit is not valid.
- Prohibited actions:
- Admissions Reserved Parking Spaces “ Reserved for future Leaders”
- Athletic Trainer Reserved Space
- Patient Parking at SOP
- Off Campus on City Streets near campus
- Unregistered vehicle – parked on campus or in the neighborhood without having the vehicle properly registered with a permit.
- Displaying a fraudulent, altered, or unauthorized permit
- Revoked Privileges – parked on campus while on-campus parking privileges are revoked.
- Taking Two Spaces
- Blocking an Intersection
- Blocking Traffic
- Blocking a Street
- Blocking a Driveway
- Blocking a Fire Hydrant
- Parking where there is no parking space
- Abandoned Vehicle
- Failure to Display Parking Permit in accordance with Policy
- Leaving a trailer or boat on campus without prior authorization from Campus Security. Violators subject to immediate tow.
- Students are prohibited from leaving vehicles on campus over the summer break without prior authorization from security. Those with prior authorization will be assigned to lots and areas that will not interfere with the main campus functions and necessary parking lot maintenance. Cars without prior authorization from security will be subject to immediate tow.

## **Penalties for Violation of Parking Regulations**

During the first two (2) weeks of the fall term and first (1) week of the spring term (probationary periods), Security will not issue parking permit violations, all other parking violations will be enforced.

After the probationary period of each term, the following fines will be assessed. Fines must be paid at the Student Solutions Center, Riggleman Hall, Room #206.

### Handicap Zone

- 1st Offense and all subsequent offenses \$100.00 Fine
- Subsequent fraud offense Parking privileges revoked

### Displaying a fraudulent, altered, or unauthorized permit

- 1st Offense \$100.00 Fine
- Subsequent fraud offense Parking privileges revoked

### All other offenses

- 1st Offense \$30.00 Fine
- 2nd Offense \$45.00 Fine
- 3rd Offense \$60.00 Fine
- 4th Offense \$60.00 Fine +

### Immobilize or Tow

Boot Removal Fee \$75.00 + all fines

Possible Revocation of Parking Privileges

### **Parking Boot**

A parking boot may be placed on a vehicle for the following reasons:

- Fourth and subsequent Parking Citations
- Particularly egregious parking violations which warrant a Security officer speaking with the student or Staff before the vehicle is moved.
- At the Director of Public Safety's Direction

To have a boot removed from a vehicle the owner must report to the Student Solutions Center in Riggleman Hall, Room 206, with the pink colored boot form that was attached to the front windshield of the vehicle, during normal business hours to pay any existing fines and boot fees.

Student Solutions Center will not accept any payments without the required pink colored boot form. Once the owner/driver has paid the fines and fee they must take a copy of their receipt of payment to the Safety & Security Office in Geary Student Union, Room 104. At this time, the officer on duty will remove the boot from their vehicle. The owner will be required to sign a boot release form prior to removing the boot.

Any vehicle that is towed will incur towing charges levied by the authorized towing firm. The University is not responsible for any damages that might occur during the towing process by a towing company.

Emergency situations or Event Day restrictions may require immediate towing on 1st offense for any parking violation.

You must pay your ticket within 30 calendar days of the date of violation. All fines will be charged to



your student account and could result in a hold on your account, registration and / or transcript.

Your permit and associated campus parking privileges may be revoked if you receive an excessive number of citations or fail to pay the necessary fines or otherwise choose to ignore University parking policies.

*Please be advised that the Charleston Police Department (CPD) is enforcing the municipal parking ordinance along city streets around the University's campus. Do not block city streets. Do not block fire hydrants or private driveways. Do not park in the grass.*

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## **Motor Vehicle Violations**

Other Motor Vehicle violations that may result in citation, revocation of parking privileges, or arrest:

- Reckless/Inattentive Operation, to include:
  - Excessive Speed or Too Fast for Conditions
  - Stop sign violation (may be video enforced)
  - Texting and Driving
  - Negligent, inattentive operation
  - DUI
  - Racing on or Off Campus
  - \$30 Fine may be levied
  - \$100 Fine & Disciplinary Action for flagrant violations
- Equipment Safety Hazard
- Expired Motor Vehicle Registration
- Expired Safety Inspection (if required by state vehicle is registered in)
- No auto insurance

Violations of these policies are subject to the Student Code of Conduct or the Employee Handbook.

*Disclaimer: These guidelines are subject to change based on campus needs.*

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## Parking Assignments

### Commuting Students

Commuter students can register no more than two vehicles and be issued no more than one parking permit per vehicle. Commuter students are assigned a “C” permit and can park on any parking lots (**except the Visitor Lot**). A commuter student can park only one car on campus at any given time. Commuter student vehicles parked in unauthorized areas or contrary to University policy may be ticketed, immobilized and/or towed.

### Residential Students

Residential students can register no more than one vehicle and receive no more than one parking permit decal. Residential students are assigned a “R” parking sticker. Residential students may park in any parking lots (**excluding the Visitors Lot**). Residential student vehicles parked in unauthorized areas or contrary to University policy may be ticketed, immobilized and/or towed.

*Special Events Note: There will be times during special events that students assigned a student parking permit will have to park in the garage or remote parking areas due to parking lot/ lots being closed for a specific period. Students will be notified via email in advance of these dates.*

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## **Safety Tips for Students**

**Make sure the main door to your hall or apartment building is locked always.** You wouldn't just leave the front door to your house open, would you? Also, ensure that windows are locked.

**Don't let anyone into your hall or apartment building that you don't know.** Not letting someone in doesn't make you look like a jerk. It makes you a good neighbor. If you encounter a stranger in your dorm, ask them if you can help them. Let them know you are aware of their presence. Do not allow the stranger to make you feel guilty about taking safety precautions or intimidate you into compromising your safety. If at any time you feel unsafe, contact UC Security to investigate the person. Do not engage in an angry exchange with a stranger.

**Make sure your room door is always locked.** Yes, this even means when you run down the hall to borrow a book or hop in the shower. Also, ensure that windows are locked.

**Be careful with your keys.** Also, if you lose them, don't depend on your roommate to keep letting you in, thinking that your keys will just "pop up." Pay the fine and get a new set.

If you have a car, lock it and check on it often. It seems so easy to remember, yet it's so easy to forget. Just because you haven't been using your car very much this semester doesn't mean someone else hasn't!

**Travel Safely. Ensure that your car is roadworthy before setting out on a trip.** UC Security will provide a complimentary vehicle safety check. Plan your trip to reach your destination and return safely. Consult your UC Safety officer with your plan; our officers are experienced drivers and knowledgeable of regional roads; they will help you to plan a safe route. If your car breaks down, turn on your emergency flashers and stay in your car with the doors locked until police arrive.

**Get a locking device for your laptop and other high value items.** This may be a physical lock or some kind of electronic tracking or locking device. UC Security can engrave high value items for you.

**Watch your stuff in the library, lounges, and other common areas.** You may need to take a quick run to the vending machines to clear your mind . . . just as someone happens to walk by and see your iPod and laptop unattended.

**Keep personal information personal.** Avoid displaying personal information on mailboxes, key chains, book bags, apartment doors, etc. Get in the habit of using your first initial and last name. Leave a short, non-descript, computerized voice message on your voice mail. The less information a caller can learn from your message, the better.

**Put emergency numbers in your cell phone.** If your wallet is stolen, will you know what phone number to call to cancel your credit cards? Put important phone numbers in your cell so that you can call the moment you notice something is missing. Put UC Security on your speed dial.

**Use the UC Security Services at night.** If you must be alone at night contact UC Security and ask for an escort. When working alone in labs or classrooms at night lock the doors and contact Security to let us know you are alone. Ask for drive-by patrol and an escort back and forth to your car. If you ever feel in danger do not hesitate to call UC Security or 9-1-1. You may feel embarrassed, but it's such a smart

idea.

**The Buddy System.** Avoid isolating yourself by using the buddy system of walking in groups, or at the least, in pairs and staying on well-lighted streets. Avoid being alone and keep a working cell phone within reach in case an emergency arises. Always go with a friend at night. Male or female, big or small, safe neighborhood or not, this is always a good idea.

**Get background information.** If you plan to meet a stranger, for example for a date or a study partner for the first time, meet in a public place like the library or student center. Ask questions before meeting them - such as what activities they are involved in, who their professors are and where they live. Communicate this information to a friend or roommate.

**Make sure someone knows where you are at all times.** Heading to a club downtown or out on a date? Going on a hike or a weekend camping trip? Let someone (a friend, a roommate, etc.) know where you're going and what time you expect to get back.

**If you live off-campus, call someone when you get home.** You're studying for finals with a friend late one night at the library. Make a quick agreement that you'll call him when you get home later that evening.

**Stay Alert.** Pay attention to what is going on around you and avoid blocking sounds or using distracting devices such as cell phones. Your ears and eyes are your best defense to being taken by surprise.

**Listen to your instincts.** If you think you are being followed, either on foot or by car, do not ignore the thought. Go to a safe environment. If you feel you are in immediate danger, run, scream, honk your horn, flash your lights - make a scene. Such action could deter a possible attacker from following through with their plans.

**Know the phone number for UC Safety.** You never know; you may need it for yourself or for something you see from far away. Knowing the number off the top of your head (or at least having it in your cell phone) may be the most important thing to remember during an emergency.

*Adapted from "15 Ways to Stay Safe While in College, 15 Quick and Easy Ways to Keep You, and Your Stuff, Safe While at School," by Kelci Lynn Lucier, College Life Expert*

<http://collegelife.about.com/od/healthwellness/qt/SafetyTips.htm>

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## **Inclement Weather Policy**

As a residential campus, the University of Charleston does not close completely during extreme weather or other emergency situations. When UC students are present, services must be provided regardless of the circumstances.

When the University is "closed," it means that "classes are cancelled." Students and faculty do not have to be at UC. All administrators and staff, however, are to report to work. If an administrator or staff

member cannot report to work due to inclement weather, he or she must contact his/her immediate supervisor as soon as possible.

When the University is “delayed,” it means there will be no class meetings prior to the delayed time. This does not mean that the entire instructional day begins at a later time. For example, if we are on a “two hour delay,” and the class normally begins at 8 am, that class will not meet on that particular day. If the class normally meets from 9-11 am, the class will begin at 10 am and end at the regular time.

UC does not necessarily follow the actions of the Kanawha County School System. All decisions will be sent out via an emergency messaging system. All local media will also be made aware.