

Campus Safety Guide

SEE SOMETHING,

SAY SOMETHING



Lawrence Technological University

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For more complete information on student rights and responsibilities, see the Student Code of Conduct, which is available at the Office of Student Affairs (C404) and online at www.ltu.edu/myltu/codeconduct.asp.

MISSION STATEMENT

The mission of the LTU Department of Campus Safety is to provide a safe and secure environment that is conducive to learning by building community partnerships that foster cooperation and mutual respect.

LTU has made every effort to ensure the accuracy of the information presented in this booklet and reserves the right to make changes in the fees, policies, and/or regulations without notice.

CAMPUS SAFETY

A safety team patrols LTU's campus and properties 24 hours a day. No metropolitan area is immune from criminal activity, however, so all students, staff, and faculty members should take an active role in assuring their personal safety. If you see a suspicious person, object, or activity, report it to the Department of Campus Safety immediately. Campus Safety is on duty 24 hours a day and is located in room D220 in the Art and Design Center. It can be reached by dialing extension 3945 from any campus phone or 248.204.3945 from any other phone. For emergencies, dial 911 from any campus phone to reach the department. Dialing 911 from any other phone will connect you with the appropriate local emergency service.

CAMPUS SAFETY PERSONNEL

Campus Safety officers are authorized by LTU to both uphold the policies of the University and ensure the safety and well-being of its community. The department works closely with local, county, state, and federal agencies. Campus Safety has direct access to the Southfield Police Department and the Oakland County Sheriff's Department.

CAMPUS SAFETY SERVICES

As an organization serving the LTU community, Campus Safety endeavors to:

- Conduct safety and security patrols and inspections
- Investigate and maintain records on all criminal incidents on campus
- Operate computerized intrusion and fire alarm systems
- Provide Emergency Response Plan manuals and information
- Maintain vehicle registration and parking permits
- Provide information on crime prevention and safety programs
- Provide escorts from campus buildings to the parking lots
- Assist motorists by providing battery packs for vehicle jump starts
- Maintain campus lost and found repository

HOW TO CONTACT CAMPUS SAFETY

To maintain LTU's safe environment, members of the community are encouraged to contact Campus Safety whenever a suspicious or criminal incident occurs. When an incident is reported, officers investigate, make a report, and if appropriate, discuss it with an outside agency. When a situation warrants it, the LTU community will be notified in a timely manner.

Contact Type	Campus Extension	Phone Number
Office (Non-emergency)	3945	248.204.3945
Office (Emergency)	911	248.356.1165
Email	ltu_safety@ltu.edu	

CRIME PREVENTION TIPS

If you see something, say something. Campus Safety officers are only part of what is necessary to have a safe campus. Each member of the LTU community must be alert to his or her surroundings and keep their personal property secure. In addition, any suspicious or unusual activity should be reported to Campus Safety immediately. Remember:

- Pay attention to your surroundings! Recognize your vulnerability.
- Report all suspicious persons, vehicles, and activities to Campus Safety immediately.
- Don't leave personal property unattended, not even for a few minutes.
- Never walk alone, especially at night. Use the buddy system.
- When walking to your vehicle or residence, have your keys ready in hand.
- Lock the doors and windows to your office, dorm, or apartment whenever it is unoccupied.
- Keep your doors locked whenever you find yourself alone in a building.

REPORTING CRIMES OR EMERGENCIES

All victims and witnesses are encouraged to report accurately and promptly any crimes, emergencies, or suspicious people or activities on campus. To report a crime, emergency, or suspicious person or activity on campus:

- Call Campus Safety at 248.204.3945 or dial extension 3945 from any campus phone.
- Remain composed and provide your name, location, and nature of the call to the dispatcher.
- Speak slowly and calmly. DO NOT hang up until instructed to do so.
- Stay calm. Try to keep others calm until help arrives.

MOBILE SAFETY



RAVE Alert

Rave Alert Emergency Notification enables the University to communicate with and alert the entire LTU community in minutes. Rave Alert provides an easy and effective way to send targeted messages across several different communication channels. It is highly recommended that every member of the LTU community subscribe to the Rave Alert system. To learn more about the system, or to sign up to receive Rave Alert notifications, visit the Campus Safety webpage at www.ltu.edu/campus_safety.

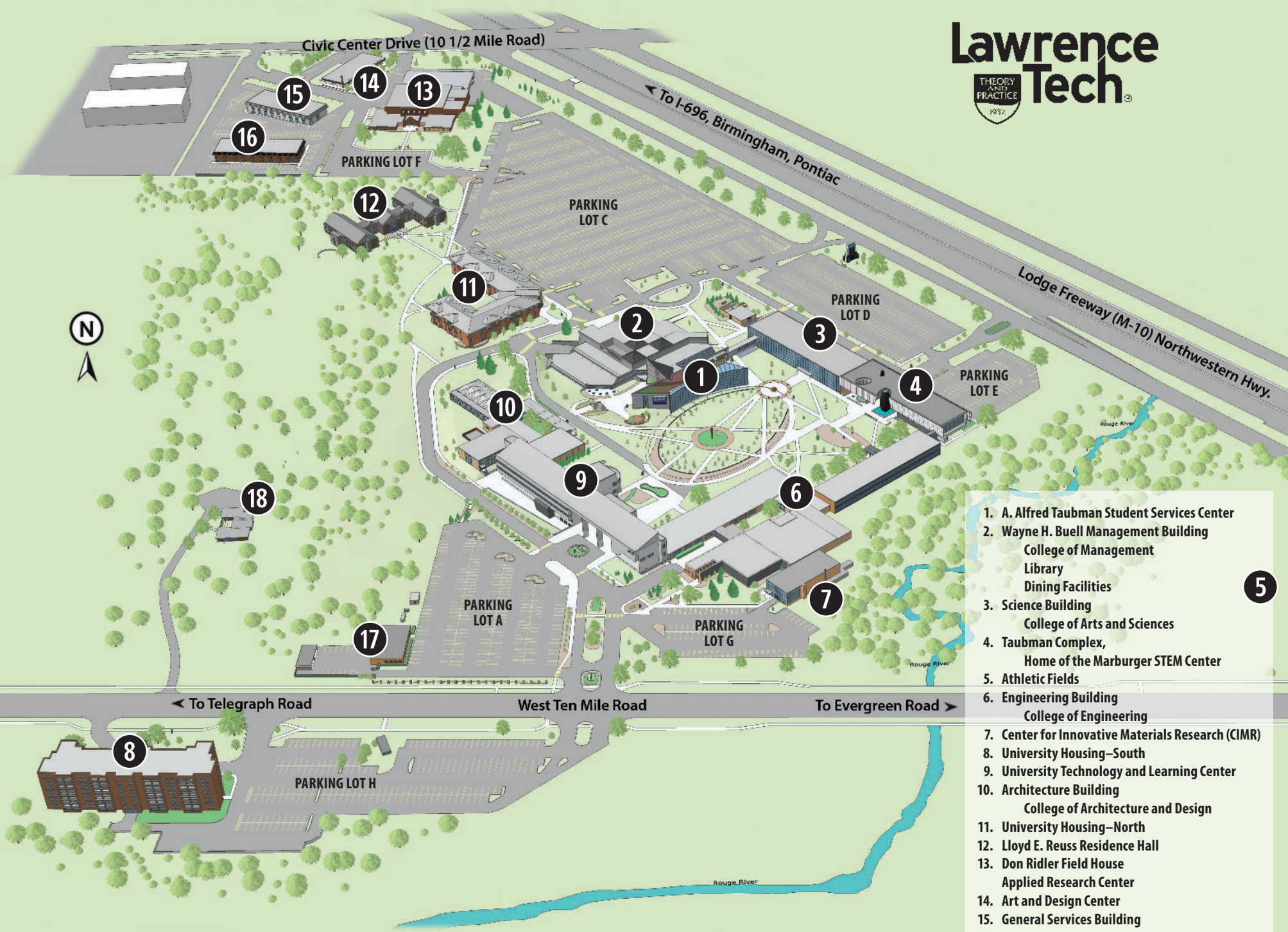


RAVE Guardian

The Rave Guardian Campus Safety app provides rapid and proactive communications with your "guardians," your friends, family, coworkers, and Campus Safety, in the event of an emergency. It allows you to create safety profiles to alert your friends and family when you are walking alone. It also features a safety timer that alerts Campus Safety when you do not arrive at a planned destination within a certain amount of time. The app has a panic button as well. When pressed, it informs Campus Safety of your location. Rave Guardian is a great way to not only improve your personal safety but also that of your fellow guardians within your own private safety network.

Get the Rave Guardian App





1. A. Alfred Taubman Student Services Center
2. Wayne H. Buell Management Building
College of Management
Library
Dining Facilities
3. Science Building
College of Arts and Sciences
4. Taubman Complex,
Home of the Marburger STEM Center
5. Athletic Fields
6. Engineering Building
College of Engineering
7. Center for Innovative Materials Research (CIMR)
8. University Housing—South
9. University Technology and Learning Center
10. Architecture Building
College of Architecture and Design
11. University Housing—North
12. Lloyd E. Reuss Residence Hall
13. Don Ridler Field House
Applied Research Center
14. Art and Design Center
15. General Services Building
16. Business Services Building
17. Maintenance Building
18. Presidents Conference Center

EMERGENCY COMMUNICATIONS

Should an emergency warning or notification need to be made to alert the LTU community of existing or impending danger (tornado or severe weather warning, natural or manmade disaster, the existence of criminal activity on campus, or any other emergency), the University will issue the message in several media, including:

- Rave Alert Emergency Notification system (email/SMS text)
- Social media (Facebook/Twitter)
- Emergency status page on LTU's website (www.ltu.edu)
- Signage posted in each building

In the event that a situation arises, which in the judgment of LTU's president, in consultation with the executive director of campus safety, constitutes an ongoing or continuing threat to the LTU community, a campus-wide "timely warning" will be issued. The warning could be issued using any or all of the above-mentioned means of communication.

Criminal activity that represents a continuing danger to the LTU community will be communicated by any or all of the above-listed means unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

VEHICLE REGISTRATION

All members of the LTU community must register their vehicles and display LTU Parking Permits to park on LTU's campus. This system ensures that students, staff, and faculty have adequate parking and that the lots are used by authorized personnel only. There is no charge for Parking Permits. To obtain one, go to the Department of Campus Safety's office in room D220 in the Art and Design Center, and bring the following items:

- A valid driver's license
- A valid vehicle registration
- A Banner ID card

Display the permit on the front windshield of the registered vehicle in the lower corner of the passenger side. Multiple vehicles may be registered, but each one requires a separate Parking Permit.

Any member of the community who parks an unregistered vehicle on campus may receive an LTU Violation Notice.

CAMPUS PARKING

While parking on campus is ample and provided without cost, faculty, staff, and students are asked to abide by a number of rules and regulations:

- All parking lots are lined, and vehicles must be parked within the designated spaces. There is no parking on the diagonal-lined areas in any parking lot.
- Parking is not permitted on any campus drive.
- Do not park in areas authorized and/or assigned to other LTU departments and/or individuals.
- Vehicles parked illegally will be issued LTU Violation Notices. Chronic violations may result in towing.
- The City of Southfield strictly enforces regulations against parking in handicap areas and fire lanes and will ticket violators, even on campus.

LTU VIOLATION NOTICES

The LTU Department of Campus Safety issues LTU Violation Notices for unregistered vehicles, campus parking infractions, and Student Code of Conduct infractions (www.ltu.edu/myltu/code-conduct.asp). Anyone who receives an LTU Violation Notice has the right to appeal it within seven days of its issuance. After this appeals period has passed, fines accrued on the violation notice will be applied to the transgressor's Banner account. Appeal requests are submitted online at www.ltu.edu/appeals. Appeals will be reviewed and adjudicated by the LTU Violation Notice Appeals Board, which convenes quarterly. Fines will not be charged while a violation notice is in the appeals process. The decision of the Appeals Board is final. A summary of LTU Violation Notice fine categories and amounts is listed below.

VIOLATION TYPE	FINE
Failure/refusal to comply with the directions of an LTU official or Campus Safety officer	\$200
Failure/refusal to present identification to an LTU official or Campus Safety officer when requested	\$200
Unauthorized access/remaining in a closed building	\$125
All other Code of Conduct violations	\$50
Parked in a handicap space	\$125
Parked in a fire lane	\$75
Parked blocking a fire hydrant	\$75
No LTU Parking Permit	\$25
All other parking violations	\$25

DATA SECURITY TIPS

- **Disable remote registry editing**
Only you should be editing your Windows registry. Make sure this service is disabled by clicking Start, Run, then typing "services.msc." Scroll down to Remote Registry and make sure the service is stopped, then set it to either manual or disable.
- **Use browsers that include phishing protection**
Protect yourself from phishing attacks and identity theft by using the latest versions of browsers with phishing protection. Some such browsers are Firefox, Internet Explorer, and Opera.
- **Keep your software up to date**
Hackers love to take advantage of exploits found in software. Therefore, it's important to not only enable Windows Update but also download the latest version of any software on your system.
- **Be wary of P2P files**
Peer-to-peer file-sharing services are popular with virus makers because they can reach millions easily with harmful, but inconspicuously named files. Download with caution, and always use antivirus software.
- **Encrypt sensitive files**
Encryption is a good way to protect sensitive data. An easy solution is to purchase a USB drive with built-in encryption. If you only have a small amount of data to encrypt, software-based solutions exist for encrypting a specific folder or group of files.
- **Back up your data**
Backing up important data is mandatory. External USB drives are good for this. However, software-based solutions exist for people with multiple drives installed in their systems already.
- **Enable extension viewing**
Windows hides file extensions by default. Virus-makers can exploit this by giving harmful, executable programs names which appear harmless if you have extensions hidden.

DRUG AND ALCOHOL USE POLICY

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcohol is prohibited on all University-owned or -operated property and at all University-sponsored events, either on or off campus.

The president of the University is hereby charged with the responsibility for enforcing regulations to implement the requirements of the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act Amendments of 1989 to insure compliance with this policy. See Employee Handbook, Policy 701, for applicable information for employees; see the Student Code of Conduct for applicable information for students. The Employee Handbook can be found under the “popular links” menu on the Human Resources webpage, www.ltu.edu/human_resources. The Student Code of Conduct can be found at www.ltu.edu/myltu/code-conduct.asp.

OTHER POLICIES

NON-DISCRIMINATORY

Lawrence Technological University adheres and conforms to all federal, state, and local civil rights regulations, statutes, and ordinances. No person, student, faculty, or staff member will knowingly be discriminated against relative to the above statutes. Lawrence Technological University is an Equal Opportunity Employer.

SEXUAL ASSAULT/HARASSMENT - TITLE IX

Lawrence Technological University is deeply committed to creating and sustaining an educational environment that is conducive to learning and scholarship and is supportive of students and employees. No person shall be subject to discrimination or harassment in any program or activity of the University based

POLICIES (CONT'D)

on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, marital status, physical disability, mental disability, sexual orientation, military or veteran’s status, genetic information, or any other characteristic that is protected by applicable state or federal law.

SEXUAL MISCONDUCT AND GENDER-BASED DISCRIMINATION

Sexual Misconduct and Gender-Based Discrimination can take many forms, including sexual harassment, sexual misconduct, rape, sexual assault, sexual battery, domestic or dating violence, interpersonal violence, stalking, or discrimination. These types of conduct are prohibited by the Student Code of Conduct, the University’s Sexual Assault/Harassment and Non-Discriminatory policies, and by law.

REPORTING AN INCIDENT

To report an incident regarding any of the above-mentioned policies, you may contact the following:

FOR STUDENTS

Kevin Finn, Dean of Students
248.204.4100 | kfinn@ltu.edu

Cyndi McMichael, Assistant Dean of Students
248.204.4109 | cmcmichae@ltu.edu

Kim Osantowski, Director of Residence Life
248.204.3943 | kosantows@ltu.edu

Steve Bogdalek, Executive Director of Campus Safety
248.204.3925 | sbogdalek@ltu.edu

FOR EMPLOYEES

Deshawn Johnson, Executive Director of Human Resources
248.204.2117 | djohnson@ltu.edu

Steve Bogdalek, Executive Director of Campus Safety
248.204.3925 | sbogdalek@ltu.edu

IMPORTANT PHONE NUMBERS

LTU Campus Safety:

Extension (emergency): 911
Extension (non-emergency): 3945
Phone Number (emergency): 248.356.1165
Phone Number (non-emergency): 248.204.3945

LTU Weather/Emergency Notification Hotline:

Extension: 2222
Phone Number: 248.204.2222

Southfield Police Department:

Emergency: 911
Non-emergency: 248.796.5500

Southfield Fire and Life Support (EMS):

Emergency: 911
Non-emergency: 248.796.5650

Providence Hospital:

16001 West Nine Mile Road
Southfield, MI 48075
Main: 248.849.3000

Beaumont Hospital:

3601 West Thirteen Mile Road
Royal Oak, MI 48073
Main: 248.898.5000

Concentra Clinic:

26185 Greenfield Road
Southfield, MI 48075
Main: 248.569.2040

