

HELP PREVENT OFFICE THEFT AND OTHER CRIMES

- Keep your purse, wallet, keys or valuable items with you at all times or **locked** in a drawer or closet.
- Check the identity of any strangers who are in your office. Ask who they are visiting and if you may help them find that person. If this makes you uncomfortable, inform MCC Police about your suspicions.
- Always let someone know where you'll be, whether it's coming in late, working late, going to lunch or a meeting. For your safety and security, if working off-hours, please inform MCC Police (**ext. 2500**) of your location and how long you will be there.
- If you bring personal items to work, such as a coffee pot, radio or calculator, mark them with your name or initials and an identification number.
- **Report** any broken or flickering lights, dimly lit corridors, doors that don't lock properly or broken windows. Don't wait for someone else to do it.
- Be discreet. Don't advertise your social life or vacation plans or those of your co-workers to people who visit or call your office.

SAFETY WHILE WALKING

- Know your surroundings.
- **Avoid** areas that are unfamiliar to you.
- Avoid short cuts between buildings, lots or other unfamiliar areas.
- Avoid places where people may hide, such as doorways and shrubbery.
- If you carry a purse, do not wrap the strap around your wrist or neck. If your purse is grabbed you could be knocked down causing injury.
- If you are carrying packages, do not overload your hands. Always keep one hand free. Be willing to drop them quickly if you are being followed.
- Try to walk with another person; there is strength in numbers.
- Walk on a sidewalk or near the curb, facing traffic.
- Be **careful** when strangers ask directions or the time, or offer to carry your packages.
- If you are attacked or feel you are in danger yell **FIRE** not RAPE or HELP!
- Carry a whistle on a separate key-chain. Keep it ready in your hand or pocket. Do not carry pepper spray or mace - it can easily be used against you.

Middlesex County College seeks to provide equal educational and employment opportunities and does not discriminate on basis of race, color, religious creed, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status. If you have a disability requiring accommodation(s) to participate fully in program activities, please contact Counseling and Career Services to discuss your specific needs.

MIDDLESEX
COUNTY COLLEGE
POLICE DEPARTMENT

Off Campus: 732.906.2500
on Campus x2500

MIDDLESEX
COUNTY COLLEGE

SAFETY AND PARKING INFORMATION

from

Department of Police and Safety



MISSION STATEMENT The Middlesex County College Police Department's mission is to maintain a safe learning environment for all students, faculty and staff and requires the cooperation of all members of our community.
This brochure is designed to provide you with information necessary to promote safety and security on campus.

COLLEGE POLICE INFORMATION

College police officers are sworn New Jersey law enforcement officers and have full powers, including powers of arrest. They are **entrusted** to enforce all rules and regulations set forth by Middlesex County College.

All officers receive the majority of their training at an approved Police Training Academy. In addition, officers receive ongoing **training** in such areas as:

- First Responder/CPR
- Crisis Intervention
- Domestic Violence
- Crime Prevention
- Sexual Assault
- New Jersey Law
- Diversity and Human Relations
- State Mandated Annual Courses

The Middlesex County College Police Department has an **excellent reputation** and a close working relationship with state, local and federal law enforcement agencies in all aspects of the criminal justice system. Crime reports and statistics are routinely exchanged.

The College Police Department provides **service** 365 days a year, 24 hours a day and is responsible for handling a wide range of problems, including all medical emergencies, fire and traffic accidents, violations of student regulations and criminal investigations, as well as civil and criminal charges. Additionally, the College Police Department provides roadside assistance and other calls for service.

The College Police Department also provides enhanced campus safety through:

- Emergency Call Box Systems
- Crime Prevention Brochures
- Annual Safety & Security Reports
- On-line reporting, safety and security information at <http://www.middlesexcc.edu/police/control.cfm>
- On-line crime alerts
- Safety Escorts (Emergency Call Boxes are located in each building.)

The College Police Department **recommends** that all students, faculty and staff sign up for the College's Emergency Notification System via Campus Cruiser.

Crime prevention presentations are available through the Chief of Police and Safety and the crime prevention officers. The department routinely **develops** programs to suit the needs of the campus community such as *Fatal Vision: A Sobering View of what Impairment Can Do.*

PARKING AND TRAFFIC INFORMATION

Faculty and staff are required to obtain parking decals. Decals are not issued to students.

- Parking rules are in effect 365 days a year, 24 hours a day
- Speed limit: 20 miles per hour on all campus roadways and 5 miles per hour in parking lots
- Faculty and Staff parking: Green striped stalls (Lots 1B, 5, 7, 8, 9 and 11)
- Student parking: White striped stalls (Lots 1, 2, 4, 6 and 6A)
- Handicap parking: State placard or plates and State ID card are **required**. Blue striped stalls

Visitors wishing to park on campus **must** stop at the Gateway Building's drive-up window for parking information and a temporary parking pass.

Vehicles may **NOT** be used as transportation between buildings and classes. Everyone is expected to use the walkways throughout the campus.

EMERGENCY PROCEDURES

In an emergency, dial **911** or dial **extension 2500** from any campus phone, for College Police. From cell phones, dial 732.906.2500. Stay calm. You will need to give your name, location and type of assistance you will need (police, ambulance, fire, etc.).

Direct access to Middlesex County College Police Department is obtained via the **red emergency call** boxes located inside major classroom buildings, and outdoors in front of West Hall, Johnson Learning Center, and in Parking Lots 4, 5, 6 and 6A.

We **encourage** you to report any crime regardless of how insignificant it may seem.

SAFETY IN YOUR VEHICLE

- **Always** keep your vehicle locked.
- Know your destination and plan your route.
- Advise family or friends where you are going.
- When approaching your vehicle, have your keys in hand.
- Be **aware** of the area surrounding your vehicle.
- Park in well-lit and well-traveled areas.
- Look inside your vehicle prior to entering.
- While driving, keep your vehicle locked and windows up.
- If you feel you are being followed, do not go home. Instead, go to the nearest Police or Fire Station or other place of business where you can get help.
- Put packages out of view, or in the trunk.
- Keep the gas tank at least one-quarter filled at all times.
- Keep your car in good running condition and have your tires checked regularly.
- If your car is **disabled**: raise the hood and tie a white cloth to the aerial or door handle. Stay in the car - do not get out. Ask any motorists who stop to call police for you.
- Consider obtaining a cell phone.

STAYING SAFE

Common sense can **prevent** most problems before they occur. If we all remain alert and aware of what is going on around us, we are less likely to be a target of opportunity for a criminal. Take time to familiarize yourself with these various policies, regulations and helpful information, so that you may join in maintaining the safe and secure environment we now enjoy at Middlesex County College.

LOST OR FOUND PROPERTY

The Police Department is responsible for the handling of **ALL** lost or found property. In the event you find lost property, call Campus Police (**x 3500**) who will arrange for its collection. Inquiries regarding lost property may be made 24 hours a day, 7 days a week.

CAMPUS ROADSIDE ASSISTANCE

The police department can **assist** you with jump-starting your vehicle. Our officers are trained in unlocking car doors should you leave your keys inside. To request emergency roadside assistance while on campus, call **extension 2500**.

In Emergency Dial 911

College Police – Extension 2500

From cell phone 732.906.2500