



**Iona College
Department of Campus Safety & Security
715 North Avenue
New Rochelle, New York 10801**

**Dominic C. Locatelli
Director**

**Douglas B. McLeer
Associate Director**

**Administrative Office
Robert V. La Penta Student Union
(914) 633-2245
Fax (914) 633-2022**

**Monday – Thursday
8:30AM – 6:30PM
Friday
8:30AM – 4:30PM**

**24 Hour Security Communications Room
Spellman Hall
(914) 633-2560**

**Visit Our Website
<http://www.iona.edu/Student-Life/Health-Wellness-Safety/Safety-and-Security.aspx>**

Iona College Department of Campus Safety and Security

The Iona College Department of Campus Safety & Security provides security and related services to the college community 24 hours a day, seven days a week, 365 days a year. The department includes a Director, Associate Director, 4 Campus Safety Supervisors, and 32 Campus Safety Officers. Patrols are conducted on foot, bicycle and motor vehicle. In addition, the department provides security in all residence halls from 11:00 PM to 7:00 AM.

The Department of Campus Safety & Security works closely with the staff of the Office of Student Development, Residential Life, and Facilities Management to ensure a safe environment, and maintains a close working relationship with the New Rochelle Police Department.



Department of Campus Safety and Security services include:

- Emergency response to incidents and / or accidents
- Crime prevention and personal safety awareness information
- Incident reporting and investigations
- Motorist assistance – lockouts, battery jump-starts
- Escort service (medical necessity)
- Parking / traffic enforcement
- Directing traffic
- Event security
- Building access
- Gael Express Shuttle
- Parking Permits
- College ID cards

“Blue Alert” Emergency Phones

As an added safety measure, Iona College features 12 emergency “Blue Alert” phones which are strategically located throughout campus. These phones are illuminated at night with a glowing blue light and will flash when activated.

If you are in an emergency situation or observe suspicious activity, please press the button on the console to activate two-way communications with the 24 hour Security Communications Room. Communicate a clear and concise message into the speaker and the information will be received by a staff member in the communications center.

The staff member receiving this call is capable of conversing with you. A tracking device will indicate the location of the phone where the call is emanating from, and a Campus Safety Officer will be immediately dispatched to the location. The blue light will simultaneously illuminate and flash with the activation, and draw attention to your location as well.



“Blue Alert” Emergency Phone Locations:

- Hynes Athletics Center
- Northwest corner of Hagan Hall
- Front of Rice Hall
- Northeast entrance to parking garage
- Northeast corner of second level of the parking garage
- Northeast corner of third level of the parking garage
- Montgomery Parking Lot
- North side of Mazzella Field
- East side of Spellman Hall
- West side of Cornelia Hall
- Pedestrian exit of the Summit Parking Lot
- East Hall 2nd & 3rd Floors
- Northwest corner of Doorley Hall

IONA COLLEGE TRAFFIC AND PARKING REGULATIONS

GENERAL:

These regulations have been promulgated to provide for the safety and well-being of all members of the Iona College Community. They are intended to ensure the safe, proper and free movement of vehicles and pedestrians within the campus.

These regulations will facilitate an emergency response by the emergency services of the City of New Rochelle when required for any incident. Your cooperation, assistance and compliance with these regulations will be of great assistance in creating a safe traffic environment.

TRAFFIC REGULATIONS:

1. All vehicles operated on campus will be in compliance with the New York State Vehicle and Traffic Law.
2. The posted speed limit on campus is **10 MPH**, no vehicle is to exceed this speed.
3. All vehicles will be operated in a safe and prudent manner. The operator of every vehicle will obey all posted signs and the directions of Campus Safety Officers in the performance of their duties.
4. The operator of every vehicle will come to a complete STOP at all posted "Stop Signs" and not proceed until such movement is safe.
5. The operation or parking of a motor vehicle on Iona College property is at the sole risk of the operator. Iona College assumes no responsibility for any loss, damage, or injury to any person or property which occurs on campus.
6. Roller skates, and scooters are prohibited on Iona College property.

PARKING ON THE IONA COLLEGE CAMPUS

Parking a vehicle on the Iona College Campus is at your own risk. Iona College is not responsible for any loss or damage to any vehicle parked on the Iona Campus.

PARKING REGULATIONS:

1. Parking is prohibited in areas designated by yellow marked curbs or on any portion of the roadway.
2. All vehicles parked on Campus **MUST DISPLAY** an official valid Iona College parking permit, issued by the Department of Campus Safety and Security.
3. Vehicles are only permitted to park in designated “lined” parking spaces clearly marked on the pavement.
4. Vehicles cannot be left on the Campus overnight without prior authorization from the Director of Campus Safety and Security.
5. All vehicles that are unregistered, abandoned or fail to display a valid Iona College parking permit are in violation and will be subject to a summons and / or tow at the owner’s expense
6. All visitors at Iona College may obtain a Visitor Parking Permit at the Main Entrance Kiosk, Security Communications Room or the Campus Safety & Security Office. A limited number of visitor parking spaces are located in the La Penta Student Union and Hynes Athletics Center Parking Lots.
7. Temporary “Handicapped Parking Permits” for on-campus use only, may be obtained at the Department of Campus Safety and Security office. Documentation in the form of a physician’s note is required to obtain the permit
8. Faculty / Staff parking spaces are designated by yellow dividing lines. Only vehicles displaying a valid Faculty / Staff parking permit are authorized to park in these spaces.
9. Faculty / Staff parking areas encompass the entire area of the Columba Parking Lot, Hagan Hall and a portion of the Murphy Science and Technology Center Parking Lot. Students are not permitted to park in these spaces with the exception of Columba Parking Lot, where students are allowed to park after 4PM.

10. Student spaces are designated by the white dividing lines
11. Faculty, Staff and Students are permitted to park in any designated parking spaces in the Garage.
12. Handicapped parking areas are located at McSpedon, Columba, Hagan, La Penta, Hynes and Murphy Science & Technology Center Lots.

OVERNIGHT PERMIT REGULATIONS:

1. Overnight parking is strictly prohibited in the Murphy Center and Summit Avenue parking lots.
2. Overnight parking is permitted on the main campus in the parking garage or as follows:

Students – White lined spaces.

Faculty & Staff – Yellow lined spaces.

3. All vehicles parked overnight on campus from December 1st through February 28th must be parked in the parking garage.
4. Prohibited overnight parking hours are 10:30 PM to 7:30 AM

PERMIT REGULATIONS:

1. Only a vehicle owned by an individual student / faculty / staff member, his or her family, or legal guardian is eligible to be registered for a parking permit.
2. An Iona College Parking Permit must be displayed on a vehicle in the manner prescribed by the Department of Campus Safety and Security. A vehicle that fails to display or improperly displays a permit is in violation of “No Vehicle Permit”.
3. All resident freshman and sophomore students are prohibited from bringing motor vehicles to the Iona Community. This prohibition includes the parking of their vehicles on city streets within the surrounding community. Requests for waivers to this policy will only be granted under special circumstances. The Director of

Campus Safety and Security will make the final determination for a policy waiver in conjunction with the Vice Provost for Student Development. Resident freshman and sophomore students who have been authorized waivers are required to park their vehicles in the parking garage. All resident junior and senior students may have a vehicle on campus. These vehicles are required to park **ON CAMPUS ONLY**. These vehicles may not be parked on any city streets within the surrounding New Rochelle community of the college at any time. All resident junior and senior student vehicles must display a resident parking permit on their vehicle that will be issued and affixed to their vehicle by the Office of Campus Safety and Security. Resident permits are not interchangeable with other vehicles and will be void if removed from the vehicle.

4. The individual to whom a parking permit has been issued is responsible for any campus violations attributed to a vehicle displaying the parking permit, regardless of who is operating same. Parking permits are **NOT** transferable.
5. Parking permits may be obtained at the Department of Campus Safety and Security, located in the Robert V. La Penta Student Union, Monday through Thursday from 9:00 AM to 7:30 PM, and on Fridays from 9:00 AM to 4:30 PM when school is in session.
6. Temporary and Visitor Parking Permits may be obtained at the Department of Campus Safety and Security, the Security Communications Room in Spellman Hall, or at the Main Entrance Security Kiosk.

PARKING FINES:

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|--|---------|
| No Iona College Parking Permit..... | \$20.00 |
| Handicapped Area – No Permit..... | \$25.00 |
| Double Parking..... | \$25.00 |
| Tow-Away Zone..... | \$25.00 |
| Faculty / Staff Space – No Permit..... | \$20.00 |
| All Other Prohibited Areas..... | \$20.00 |

TRAFFIC FINES:

| | |
|-------------------------------|---------|
| Passed Stop Sign..... | \$20.00 |
| One Way Street Violation..... | \$20.00 |
| Other Violations..... | \$20.00 |

Subsequent violations may result in the suspension of an Iona Parking Permit for a period of 30 days. Operation of a vehicle in a dangerous or reckless manner on campus will result in the revocation of the vehicle parking permit.

PENALTIES – PARKING FINES:

1. A warning may be given on the first offense, provided the violator appeals the ticket within 48 hours of the issuance of the summons.
2. Chronic and flagrant offenders will be subject to the revocation of their Iona College Parking Permit.
3. Vehicles parked in areas designated as Fire Lanes or Tow-Away Zones will be subject to immediate removal or “Booting”. All vehicles removed from such tow-away zones may be redeemed by the owner and / or operator upon the payment of the necessary expenses for the removal and storage to the tow contractor.
4. The Department of Campus Safety and Security will forward a list of outstanding parking fines to Student Financial Services. These fines will be charged to the permit holder’s account. Diplomas and transcripts will be held pending the disposition of outstanding parking and traffic fines.

TICKETS MAY BE APPEALED ON-LINE ONLY AT:

www.iona.edu/studentlife/safety/petition.cfm

COLLEGE TOW PROCEDURES:

The following procedures are hereby established for the removal of illegally parked vehicles from the Iona College Campus. These procedures have been adopted by Iona College to safeguard members of the Iona Community. These procedures will be applied uniformly to all vehicles on the Iona College campus on a 24 hour basis.

A. EMERGENCY TOW:

1. Vehicles parked on the Iona College Campus in a hazardous location, i.e. Fire Lane, Tow-away zone, yellow marked curbing, obstructing a driveway, roadway or parking area will be subject to immediate removal.

VEHICLE REDEMPTION:

1. All inquiries by owners and /or operators of towed vehicles may be made at the Department of Campus Safety and Security Office or Communications Room. The owner and / or operator may claim their towed vehicle by paying the established tow and storage charges directly to the contracted Tow Service.
2. Authorization for all tows will be made at the direction of the Director of Security or duly authorized representative.
3. An Iona College Campus Safety and Security Incident Report will be filed for each vehicle towed from the Iona College campus.

COLLEGE BOOTING PROCEDURE:

The following procedures are established by Iona College to temporarily disable any vehicle by securing a booting device; if the vehicle is parked on campus and is a persistent violator's vehicle or parked in violation of the Iona College towing policy.

A. PERSISTENT VIOLATOR'S VEHICLE:

1. Upon observing a vehicle that is listed on the current list of vehicles with four (4) or more outstanding parking summonses and no parking permit, the Security Officer will notify the tour supervisor.
2. The Supervisor will check the computer in an attempt to verify that the outstanding tickets have not been paid since the establishment of the list or notify the Director of Campus Safety and Security.

B. PROCEDURE:

1. If a vehicle is parked in violation of the established Iona College towing policy the Security Officer should immediately notify the tour Supervisor and request the vehicle be towed.

2. In a case where a tow truck is either unavailable or unable to safely remove the illegally parked vehicle, then the vehicle should be booted.
3. The Security Officer will place a booting device on the front driver's side wheel. He will complete a "Booting Notification Form" which will be placed on the front windshield. Information will include the date and time, vehicle type, license number and location of the incident.
4. The established fee for removal of the booting device is \$15.00. A receipt will be given for this payment and the releasing officer will also include the name of the owner / operator of the vehicle, as well as the Student ID number, if an Iona College student.
5. If an Iona College student does not have cash to pay for the boot removal fee, the security officer will ascertain the student's name and student ID number, and the Department of Campus Safety and Security will have the fee charged to the student's account with Student Financial Services. The booting device will then be removed from the vehicle. Iona College does not want to unnecessarily inconvenience a student by denying access to their vehicle.
6. An Iona College Incident Report will be filed for each booting incident detailing the circumstances of the booting. This should include the reason for the vehicle being booted and to whom the vehicle was released.



CRIME PREVENTION AND SAFETY TIPS

Crime Prevention is the anticipation, recognition and appraisal of a crime risk and the initiation of some act to remove or reduce it. If someone has the desire and ability to commit a crime, that opportunity must be taken away. Here are some crime prevention and safety tips:

At School –

- Always take books, backpacks, purses and other valuables with you at all times.
- Write your name in your books.
- Be careful not to have your phone number or address visible for people to see.
- Stay Alert at all times.

Out And About –

- Whenever walking or driving, stay alert and tuned into your surroundings.
- Wear comfortable clothing that you can move in.
- Walk with confidence and show you are in control.
- Trust your instincts. If something doesn't feel right, it probably isn't.
- Walk with a friend and stay in well-lighted areas. Don't take any shortcuts.
- Always lock your vehicle and roll up the windows when you drive and park. Place valuables in the trunk out of sight.
- When approaching your vehicle, have the key ready and look into the vehicle before entering. Once inside, lock the doors.
- If you think someone is following you, don't go home. Go to the nearest police station, fire house, gas station or other well lighted populated place.
- Don't hitchhike or pick up hitchhikers.
- Carry a cell phone for added safety.

Safety At Home –

- Never leave your door unlocked or windows open.
- Always look out the peep hole to see who is there before you open the door.
- Have motion sensor lights outside.
- Place inside lights and audio equipment on timers so it appears someone is home.
- Trim bushes to a uniform height by the entrances so no one can be concealed.
- Only have the address number on the mailbox.

Office Safety –

- Always lock your office door when you leave, even for a few minutes.
- Never leave your office keys lying around.
- Lock your valuables in a desk or cabinet out of sight.
- If you see anyone suspicious, contact Campus Safety and Security immediately.
- Always make sure the windows and exterior doors are locked and secure when leaving.

Remember, crime prevention is not just preventing something negative from happening – it's also starting something positive. We are concerned about your safety. Please, help us help you.

For information, comments or suggestions concerning security on campus, please contact the Department of Campus Safety and Security Office at (914) 633-2245 or our 24 hour Security Communications Room at (914) 633-2560.

In case of an **EMERGENCY**, remember to call **911**. The New Rochelle Police Department may also be contacted at (914) 654-2300 (Non-Emergencies).

Effective: July 1, 2015