

# **Policies and Procedures Handbook**

## **Illinois Institute of Technology**

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The Public Safety Department serves the IIT community and the general public by performing law-enforcement functions. Motorized, foot, bike and stationary patrols are utilized 24 hours a day. The Public Safety Department is located on the second floor of Farr Hall, 3300 S. Michigan Ave. The telephone number is ext. 8-6300 for non-emergency and ext. 8-6363 for emergency calls. All calls to the Public Safety Department are recorded.

Public safety services are provided by Levy Security Corporation, a professional security services firm headquartered in Chicago. All officers are trained and certified in accordance with regulations set out by the Illinois Department of Professional Regulation. The Public Safety Department is limited in its patrol to campus property, primarily patrolling the area bounded by 31<sup>st</sup> to 35<sup>th</sup> streets and LaSalle to Indiana streets. Other streets may be used as travel routes to and from the primary patrol areas. Public safety officers also patrol the Downtown Campus building at 565 W. Adams St. and the adjoining sidewalk. Additionally, public safety officers provide public safety services at the Rice Campus located at 201 E. Loop Road in Wheaton and the Moffett Campus located at 6502 S. Archer Road in Summit-Argo.

### **I. Escort Service**

On Main Campus, a 24-hour sick- or injured-person escort service is provided to and from the IIT Medical Office and local medical professional buildings and hospitals. Security escort service is provided on the IIT campuses and may be given either on foot or by vehicle. On Main Campus, escorts are provided to any point on campus and to the CTA Red and Green lines at 33<sup>rd</sup> and 35<sup>th</sup> streets. Downtown Campus escort service extends to a radius of four blocks from the building. Rice Campus and Moffett Campus escorts are from the building to the parking lots. Escorts should be requested when an individual has a concern for his or her safety (i.e., he or she feels uncomfortable walking the campus) and not simply for convenience (i.e., it is raining or snowing or he or she has arrived at the CTA station with luggage). Escorts are not provided to off-campus areas, except in the case of a medical emergency.

### **II. Building Lockouts**

Public Safety will help members of the IIT community who are locked out if they have a valid IIT identification card. Public Safety will normally not open individual rooms; persons must use their own room keys. Students must have written authorization from their respective department chairman to have access to a locked building or room. (During normal business hours, Resident Advisors and Housemen are also available to assist students who are locked out.)

### **III. Motorized Assistance Program**

Public Safety will help members of the IIT community who have left their keys in their vehicles and are locked out. There is no charge for this service, but persons must sign a waiver form releasing Public Safety and IIT from liability for any damage that may occur to their vehicle. Vehicles must be parked on campus to render this service. Auto jumpstarts are also provided to members of the IIT community. Again, there is no charge for this service, but vehicles must be on campus.

### **IV. Shuttle Bus**

Public Safety monitors the shuttle bus service that runs from the Main Campus to the Downtown Campus. The current bus schedule for bus run times and pick-up and drop-off locations can be accessed through the IIT Website (<http://www.iit.edu/directory/2011-2012IITShuttleBusSchedule.pdf>) or can be obtained at various locations at the different campuses.

### **V. Emergency Telephone System**

The Public Safety Department and Department of Facilities maintain and administer the emergency telephone system. There are 50 emergency telephone locations, both inside and outside of IIT buildings. These telephones are direct-line telephones; when the button is pressed, the person will speak directly with the campus police dispatcher. Additionally, direct line phones are located at the 33<sup>rd</sup> Street station of the CTA Red Line so that people can arrange for escorts to campus or summon immediate assistance.

### **VI. Crime Prevention Presentations**

Public Safety will provide crime prevention presentations upon request, and it has provided such presentations to new students, commuter students, disabled groups, international students, new employees, residence halls community organizations and affiliated organizations located on one of the IIT campuses.