In addition to safeguarding Hofstra’s 240-acre campus, the Hofstra University Department of Public Safety provides numerous services to more than 13,000 community members, of whom approximately 4,000 reside on campus.

On the southeast corner of Hempstead Turnpike and California Avenue is the David S. Mack Public Safety and Information Center, which is home to the Department of Public Safety. It is here that around-the-clock protection of the Hofstra campus is headquartered. The staff consists of a director who reports to the vice president for facilities and operations, four administrative directors, a supervisory staff of eight, and 38 full-time and 19 part-time officers. In addition, more than 350 Hofstra students work to assist the professional Public Safety personnel.

The administrative staff and officers are among the best in their field. The administrators have attained the highest professional certification within the private and public security field and have earned master’s or baccalaureate degrees.

All officers are required to complete at least 40 certified hours in private security training. In addition to certification, officers receive in-service and specialized training in first aid, firearms, defensive tactics, legal updates, evidence gathering, investigation and community relations.

How to Heighten Awareness

In addition to the information found here, detailed information on campus security is available to each student and staff member in the Guide to Pride, The Living Factor, and the Campus Safety Report. Please visit hofstra.edu/publicsafety for more information.

The weekly student newspaper, The Chronicle, publishes reports on any incidents that occur on campus each week. In the event that it is necessary to alert the community about an incident on campus, a message will be conveyed through the Dean of Students Office. The University will provide immediate and specific information as needed.
Access to University facilities is limited to members of the Hofstra community. To ensure this, the Department of Public Safety has established the following guidelines:

**Access to Academic and Administrative Buildings**

All academic and administrative buildings are locked in the evening and on weekends, according to the scheduled use of the facilities. Access to these facilities is limited to students, faculty and staff, as well as guests and visitors conducting official University business.

**Access to Residence Halls**

Hofstra University provides student housing in traditional-style residence halls, apartments and suites. Access to the residence halls is limited to resident students and their guests. Students must carry Hofstra University ID (HofstraCard) at all times and swipe their card in a card reader in order to enter their residence hall. Resident students visiting another residence hall must provide their Hofstra ID (with a color-coded housing sticker) and be signed in when entering another residence hall. Anyone who does not live on campus must provide valid photo ID, register at the security booth, and be announced to their host. Entrances to residence halls are monitored by Resident Safety Representatives (RSRs) 24 hours a day.

**Maintenance Services**

The Physical Plant Department maintains the University buildings and grounds with an emphasis on safety and security. It responds immediately to reports of potential safety and security hazards such as broken windows and locks. Public Safety assists Plant Department personnel by reporting possible hazards. Community members are encouraged to report any possible hazards by calling 516-463-6622.

**Alcoholic Beverages**

Hofstra University encourages and sustains an academic environment that respects individual freedoms and promotes the health, safety, and welfare of all community members. In keeping with these objectives, the University has set a policy governing the possession, sale, and consumption of alcoholic beverages on the campus, which conforms to federal and New York state laws. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by Hofstra. A full statement of the University’s alcohol policy is published in the *Guide to Pride* and *The Living Factor*. Both publications may be downloaded from the Hofstra website; copies are available upon request from the Dean of Students Office. For more information, call 516-463-6913.

**Illegal Drugs**

Any person found responsible for illegal possession, distribution, sale, or consumption of any controlled substance is subject to disciplinary action by the University and may be referred to the appropriate external authorities. Under federal and New York state laws, these violations may result in penalties ranging from fines to imprisonment.

**Criminal Acts**

The following guidelines apply to an alleged victim of crime, including sexual assault:

- Report the incident to Public Safety. Student victims of crimes will be assisted in filing their complaints with the Nassau County Police Department.
- In the event of a rape, Public Safety will assist the student in contacting the Nassau County Rape Task Force and will transport the student to the Task Force Center if requested to do so. A staff member from Student Counseling Services or the Dean of Students Office will accompany the student if requested to do so.
- Student Counseling Services will provide counseling to the student. Public Safety will assist with any transportation required for follow-up with the Nassau County Police Department or with the Office of the District Attorney.

If a student is charged with a felony, the following guidelines apply:

- Regardless of the location of the incident or the identity of the victim, if a Hofstra University student is charged, the University retains the prerogative to summarily suspend the student pending the outcome of the trial. This action would be taken because of the potential threat the student poses to the Hofstra community as stated in the *Code of Community Standards*. Each case is reviewed individually.
- After the case is adjudicated by outside authorities, the charges will then be reviewed under the University’s *Code of Community Standards*. 

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**EMERGENCY: 516-463-6789**
How to Report an Incident

All criminal actions or other emergencies occurring on campus are to be reported to the Department of Public Safety. Public Safety works closely with the Nassau County and Hempstead Police Departments. Public Safety personnel report all incidents requiring police assistance to the appropriate law enforcement agency.

In an emergency, call 516-463-6789 for direct contact with the Public Safety dispatcher. For non-emergency situations and other inquiries, please call 516-463-6606.

Missing Student (Resident Students)

It is the policy of the Office of Residential Programs at Hofstra University to investigate any report of a missing student living in one of the University’s residence halls. All students residing in a campus residence hall are requested to complete a Confidential Contact Information form, available upon check-in to their residence hall. The resident student is asked to identify the name and contact number of the individual(s) who is (are) to be contacted in the event the student is determined to be missing, as set forth below. This contact information will be registered confidentially and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation and to authorized Hofstra University officials, including Public Safety officers.

Hofstra understands that students may make arrangements to stay outside of the residential halls, and as such, the location of students in the halls is not monitored by Resident Assistants or other University staff. If a student intends to leave his or her residence hall for an extended period of time, the student is strongly encouraged to advise the residence hall staff before leaving, to avoid the student being reported “missing.” If, however, there is reason to believe a resident student is missing, all reasonable efforts will be made to locate the student to determine his or her state of health and well-being. These efforts, which are done in conjunction with the Department of Public Safety, include, but are not limited to, checking the student’s room, speaking with friends and/or roommates, checking ID access, locating the resident student’s vehicle and calling the student’s cell phone number or other known contact.

Where a student has been missing for 24 hours, students, employees, or other individuals should make a report to the Office of Residential Programs, the Dean of Students Office, or the Department of Public Safety. All missing student reports will be referred immediately to the Department of Public Safety. If, upon investigation by the Department of Public Safety, the resident student is determined missing, staff from Public Safety and/or Student Affairs will contact the resident’s designated “Confidential Contact” within 24 hours. For any resident student under the age of 18, Hofstra will notify a custodial parent or guardian, in addition to any other individual designated on the Confidential Contact Information form, within 24 hours after the time the resident student is determined to be missing by the Department of Public Safety. Public Safety will continue to investigate, utilizing established investigative procedures in collaboration with staff from Residential Programs, other campus offices and local law enforcement agencies. Where a Confidential Contact cannot be located or has not been assigned, Public Safety will inform the appropriate law enforcement agency and/or make contact with the student’s parent or legal guardian. In all cases where the Department of Public Safety determines that a student is missing, Public Safety will notify the appropriate law enforcement agency within 24 hours of that determination.

Emergency Response and Evacuation Procedures

In the event of an emergency, please contact the Department of Public Safety immediately by calling 516-463-6789 or by using any of our emergency telephones. For information on emergency response and evacuation procedures, please go to hofstra.edu/publicsafety and click on the Emergency Response Plan link.

Crime Prevention

The Department of Public Safety regularly ...

- Presents crime prevention lectures and discussions for groups of any size.
- Presents orientation programs for first-year students.
- Inspects Hofstra University properties and promptly makes repairs necessary to ensure safety and security.
- Requires its managers to walk through the campus to review lighting and other environmental concerns.
- Distributes information on crime prevention to the community.
- Patrols the campus on foot, bicycles, T3 personal mobility vehicles and in standard patrol vehicles. Public Safety personnel patrol academic and residential buildings.
Services

Student Escorts
Student escorts are available daily between dusk and dawn to walk any member of the Hofstra community to his or her car or residence hall. Student escorts receive special training, are equipped with Hofstra University radios, and assist the Department of Public Safety in reporting any suspicious activity. Student escorts wear blue shirts and blue jackets for easy identification. When you need an escort, call 516-463-6606 or ask a Public Safety officer for assistance.

Transportation
The Hofstra University shuttle bus provides transportation throughout the campus to members of the Hofstra community. There are also scheduled stops at the Hempstead and Mineola Long Island Rail Road stations, as well as at local shopping centers and restaurants. For schedules and information, visit hofstra.edu/publicsafety, stop by the Mack Public Safety and Information Center, or call 516-463-6606.

Motorist Assistance Program
The Motorist Assistance Program helps community members with motor vehicle problems on campus. Public Safety can retrieve keys, jump-start dead batteries, help with a flat tire, or tow a disabled vehicle to a local service station.

Lost and Found
Lost and Found is located in the Mack Public Safety and Information Center and is open 24 hours a day. You may call 516-463-6606 to inquire about a lost item. Recovered items may be claimed after proper identification has been produced.

Victim Assistance Program
Students, faculty, and staff are encouraged to report incidents of crime. The Department of Public Safety will assist in reporting incidents to the police, dealing with the court system, and obtaining medical, counseling and other necessary services.

Residential Security
All residence halls are staffed by Hofstra University students (Resident Safety Representatives) 24 hours a day, seven days a week. Resident Safety Representatives are trained at the beginning of each semester and also receive refresher training during the semester.

Campus Patrols
Public Safety officers patrol the campus on foot, bicycles, 3T personal mobility vehicles and in standard patrol vehicles. Officers also patrol academic and residential buildings.

Parking
Parking is available for all vehicles registered with the Department of Public Safety. Prompt registration of vehicles (including changes in state license plate numbers when necessary), proper display of the University parking permit, and observance of all parking regulations are required to retain these privileges. There is no fee for parking permits. Parking permits may be obtained at the Department of Public Safety, Monday through Friday, from 8:30 a.m. to 4:30 p.m. Parking for disabled individuals is available for those who receive authorization from the Hofstra Health and Wellness Center. The proper parking permit must be displayed.

Emergency Telephones
Emergency telephones are located throughout the campus. Please see the campus map for locations.

Campus Alert Notification Network (CANN)
CANN is a comprehensive notification structure to alert the campus community in the event of an emergency. Sign up online at my.hofstra.edu by providing your personal telephone contact information. CANN includes the following methods of communication:

- Public address system
- Voice or text message
- Campus alert page of the Hofstra website
- Novell System – instant message
- HOFCAST network
- The Hofstra television service
- Campus alert hotline: 516-463-1234
Residence Hall Safety Tips

- Never leave a door propped open.
- Always lock your door when you leave your room or go to sleep.
- Identify visitors through the use of the door viewer (peephole) before you let them in.
- Report any unusual telephone calls or behavior to Public Safety.
- If you do receive a telephone call from someone you do not know, never give out any personal information (room number, telephone number, last name, Social Security number, etc.) about yourself or someone you know.

Vehicle Safety Tips

- Always lock your vehicle.
- Do not leave valuables in your vehicle.
- Park in well-lit areas.

Personal Safety Tips

- Travel on streets where there is pedestrian traffic.
- If possible, use the buddy system – don’t walk alone – especially at night.
- Be aware of and alert to your surroundings.
- Do not leave valuables unattended.
- Use the University shuttle bus and student escort service.
- Be aware of the location of campus emergency telephones.

Social Situations

- Before going on a date, know your date’s full name, address, and friends.
- Meet new acquaintances in public places.
- Do not rely on someone you just met for a ride home.
- If you begin to feel uncomfortable on a date, for any reason, remove yourself from that situation.
- Speak up! Communicate your wishes clearly. Don’t let anyone assume your intentions.
- Assert yourself. Insist on being treated with respect.
- If you are assaulted, find a safe place and a friend, and call (ANYTIME) the Department of Public Safety at 516-463-6789.

Hofstra University Department of Public Safety Resident Safety Program
ID Policy

Resident Students
(students who reside on campus)

- All resident students must obtain a color-coded housing sticker at the beginning of the semester from their Resident Assistant or from HofstraCard Services when obtaining a replacement card.
- ALL residents must swipe their HofstraCard to enter their own residence hall.
- Resident students visiting another residence hall will leave their HofstraCard with the RSR and be signed in when entering another residence hall.
- If the visiting student cannot be identified as a resident student (no sticker), he/she will be treated as a guest (see below).

Guests
(anyone who does not live on campus)

- Guests of resident students will leave valid picture ID and be signed in by the RSR.
- All guests must be announced to the resident host before being permitted to enter the residence hall.

Failure to comply with the ID policy may result in the issuance of a warning, fine, “Notification to Appear” or campus ban.

For more information, please contact the Resident Safety Office at 516-463-6612, Monday through Friday, 9 a.m. to 5 p.m.
Shuttle Bus Route and Emergency Telephone Locations

1. Netherlands Residential Complex
2. Mack Student Center Mailbox
3. Hofstra USA
4. University College Hall and Nassau/Suffolk
5. Colonial Square Drive
6. Physical Education Building
7. Hofstra Dome
8. Hagedorn Hall
9. Margiotta Hall
10. Mason Hall
11. Au Bon Pain at Hofstra Deli
12. Breslin Hall
13. Weed Hall
14. Hempstead and Mineola LIRR Stations

Emergency Telephones
See campus map above for locations.

For bus schedule and information, visit hofstra.edu/publicsafety.

EMERGENCY: 516-463-6789
ARE YOU UP TO THE CHALLENGE?
Join the Resident Safety Team!

» Earn up to $8.30 per hour
» Work on campus
» Choose your own hours
» Opportunity for advancement
» Gain great work experience
» Contribute to campus safety
» Jobs available 24 hours a day, 7 days a week
» Sign up early for best selection of hours

CALL 516-463-6612 TO SIGN UP NOW!

All new applicants must stop by room 109 in the Mack Public Safety and Information Center to fill out the appropriate paperwork prior to starting. A Social Security card, birth certificate or passport is required.