

**HOFSTRA UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY  
RESIDENT SAFETY PROGRAM**

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**STUDENT EMPLOYEE  
RESIDENT SAFETY  
REPRESENTATIVE  
MANUAL**

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**2017**

**THE CONTENTS OF THIS MANUAL ARE GUIDELINES ONLY. THIS MANUAL DOES NOT CREATE AN EMPLOYMENT CONTRACT. THE DEPARTMENT OF PUBLIC SAFETY RESERVES THE RIGHT TO MODIFY OR CHANGE PROCEDURES AND GUIDELINES AT ANY TIME WITHOUT NOTICE. EMPLOYMENT WITH HOFSTRA UNIVERSITY MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE BY THE STUDENT OR THE UNIVERSITY.**

## **WELCOME TO THE RESIDENT SAFETY PROGRAM**

Congratulations on your decision to become a Resident Safety Representative. Hofstra University takes pride in keeping its students safe. Your role within the Department of Public Safety is extremely important in helping Hofstra maintain its excellent reputation as a safe place to learn, reside, and work.

The Resident Safety Program serves to provide students with the safety they deserve on a college campus. By providing twenty-four-hour coverage, seven days a week, the program effectively regulates the flow of students and guests who enter the residence halls. In order to run effectively, the program relies on the Resident Safety Representatives (RSRs) and their judgment. The policies are well outlined in this manual and it is up to you, as a member of the Resident Safety Program, to enforce these policies. A great amount of responsibility is placed on Resident Safety student employees, so there is a competent and reliable support system in place and ready to help, should you require assistance.

As a member of the Department of Public Safety's Resident Safety Program, you have access to a number of people who can assist you in your duties. Even though you may have a great deal of contact with the Resident Safety Office and the on duty Shift Coordinator, there is additional aid you can obtain from the Public Safety Officers who you may interact with on occasion. Furthermore, we encourage you to contact the Public Safety Operations Desk for additional assistance. By reading this manual, you will see how the various units of the Department of Public Safety interact with the Resident Safety student employees.

We hope that you will enjoy and take pride in contributing to the safety of your campus. Please feel free to contact the Resident Safety Office if you have any questions regarding your position.

### **IMPORTANT CONTACT INFORMATION**

**Resident Safety Office – [RSR@hofstra.edu](mailto:RSR@hofstra.edu), (516) 463-6612**

**Department of Public Safety Information – (516) 463-6606**

**Department of Public Safety Emergency – (516) 463-6789**

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## **I. TERMS AND CONDITIONS OF EMPLOYMENT**

The Resident Safety Program is provided as a service to Hofstra University residents for the protection of their property, privacy, and general safety. This system is an important part of the campus Public Safety and Security Program that is designed to ensure the well-being of the residents and prevent damage to our buildings. The primary function of the Resident Safety student employee is to assist in the protection of the residents and residential facilities. Therefore, the following guidelines have been established to provide you with the information necessary to perform your tasks in the proper manner. It is important to realize that safety and security can be best achieved through the development and consistent enforcement of policies and procedures.

1. All undergraduate students employed by the Resident Safety Program must be enrolled for a minimum of six credits for the corresponding semester. All graduate students employed by the Resident Safety Program must be enrolled for a minimum of four and one half credits for the corresponding semester.
2. All students employed by Resident Safety must complete the required payroll and tax forms in addition to submitting work eligibility documents before they begin working.
3. Hofstra University's policy for student employees prohibits a student from holding more than one position in a semester or working more than a total of 25 hours per week (20 hours per week for International Students) when classes are in session. During the winter and summer breaks, students may not work more than a total of 30 hours per week.
4. Resident Safety student employees must have a minimum of 12 assigned hours per week during the fall and spring semesters and a minimum of 20 assigned hours per week during the winter and summer sessions.
5. Resident Safety Representatives (RSRs), Resident Safety Shift Coordinators (RSSCs), and Resident Safety Student Coordinators (SCs) must wear their badge when on duty.
6. All students employed by the Resident Safety Program must punch in at the beginning and out at the end of their shifts using the designated ADP telephones. These telephones are located in each RSR booth and in the Resident Safety Office.
7. Your ADP password and student ID number must not be shared with others. Punching in or out, swiping in or out, and signing in or out for anyone else is forbidden.
8. Any problems punching in or out must be reported immediately to the Resident Safety Shift Coordinator (x3-6612).
9. Failure to punch in/out may result in the student's pay being delayed until that student verifies their time records with the Resident Safety Office.
10. All students employed by the Resident Safety Program must have their Hofstra ID and are required to swipe their card as soon as they arrive to their shift and at the end of their shift at the designated card readers in the RSR booths or at the Resident Safety Office.
11. If you are unable to work a scheduled shift, you are required to obtain a replacement from our current semester staff list and completing a Shift Substitute Request Form to ensure coverage. All substitute requests require a 48-hour minimum notice and must be approved, in advance, by the Resident Safety Office.
12. All students employed with the Resident Safety Program are required to abide by the rules and regulations outlined in the Student Employee Resident Safety Representative Manual. Resident Safety student employees are also responsible for enforcing any updates in policy and procedure developed by the Department of Public Safety as stated in the RSR Post Book. Post Books are located in every booth and must be reviewed on every shift.

13. All students employed with the Resident Safety Program hold a position of trust and must preserve the security and confidentiality of the information he/she uses or has access to. Student employees are required to abide by all applicable Federal and State guidelines and University policies regarding the confidentiality of University data and information. This includes Hofstra's Confidentiality Agreement and Security Policy and the Family Educational Rights and Privacy Act (FERPA) policy, found at [www.hofstra.edu/policies](http://www.hofstra.edu/policies).
14. In case of emergency notify Public Safety (x3-6789) and follow their directions. If you are unable to contact Public Safety by telephone, you may use the panic button located in each booth.
15. All students employed by Resident Safety must attend all training sessions, including the start of semester training, mid-semester training, and formal on-the-job training.
16. All students employed by Resident Safety must enforce all policies and procedures pertaining to the security of the residents and residence halls while providing appropriate assistance to the students.
17. All students employed by Resident Safety must abide by all Hofstra University policies and procedures, including the policies of the Office of Student Employment. The Student Employee Handbook can be found at: [http://www.hofstra.edu/pdf/StudentAffairs/StudentServices/stdemp/stemp\\_student\\_handbook.pdf](http://www.hofstra.edu/pdf/StudentAffairs/StudentServices/stdemp/stemp_student_handbook.pdf). It is your responsibility to read the Student Employee Handbook. You must acknowledge and abide by the student employment policies and procedures contained therein. In the event the Department of Public Safety and Office of Student Employment policies differ, the stricter standard will apply.
18. Failure to meet any of the above terms and conditions of employment, the duties and responsibilities as outlined in the Student Employee Resident Safety Representative Manual, or in the RSR booth Post Book will lead to sanctions ranging from a warning to termination of employment with the Department of Public Safety and/or with any other Hofstra University department.
19. Any student terminated from their position with the Resident Safety Program will not be eligible for rehire. Students who leave their Resident Safety position in good standing (at the sole discretion of the Resident Safety Operations Manager) may be eligible for future employment within the Resident Safety Program. The Resident Safety Program reserves the right to make this determination.

## II. JOB DESCRIPTIONS

### A. Resident Safety Representative (RSR)

#### 1. Duties

- a. Admit residents and their guests into the residence halls in accordance with the ID Policy and procedures developed herein.
- b. Inform Public Safety and the Resident Safety Office of any violations of policy procedures.
- c. Provide appropriate assistance to students and staff.
- d. Monitor all alarms including fire, elevator, exit door, etc. and report to Public Safety (x3-6606).
- e. Notify Public Safety to provide emergency medical service for students and guests.
- f. Provide information to assist Public Safety in identifying persons committing a theft, vandalism, malicious mischief, etc.

#### 2. Responsibilities

- a. Arrive on time for duty.
- b. Report for duty wearing the RSR badge.
- c. Swipe your HUID at the outer entrance to the building when reporting to your assigned shift. The on-duty RSR will swipe you into the second door if you do not have swipe access.
- d. Swipe your HUID again when you enter the booth.
- e. Punch in at the booth using the designated ADP telephone.
- f. Sign in on the Sign-in Sheet at the start of your shift.
- g. Punch out at the end of your shift using the ADP designated telephone and swipe your HUID in the card readers inside the booth. Make sure you swipe in and out when you receive a meal break.
- h. Give meal breaks and bathroom breaks to other RSRs on duty if instructed to do so by the Shift Coordinator.
- i. Immediately report any problems punching in or out by calling the Resident Safety office (x3-6612). Leave a message if no one answers.
- j. Conduct inspection of the booth and notify the Resident Safety Office if something needs immediate attention.
- k. **Start a New Sign-In Sheet at 0000.**

##### 1.) General Transfer Procedure

- a) Re-log all IDs that are in the ID box at midnight. Please be sure to include first and last names and check the “*Non-HUID Guest W/Host*” column if applicable.
- b) Transfer all Host information from the previous day’s sign-in sheets to the new sheets.
- c) In the “*Time In*” column, enter the date that the card was signed in. Be sure to transfer the original date if the ID has been there from a previous day. **DO NOT ENTER THE TIME FROM THE PREVIOUS DAY.**
- d) Write “Not in Box at 0000”, the date, and your initials in the “*Time Out*” column of the previous day’s sheets if an ID was not signed out, but it is no longer in the box.
- e) **Use the ID Recorder to record all non-Hofstra IDs currently in the ID box.**
- f) See APPENDIX A: *General Transfer Procedure*.

##### 2.) Nassau/Suffolk Special Transfer Procedure

- a) Re-log all IDs in the ID box at midnight. Please be sure to include first and last names and check the “*Non-HUID Guest W/Host*” box if applicable.
- b) Write “Transfer” in the “*Residential Host Name*” column. Host names and room

- numbers do not have to be transferred at Nassau/Suffolk.
- c) Follow steps c - e above.
  - d) See APPENDIX B: *Nassau/Suffolk Transfer Procedure*.

**NOTE:** There are two ID boxes at Nassau/Suffolk: one is for HUIDs and the other is for Non-Hofstra IDs. Transfer each box separately.

- l. You are required to keep track of IDs and perform the ID box inventory at the beginning of every shift. If a card is logged, but it is not in the box, you must write “not in box @ (time)” and write your initials in the “Time Out” column. If an ID is in the box, but not logged, you must log it and write, “not logged @ (time)” in the “Time In” column. This protects you from being held responsible for missing IDs that were lost before you arrived. It also helps us perform investigations and keep track of IDs.
- m. **You are required to read the Post Book at the beginning of every shift so that you are familiar with all office correspondence, as you will be held responsible for policies, procedures, etc.**
- n. RSRs assigned to double coverage are not permitted to leave the booth without permission from the Resident Safety Office.
- o. **You are required to move to a different security booth if instructed to do so by the Shift Coordinator. You are assigned to permanent days and times; however, your building assignment may be changed at the discretion of this department.**
- p. Notify Public Safety and the on-duty Resident Safety Shift Coordinator (RSSC) in case of emergency and abide by their instructions.
- q. Please be courteous to your fellow RSRs by keeping the booth clean. Discard or remove anything that you bring into the booth. Good hygiene and booth cleanliness are expected of every RSR.
- r. **Remain awake and alert at all times.**
  - 1.) **Drugs and alcohol are not to be consumed** while on duty or prior to duty so that your capabilities will not be impaired.
  - 2.) A cable/color TV is provided in each booth. This TV may be used at the RSRs discretion. When traffic is heavy, the TV volume is to be turned to a reasonable level. The RSR on duty is responsible for the TV set. Any damage or malfunction is to be reported to the Resident Safety Office immediately.
  - 3.) Headphones/earbuds are not permitted while on duty.
  - 4.) **Visitors are not permitted in or around the booth.**
- s. Report violations of University policies and all unusual incidents to Public Safety and the on-duty RSSC who will determine the appropriate actions to be taken.
- t. Respect the privacy of the residents you serve. The residents’ personal information should NEVER be released. This pertains to the notices and any other personal information to which the RSR has access.
- u. When possible, assist the Residence Life staff whose responsibilities also include the safety and well-being of the resident students.
- v. Attend all mandatory training sessions.
  - 1.) Be responsive to training.
  - 2.) You must notify the Resident Safety Office if you cannot attend a training session. You will be held responsible for all information dispersed at these sessions whether or not you attend. **TRAINING SESSIONS ARE MANDATORY.**

- w. Be familiar with the following:
  - 1.) All policies and procedures established by the Department of Public Safety
  - 2.) All information dispersed by the Resident Safety Office
  - 3.) Students' rights and responsibilities
  - 4.) The *Student Employee Resident Safety Representative Manual*
  - 5.) The location of the panic button in your booth
  - 6.) Use of Card Reader – See Other Policies and Procedures for details
  - 7.) **Use of the ID Monitor (T-Mon)** – See Other Policies and Procedures for details
  - 8.) Use of the Identification Recorder (ID Check) - Whenever you receive a Non-Hofstra ID from a guest, it must be recorded before it can be filed in the ID box. Please follow these instructions:
    - a) Look for the green light on the machine.
    - b) Insert the ID card into the card slot on top of the machine. The picture needs to face the rear of the machine. You will see a red light while the image is recording and you will be able to view the image on the security monitor. If the image is not clear, shield the top of the machine from the sunlight to get a better picture.
    - c) When the green light comes back on, you can remove the card from the slot and safeguard it in the ID box.

**NOTE: You must use this machine to record the image of every Non-Hofstra ID card you receive.**
- x. Follow the instructions of the Resident Safety Operations Manager, Student Coordinators (SCs), and Resident Safety Shift Coordinators (RSSCs).
- y. Communicate with the Resident Safety Office.
- z. **The security booth cannot be unattended under any circumstance! Any employee that leaves the booth will be placed on immediate probation and risks termination.**

## B. Resident Safety Shift Coordinator (RSSC)

The RSSC provides 24-hour supervision of RSRs and activities in and about the residence hall booths. The RSSC reports to and assists the Operations Manager and Student Coordinators with the supervision, assignment, instruction, training, and assessment of the RSRs. They also assist other Public Safety Administrators and Officers when required. They prepare reports, conduct preliminary investigations, train, and supervise the on duty RSR personnel. RSSCs are required to work office shifts to assist the Resident Safety Operations Manager and Student Coordinators They perform departmental assignments as directed by the Operations Manager and Student Coordinators.

### 1. Duties

- a. Coordinate and oversee the activities of all RSRs on duty.
- b. Train and retrain RSRs on their shift.
- c. Confer with the previous on-duty RSSC at the beginning of each shift to identify current issues and conditions that may affect the safety of the residence halls.
- d. Visit and swipe into every residence hall at least once during a 4-hour shift. Ensure that all RSRs are familiar with the contents of this manual and any changes of policy and procedures that would affect their work performance.
- e. Report all violations of the University or Departmental regulations to the Student Coordinators, Operations Manager, and/or Public Safety.



- f. Co-sign the Sign-in Sheet to verify its accuracy every visit to each residence hall. Check the Sign-in Sheets to make sure each RSR is logging in the students and guests properly.
- g. Enter their name, the date, time, and the number of the radio used in the RSSCs' Log Binder at the beginning of each shift. Ensure that all keys are accounted for at the start and end of the shift. Enter all incidents, concerns, and other pertinent information on the appropriate office forms.
- h. Meet the next RSSC in the office at the end of each shift and communicate all information relevant to the next shift. Sign out at the end each shift.
- i. Cover any openings during or directly following their shift.
- j. Pick up all Sign-in Sheets from each booth during the 0000-0400 shift. Review and correct mistakes on the Sign-in Sheets, separate, staple, and file them.
- k. Complete paperwork, fill schedules, and perform other tasks while working in the office
- l. Review the Shift Swaps and Substitute Request Forms, approve them, write them on the daily schedules and file as necessary.
- m. Deliver memos to each booth.
- n. Deliver badges to RSRs as needed.
- o. Inspect each booth and submit an inspection report at the end of each day to the Operations Manager.
- p. Work a minimum of 16 hours per week with 12 RSSC hours including 1 overnight shift (0100-0500 or 0500-0900) and 4 Office hours.
- q. Perform Panic Alarm Inspections every Sunday evening as designated by the Operations Manager.
- r. Keep Post Books current and replenish paperwork and supplies in all booths. Mandatory post book inspection forms must be completed every Friday and submitted to the Resident safety Operations Manager.
- s. Give bathroom breaks and meal breaks to RSRs as needed.
- t. Call the Simplified Time Detail list to ensure no RSR works over their maximum hours for the week.
- u. Complete paperwork appointments for new and returning RSRs throughout the semester.
- v. Uphold and enforce all policies and procedures as outlined in the most recent version of the *Student Employee Resident Safety Representative Manual*.

## **2. Responsibilities**

- a. Arrive on time for duty
- b. Arrive for duty wearing the badge
- c. Swipe HUID at the reader outside the RSR office at the beginning of the shift and at the end of the shift
- d. Punch in at the start of the shift and out at the end using the designated ADP telephone in the Resident Safety Office
- e. Complete an RSSC/Office log for the shift
- f. Read past RSSC/Office logs since last shift
- g. Conduct inspection of office area, clean, organize, and report any conditions in the RSSC log. Report conditions that need immediate attention to Public Safety
- h. Check To Be Delivered for any items that must be delivered to the booths and/or University departments
- i. Read and adhere to the responsibilities outlined in the current *Student Employee Resident Safety Shift Coordinator Manual*.

## **C. Resident Safety Student Coordinator (SC)**

The SC provides supervision of the RSSCs and RSRs while conducting the daily management of the Resident Safety Program. The SC reports to and assists the Operations Manager with the supervision, assignment, instruction, training, and assessment of the RSSCs and RSRs. The SC also assists Public Safety Administrators and Officers when required.

### **1. Duties**

- a. Review the RSSC logs, Office logs, Meal Break logs, panic alarm inspection forms, and post book inspection forms. Follow up on personnel/equipment issues as needed
- b. Track the rounds and sign-in performance of RSSCs on a weekly basis or as instructed by the Operations Manager
- c. Retrain or write up RSRs as needed
- d. Conduct assessment of RSSCs during each semester
- e. Assist with the Supervision of RSSCs and RSRs. Provide feedback to RSSCs and RSRs on job performance via assessments, conversations, retraining, or write ups
- f. Cover open RSSC shifts as needed. Provide emergency back-up coverage for open RSSC and RSR shifts on an on-call basis
- g. Assist with the overall supervision, confirmation, and filling of daily schedules to ensure proper coverage at all times and locations
- h. On call 24/7 throughout each semester
- i. Assist in the development, scheduling, and updating of Resident Safety Program training sessions to ensure that all Resident Safety student employees are properly trained
- j. Assist Public Safety with any matters that involve the Resident Safety Program
- k. Periodically inspect the Residence Hall security booths for cleanliness, supplies, equipment maintenance, and compliance with departmental regulations
- l. Perform Security Protocol Check for all booth locations
- m. Prepare announcements and informational memorandums as requested
- n. Print and confirm shift confirmations, shift swap requests, substitute requests, shift pick up requests, permanent shift sign ups, and permanent shift changes
- o. Update permanent schedules and print daily schedules
- p. Update and maintain all Resident Safety information material
- q. Schedule interviews and general appointments for the Resident Safety Operations Manager
- r. Schedule paperwork appointments for new and returning student employees
- s. Work a minimum of 20 hours per week with one overnight shift (0100-0500 or 0500-0900) each month during fall and spring semesters and a minimum of 28 hours per week during the winter and summer.
- t. Provide guidance and assistance to all RSSCs and RSRs about proper protocols and procedures
- u. Uphold and enforce all policies and procedures as outlined in the most recent version of the *Student Employee Resident Safety Representative Manual*.
- v. Other duties as assigned by the Operations Manager
- w. Answer phones, assist RSRs in the office, and other general clerical tasks

## 2. Responsibilities

- a. Arrive on time for duty
- b. Arrive for duty wearing the badge
- c. Swipe HUID at the reader outside the RSR office at the beginning and end of each shift
- d. Punch in and out of each shift using the designated ADP telephone in the Resident Safety Office
- e. Complete an SC log for the shift
- f. Read past SC logs since last shift
- g. Conduct inspection of office area, clean, organize, and report any issues in the SC log. Report any issues that need immediate attention to the Operations Manager or Public Safety
- h. Read and adhere to the responsibilities outlined in the current *Student Employee Resident Safety Student Coordinator Manual*

## III. ASSIGNMENT OF RSR HOURS

- A. Hours are assigned based on a 24-hour schedule. During the fall and spring semesters, shifts are scheduled in two-hour blocks between the hours of 0800 and 1600, and four-hour blocks between the hours 1600 and 0800 Monday-Friday. Shifts are scheduled in four-hour blocks the entire day (0000-2400) on Saturday and Sunday. During the winter and summer sessions, shifts are scheduled in Four-hour blocks the entire day (0000-2400).
- B. RSRs must be assigned a minimum of 12 hours/week and are not permitted to work more than 25 hours/week (20 hours/week for International students) for the fall and spring semesters. During the winter and summer sessions, all students must be assigned a minimum of 20 hours/week and are not permitted to work more than 30 hours/week.
- C. Schedules are assigned based on the RSR's class schedule, prior work performance, and availability of hours according to the Resident Safety Programs permanent schedules.
- D. **An RSR's total number of permanent hours cannot be decreased once the Agreement of hours has been signed.** Specific shifts can be re-arranged based on the RSR's class schedule according to the availability of hours on the Resident Safety Programs permanent schedule.
- E. RSRs are assigned to a time and day and this cannot be changed without proper authorization from both the RSR and the Resident Safety Operations Manager or Student Coordinators. Locations however, can be changed at any time as determined by the Resident Safety Office.
- F. Shifts cannot be scheduled within 30 minutes before or after a class or any other obligation because RSRs cannot leave their post until relieved by another RSR. RSRs are required to stay up to 30 minutes after their scheduled shift has ended when there is short coverage. RSRs can volunteer to stay longer and should communicate with the on-duty RSSC to determine priority. RSRs who work extra time will be paid accordingly.
- G. RSRs are responsible for their permanent shifts for the entire semester as outlined in their agreement of hours. **Holidays and days off from school ARE included. Students employed by the Resident Safety Program will be paid at a current rate of pay established by the Department of Public Safety, the Office of Student Employment, and in accordance with Federal minimum wage standards.**

#### IV. ABSENCES

##### A. Anticipated Absences

1. If you are not able to attend a shift, you must swap that shift for another opening that same week or provide an approved substitute for that shift.
2. All shift swaps and substitute requests require **48-hour minimum notice** and must be approved in advance by the Resident Safety Office.
3. If the shift swap or substitute request is not properly completed or approved by a member of the Resident Safety Office, you will be held responsible for that shift.

**NOTE:** You must confirm with the Resident Safety Office before the shift takes place. It is the requesting RSR's responsibility to verify approval of the swap and/or substitute request.

- 4.
5. Failure to report to a permanent shift without prior notification will result in termination.

##### B. Unanticipated Absences

You must immediately notify the Resident Safety Office in the event that:

1. You are unable to work your scheduled shift due to an illness or emergency.
2. Your relief does not report to work.
3. You become ill during your shift.

**NOTE: VERY IMPORTANT!! Always take the name of the person you are speaking with when reporting that you are unable to work. Leaving a voicemail is not sufficient notification. You must speak directly to the on-duty Shift Coordinator, Student Coordinator, or Operations Managers.** In addition, DO NOT LEAVE THE BOOTH UNTIL YOU HAVE BEEN RELIEVED BY ANOTHER RSR OR MEMBER OF THE RSR OFFICE. If you do not attend your assigned shift and you did not arrange for an approved RSR substitute you will be subject to termination from the RSR Program. Do not assume that your hours will be covered at any time, including holidays. You must confirm that your shift has been covered with the Resident Safety Office.

#### V. ADMITTANCE POLICIES AND PROCEDURES

##### A. All Residence Halls

1. **Resident Students** – must swipe a current Hofstra University identification card (HUID) for entry.  
**Violation of HUID Policy** - If the resident student does not have their HUID, please follow this procedure:
  - a. Inform the resident that failure to carry HUID is a violation of the ID Policy and Public Safety will be notified.
  - b. Ask for another form of photo identification to obtain the resident's name and verify the room number on the roster.
  - c. Log the resident's name and room number on the Sign-in sheet. Write "No HUID" in the "Student/Guest Name" column.
  - d. Complete the ID Policy Violation Warning form with the student's information
  - e. Inform the student that the 1<sup>st</sup> violation is a warning, the 2<sup>nd</sup> violation is a \$ 25 fine, the 3<sup>rd</sup> violation is a \$ 50 fine, and the 4<sup>th</sup> violation is a \$ 75 fine with a referral to the Office of Community Standards.
  - f. Let the student know that if they return with their HUID within 30 minutes, they will be removed from the ID Policy Violation form.

- g. Permit student to enter only after all information has been verified and recorded.
  - h. Leave the ID Policy Violation Warning form on the desk for the on-duty Shift Coordinator to collect.
2. If the resident does not have an alternate form of photo identification, they cannot enter the building. Have the student wait in the entrance way, fill out the ID Policy Violation Warning form, and call Public Safety to escort the student inside.
  3. **Hofstra Students (current students with a valid Hofstra ID)**- Obtain a HUID and swipe the HUID through the inner door card reader and record the message in the “HUID Card Reader Message” column on the sign-in sheet. Verify the host name and room number with the roster. Log the visiting student’s name on the Sign-in Sheet along with the name and room number of the resident host and the time of entry. Swipe the guest card to allow entry. Retain the HUID and place it in the alphabetical card box under the student’s last name. Upon their departure, return the HUID and record the time out on the Sign-in sheet.

**NOTE:** See Other Policies and Procedures for details of the card reader procedure. If the card reader message shows “Expired” or if it is an Alumni card, the person must be signed in as a guest (see below).

4. **Guests (anyone without a valid Hofstra University ID)** - Obtain photo identification such as a driver’s license, military ID card, or school ID. **Do not accept credit cards even if the card has a photo.** Inquire whom they wish to see, look up the host’s name on the roster, and tell the guest to call their host to come to the RSR booth and escort them into the building. **If the Host is not present, the Guest CANNOT enter the building.** Place all Non-Hofstra IDs in the ID Recorder for approximately 5 seconds the ID is now permanently recorded in the digital recorder. Sign the guest in on the Sign-in sheet along with the resident host’s name, room number, and time of entry. Once the host arrives at the RSR booth, write “w/host” in the NON-HUID Guest W/Host column and allow the Guest to enter with them. Retain the guest’s ID and place it in the alphabetical card box behind the letter of the guest’s last name. When the guest leaves, return the ID and record the time of departure.

**NOTE:** Anyone without a valid HUID must be with the resident host before you can allow the person to enter. **If the host does not come to the RSR booth to get their guest, DO NOT ALLOW THAT GUEST TO ENTER!** Call the on duty RSSC or Public Safety for assistance if needed.

**NOTE:** If a guest wishes to re-enter a residence hall and tells you that his/her card is already in the card box, the guest must be in the presence of the host and cannot be allowed entry without the host.

Anyone who wishes to enter a residence hall must have photo identification. If someone without photo ID insists on getting into one of the residence halls, immediately contact Public Safety and do not permit entry unless an officer arrives and tells you to do so.

**A RESIDENT IS PERMITTED TO HAVE A MAXIMUM OF FOUR PEOPLE SIGNED IN UNDER THEIR NAME AT A TIME.**

Each time you use the Guest Swipe, the swipe must be accounted for on the Sign-in sheet. You must include the person’s name, room number, your reason for using the Guest Swipe, and the time of entry. **You will be held responsible for every Guest Swipe that you make.**

See **EXAMPLE, APPENDIX C: *Sample Sign-In Sheet.***

## **B. Police/First Responder Access**

If anyone from the **Police or Fire Department** requests entry into a residence hall, the following procedure must be followed:

1. Uniformed Officers and First Responders are permitted to enter when responding to an emergency

after stating where they are going. Public Safety must be notified immediately after permitting entry.

2. Personnel who are not in uniform should be escorted into the building by Public Safety even if they have badges and proper ID. Call Public Safety immediately and follow their instructions.

### C. Media Access

Members of the media are NOT ALLOWED INSIDE ANY BUILDING OR COMPLEX UNLESS ESCORTED BY A PUBLIC SAFETY OFFICER OR A UNIVERSITY RELATIONS EMPLOYEE.

### D. Hofstra Tour Groups

When a Hofstra Tour Guide enters the residence hall to conduct a tour, the RSR on duty will:

1. Check the tour guide's ID to log their name and return it to them. Tour guides should have their own swipe access.
2. Record the name of Tour Guide and time of arrival.
3. Do not request ID from members of the tour group.

### E. Hofstra Faculty, Administration, Physical Plant Department Personnel, Help Desk personnel, and Telephone Service Personnel who are permitted in residence halls

These Individuals will have HU ID with them; ask them to swipe their ID. A uniform is not sufficient identification. If you have any questions, call Public Safety (x3-6606) or the on-duty RSSC (x3-6612).

### F. Delivery people

Delivery people are **NOT** permitted into the Residence Halls to deliver packages, food, menus, flyers, etc. The resident must meet the delivery person at the RSR security booth. In addition, salespersons will be denied entry, **NO EXCEPTIONS**. Waiting guests and delivery people are required to wait in the *outer vestibule*.

### G. Lounge Approved Meeting Access

RSRs are not permitted to sign anyone into the lounge in any residence hall unless the RSR has received notification from the Resident Safety office. A guest list and sign-in instructions will be provided to the RSR on a memo in the Post Book. If you cannot find written notification, you must call the Resident Safety Office and request instructions before allowing entry.

## VI. OTHER POLICIES AND PROCEDURES

### A. Card Swipe Messages & Procedure

All HUIDs must be swiped before entering a residence hall. The following messages will appear on the Card Reader. RSRs are responsible for the following procedures when messages appear:

1. **Pass:** This means that access is permitted.
2. **Rejected! No Rule:** This means the person is a current student, but does not have access to the door because they do not reside in that building. Students with the "No Rule" message must be signed in by the RSR and leave their HUID to gain access to the building.
3. **Rejected! Expired:** This means that access is denied because the person's affiliation with the University has ended (the person is no longer a student or employee). **These IDs CANNOT be accepted.** RSRs who receive expired IDs must confiscate the expired ID, request a Non-Hofstra photo ID, sign the person in as a guest, and wait for the resident host to escort them into the building for entry. Contact the RSSC to collect all confiscated IDs.

4. **Rejected! Blocked:** This means the person is BANNED from the residence hall. DO NOT allow entry and IMMEDIATELY call Public Safety (x3-6789). Confiscate the HUID to give to Public Safety or the RSSC.

**NOTE:** Be aware of the banned list on the RSR desk and in the post book.

5. **Rejected! Bad Suffix:** This means that the RSR must look at the picture on the ID before allowing the cardholder to enter. “Bad Suffix” indicates a duplicate card (usually a lost or stolen card). If the picture matches the person who is presenting it, the RSR may accept the ID, but should inform the person that the card they are using is not current. The RSR must direct the individual to Hofstra Card Services located in Room 110 in the Student Center. If the RSR suspects that the ID is fake, they must confiscate the HUID and ask for another form of ID as verification. If the person cannot provide a second form of ID, the RSR must contact Public Safety.
6. **Rejected! Bad Account:** This means that the Card’s magnetic strip is bad. The RSR must instruct the individual to go to Hofstra Card Services located in Room 110 in the Student Center to have the card replaced. If the student is unable to report to Hofstra Card Services at that time, the ID can be accepted, but they will be signed in as a guest and their resident host must escort them into the building.
7. **Bad Card Swipe!:** When this happens, the RSR should try swiping the card again and in reverse. If the problem persists, the individual should be referred to Hofstra Card Services located in Room 110 in the Student Center. The ID can be accepted as valid ID, but you must sign them in as a guest and their resident host must escort them into the building.
8. **Message Waiting:** This means that someone at the University needs to find this individual because of an emergency. The RSR needs to call Public Safety to give the students name and follow their instructions.
9. **Message Blocked:** This means that access is denied. *This person should not be granted access under any circumstances* and Public Safety should be contacted immediately.
10. **System Down / Rejected / Fail:** This means that the card reader is not connecting to the network. Notify the RSSC immediately for instructions when this message appears.

## B. ID Monitors (T-Mons)

All Resident Safety booths are equipped with monitors that will display the picture and name on an HUID when the card is swiped through the card reader. RSRs must pay attention to the person who swipes the card to ensure that an unauthorized person is not using that card. If you discover that the person entering the building is using someone else’s HUID, you are required to confiscate the card and notify Public Safety immediately. If you are unable to confiscate the card, you are still required to report the incident to Public Safety. Make sure that you record the name that came up on the screen so that you can provide this information to the Public Safety Officer. In addition, whenever you swipe the guest card, a guest entry will appear on the screen. This will serve as a reminder to you that you need to have a corresponding entry on the Sign-in sheet indicating whom you let into the building at that time. **You must make an entry on the Sign-in sheet each time you use the Guest Swipe card.** **Note:** The Resident Safety Office will conduct **Security Protocol Checks** at random to ensure all RSRs are looking closely at the ID Monitor and individuals entering the building. If an RSR does not follow procedure, they will face disciplinary action.

## C. Missing ID

RSRs ARE RESPONSIBLE FOR SAFEGUARDING ALL IDs. DO NOT ALLOW ANYONE TO LEAVE HIS OR HER ID IN THE ID BOX. EVERY GUEST/STUDENT MUST RETRIEVE THEIR ID WHEN EXITING THE BUILDING. GUESTS MUST BE ESCORTED IN BY THE RESIDENT

HOST AND SIGNED IN BY THE RSR EVERY TIME THEY RE-ENTER THE BUILDING. YOU MUST CHECK THE PICTURE ON THE ID AND CONFIRM THE NAME BEFORE HANDING AN ID OVER, TO PREVENT GIVING IT TO THE WRONG PERSON.

If an RSR is found responsible for giving an ID to the wrong person, they will be subject to termination.

IDs left in the booth for **more than three consecutive days** will be confiscated and brought back to the Resident Safety Office for immediate safeguarding. Hofstra IDs will be returned to Hofstra Card Services. Non-Hofstra IDs will be returned to the issuing authority or to the address on the ID card. **CONTACT THE RESIDENT SAFETY SHIFT COORDINATOR IMMEDIATELY TO REPORT A MISSING ID.**

#### **D. Telephone Procedures**

##### 1. Telephone Calls

- a. Proper telephone greetings are as follows: “Good morning, afternoon, evening, (location name). This is (your name), how may I help you?”
- b. Personal calls are not permitted. This telephone line must be kept open for emergency use. **RSRs are to give the Shift Coordinator their full attention when they enter the booth.**
- c. Never accept collect calls at the desk.

#### **E. Badges**

1. All RSRs will be issued a badge before they begin working for the Resident Safety Program.
2. RSRs reporting for duty without wearing their badge will be issued a write up.
3. RSRs who lose or damage their badge will receive a write up and a new badge.
4. The badge is not to be worn off duty.
5. **The RSR badge must be returned to the Resident Safety Office after your last shift with the program.** Please hold on to your badge if you are working for RSR in a future semester.

#### **F. Required Breaks**

1. Consistent with New York State Labor Law, student employees are required to take an unpaid and uninterrupted meal break in the following circumstances:
  - a. A shift of over 6 consecutive hours: must take a 30-minute break.
  - b. A shift of over 8 consecutive hours: in addition to break above, must take an additional 30-minute break.
2. Please note, these breaks will automatically be deducted from your hours worked in the eTime system and therefore from your pay. If you work the shifts listed above and fail to take the required break, you must immediately notify the RSSC so that this amount will not be deducted from your pay and your hours worked can be reconciled.
3. During these unpaid breaks, you must be relieved of all duties, perform no work whatsoever, and must take an “uninterrupted” break. You cannot refuse to take a meal break and you will face disciplinary actions if you attempt to do so.

### **VII. EMERGENCY PROCEDURES**

#### **A. Crimes/Suspicious Incidents**

1. RSRs are required to immediately notify Public Safety (emergency 3-6789) whenever a crime is reported to them



2. RSRs are required to immediately notify Public Safety whenever they witness a crime on campus
3. RSRs are required to immediately notify Public Safety to report any suspicious activity or unusual occurrence
4. RSRs are required to immediately notify Public Safety to report a student who appears to be injured, intoxicated, or in need of professional assistance

#### **B. Fire Alarms**

1. Notify Public Safety (3-6606) when a fire alarm is activated.
2. DO NOT LEAVE THE BOOTH unless the lobby area is affected by the smoke/fire condition or unless Public Safety tells you to evacuate.
3. Public Safety will investigate the alarm.
4. Assist people leaving the building, but DO NOT give back IDs or sign anyone out! The exit must be kept clear the duration of the fire alarm.
5. Keep the telephone free for emergencies.
6. Residence Life personnel will ensure that all persons have evacuated their rooms.
7. Public Safety will notify you and residents when the building can be re-opened.
8. Residents can re-enter as a group without swiping while Public Safety and Residence Life Staff are still there to monitor the doors and identify residents.
9. Once Public Safety has left the building, the standard ID policy must resume.

#### **C. Bomb Threats**

Listen attentively to the bomb threat message and note the following:

1. The EXACT WORDING of the threat
2. Location - Where the bomb has been placed
3. Time - When it is to be placed or detonated
4. Description - What the bomb looks like, what type of bomb it is
5. Sex and approximate age of the caller
6. Any identifiable background noise
7. Notify Public Safety immediately (emergency 3-6789)
8. The Resident Director or the Director on-duty will be notified by Public Safety
9. Public Safety will determine whether the building should be evacuated
10. Follow Public Safety's instructions

#### **D. Active Shooter on Campus**

The FBI defines an active shooter as an individual actively engaged in killing or attempting to kill people in a populated area. If there is an accessible escape path, attempt to evacuate and get off campus.

1. Have an escape route plan in mind.
2. Evacuate regardless of whether others agree to follow.
3. Leave your belongings behind.
4. Help others escape, if possible.
5. Prevent individuals from entering an area where the active shooter may be
6. Do not attempt to move wounded people

In a residence hall or office:

1. If you are in a residence hall or office and you can get safely out of the building, evacuate and attempt to leave campus.
2. If you are in a residence hall or office and cannot get safely out of the building, **STAY THERE** and secure the door.
  - a. If the door has no lock and the door opens in, use something heavy, such as furniture, to barricade the door.
  - b. If the door has a window and can be covered, do so if you can.
3. If you can evacuate safely, consider evacuating out of the windows.
  - a. If the windows do not open, you cannot break them, or you are not on a ground floor, get out of sight from the door, spread out from others, find cover, stay low, and be quiet. Silence cell phones and other electronic devices.
4. When officers arrive on scene, follow directions from the police, always keeping your hands visible to them.
5. Once in a safe place, stay there and call 911. Do not leave the area entirely; you may have valuable information regarding the suspect or incident that responding police officers will need.

#### **E. Prank Calls or Obscene Calls**

1. While on the phone with the caller, press \*57. You will hear several beeps and then hang up. This will allow Public Safety to record and trace the call.
2. Notify Public Safety and the on-duty RSSC as soon as possible. They will arrange to have you fill out a Witness Statement. Note the date, time, and any identifiable characteristics of the called

#### **F. Medical Emergency**

1. Immediately notify Public Safety (3-6789).
2. Remain calm and wait for assistance.

#### **G. Abusive or Disorderly Guests or Students**

1. Remain composed and attempt to calm the guest/student in a non-threatening manner.
2. If the person continues to exhibit this behavior, identify the person and notify Public Safety (3-6789) as to the nature and severity of the incident.
3. If you cannot identify the person by name, report any identifying characteristics of the individual: height, weight, hair color, clothing, etc. to Public Safety.
4. If you need immediate emergency assistance for a situation, which threatens physical harm to yourself or others, **use the Panic Button located under the desk or on the adjacent wall.**
5. **After speaking with Public Safety please, call the on-duty RSSC (3-6612) to inform them of the situation.**

#### **H. Individual(s) That Run Through the Booth without Presenting ID**

1. Call to the individual(s) and instruct them to return to the booth.
2. If the individual(s) refuses to return, call Public Safety (3-6606) with a description and notify the RSSC immediately. Report the urgency of the situation to Public Safety and the RSSC accordingly. Report any important details such as whether the person is a student, resident, guest, etc. if possible.
3. Prepare a Witness Statement and submit it to Public Safety so that an incident report can be filed.

4. If you see this/these individual(s) again, call Public Safety with their name(s), room number, etc. and a Notification to Appear will be issued.

### **I. Vandalism**

1. Vandalism is defined as intentional damage to property such as University property or the personal property of another person. Examples of vandalism include graffiti, damage to telephones, vending machines, recreational equipment, mailboxes, elevators, etc. All such incidents must be promptly reported to Public Safety (3-6606).
2. When vandalism occurs:
  - a. Notify Public Safety and the RSSC immediately.
  - b. Identify and verbally detain the individual(s) responsible. If unable to detain, note identifying characteristics such as height, weight, build, hair color, clothing, etc.
3. Any unreported damage due to vandalism occurring in the lobby area during your shift will result in disciplinary action.

### **J. Elevators**

1. Mechanical Malfunction - Notify Public Safety (3-6606).
2. Fire
  - a. Notify Public Safety (3-6789) in the event of a fire. The alarm system will activate and the elevators will automatically return to the lobby.
  - b. Do not permit anyone to enter the elevators.
  - c. Wait for Public Safety personnel to arrive and respond to their directions.

## **VIII. MISCELLANEOUS DESK PROCEDURES**

- A.** Greet all students, visitors, guests, and employees in a courteous and friendly manner.
- B.** Maintain a positive working relationship with the Residence Life staff in your residence hall.
- C.** The RA Office is open 1800 - 2100 Monday - Friday. A Resident Assistant (RA) is on-duty from 1800 to 0900. During holidays, a Resident Director (RD) is on duty 24 hours.
- D.** Always have the proper forms and a sufficient quantity of supplies in the booth. Notify the RSSC for additional forms and supplies if needed.
- E.** DO NOT ACCEPT RESPONSIBILITY FOR ANYONE'S BELONGINGS. Do not accept anything in the booth. Advise students accordingly.
- F.** DO NOT ACCEPT PACKAGES OR MAIL FOR RESIDENTS OF THE BUILDING. Refer all delivery people to the Post Office located in the lower level of the Student Center Book Store or the Residence Life Office (Room 126 – Wellness and Campus Living Center) if a resident cannot be reached.
- G.** Nothing is to be taped on the glass around the booth and entrance unless it is approved by the Resident Safety Program or Public Safety.
- H.** You are responsible for the safety of the residents and the protection of University property in your building.
- I.** Mail distribution will be handled by the Residence Life staff.
- J.** Professionalism is required at all times. Maintain composure and use good judgment.
- K.** Unauthorized furniture (lounge chairs, sofas, etc.) is not allowed in any booth. The on-duty RSSC must be notified immediately if unauthorized furniture is found in the booth.

## **IX. PERFORMANCE STANDARDS & DISCIPLINARY PROCEDURE**

A personnel record is kept for each Student Employee during the time of employment. When assessing the performance of any RSR, the Operations Manager has the right to consider past and cumulative reports or complaints that have been documented. This information serves as a guide for hiring and a basis for evaluation of the RSRs.

In the event that the outlined expectations are not met by the student employee (i.e. inadequate job performance), the Operations Manager will utilize these considerations as a basis for disciplinary action ranging from a warning to termination of employment. **Offenses include, but are not limited to, the following:**

- Working prior to completing eligibility, payroll and/or tax forms
- Tardiness
- Unexcused absence from a meeting, training session, or scheduled shift
- Failure to wear the badge
- Failure to notify the RSSC of unauthorized furniture in the booth
- Providing an unauthorized substitute as a replacement
- Failure to follow notification/reporting procedures
- Failure to safeguard confidential student information
- Failure to follow direction of Public Safety, the Resident Safety Operations Manager, Student Coordinators, or Shift Coordinators
- Being argumentative, insubordinate, rude, etc.
- Failure to notify the RSSC when leaving double coverage for a bathroom break, meal break, etc.
- Failure to take your mandatory meal break
- Sleeping on duty
- Leaving the booth unattended
- Unplugging the telephone, turning the ringer off, or leaving the telephone off the hook
- Consuming alcohol or drugs while on duty or coming to work under the influence of drugs or alcohol
- Being found responsible for violation of University regulations
- Failure to enforce visitation and/or security policies
- Not safeguarding students/guests' IDs
- Failure to sign in students and guests properly
- Failure to complete necessary departmental paperwork.
- Failure to swipe your HUID at the beginning and end of your shift
- Swiping with a another employee's ID or allowing someone else to swipe for you
- Failure to punch in at the beginning and out at the end of your shift using the designated ADP telephones

## **X. WORKERS' COMPENSATION**

All student employees are covered by disability provisions of the New York State Worker's Compensation Law. If you are injured while working, you must immediately notify Public Safety to file an incident report and, when necessary, the student is to report immediately to the Wellness Center. The student employee must also notify the Resident Safety Operations Manager and the Office of Student Employment of the injury.

**APPENDIX A**  
**GENERAL TRANSFER PROCEDURE**

**RESIDENT SAFETY PROGRAM**  
**SIGN IN SHEET**

LOCATION Alliance Hall DATE 09/01/16

Room #	Residential Host Name	HUID Card Reader Message	NON-HUID Guest W/Host	Student/Guest Name	Time In	Time Out
			RSR	Johnny Depp	0000	0400
408	Goodman, John		W/H	Bar, Rosanne	8/31	
204	Jelly, Strawberry	N.R.		Butter, Peanut	8/30	
510	Elf, Merry		W/H	Clause, Santa	8/30	0115
209	Singer, Madonna	Bad Suffix	W/H	Cyrus, Miley	8/30	
612	Ford, Harrison	No Rule		Flockhart, Calista	8/30	
308	Griffin, Brian	N.R.		Griffin, Stewie	8/31	
402	Pippen, Scottie		W/H	Jordan, Michael	8/31	0032
513	Wilson, George	E.X.	W/H	Menace, Dennis	8/31	
606	Fallon, Jimmy	N.R.		Timberlake, Justin	8/31	
1002	Lauren, Ralph	N.R.		Wang, Vera	8/31	
214	Radcliffe, Daniel		W/H	Watson, Emma	8/30	
302	Green, Rachel	N.R.		Geller, Monica	0010	
619	Fey, Tina	Alumni E.X.	W/H	Baldwin, Alec	0031	
410	Cooper, Bradley	No Rule		Lawrence, Jennifer	0115	0240

**Abbreviation**  
N.R. = "No Rule"  
E.X. = "Expired"  
B.S. = "Bad Suffix"  
W/H = Guest w/host

**Meaning**  
Authorized to enter without host escort  
Not a current Hofstra student  
Not using current HUID  
Non-HUID or invalid HUID

**Action**  
Sign in and swipe into the building  
Must be escorted into the building by the residential host  
Must be escorted into the building by the residential host  
Must be escorted into the building by the residential host

**APPENDIX B**  
**NASSAU/SUFFOLK TRANSFER PROCEDURE**

**RESIDENT SAFETY PROGRAM**  
**SIGN IN SHEET**

LOCATION Nassau/Suffolk DATE 09/01/16

Room #	Residential Host Name	HUID Card Reader Message	NON-HUID Guest W/Host	Student/Guest Name	Time In	Time Out
			RSR	Johnny Depp	0000	0400
	TRANSFER		W/H	Bar, Rosanne	8/31	
				Butter, Peanut	8/30	
			W/H	Clause, Santa	8/30	0115
				Cyrus, Miley	8/30	
				Flockhart, Calista	8/30	
				Griffin, Stewie	8/31	
			W/H	Jordan, Michael	8/31	0032
			W/H	Menace, Dennis	8/31	
				Timberlake, Justin	8/31	
				Wang, Vera	8/31	
			W/H	Watson, Emma	8/30	
302	Green, Rachel	N.R.		Geller, Monica	0010	
619	Fey, Tina	Alumni E.X.	W/H	Baldwin, Alec	0031	
410	Cooper, Bradley	No Rule		Lawrence, Jennifer	0115	0240

**Abbreviation**  
N.R. = "No Rule"  
E.X. = "Expired"  
B.S. = "Bad Suffix"  
W/H = Guest w/host

**Meaning**  
Authorized to enter without host escort  
Not a current Hofstra student  
Not using current HUID  
Non-HUID or invalid HUID

**Action**  
Sign in and swipe into the building  
Must be escorted into the building by the residential host  
Must be escorted into the building by the residential host  
Must be escorted into the building by the residential host

APPENDIX C  
GENERAL SIGN IN PROCEDURE

**RESIDENT SAFETY PROGRAM**  
**SIGN IN SHEET**

LOCATION                     HOFDORM HALL                                          DATE                     09/01/16                    

Room #	Residential Host Name	HUID Card Reader Message	NON-HUID Guest W/Host	Student/Guest Name	Time In	Time Out
			RSR	Johnny Depp	0000	0800
408	Goodman, John		W/H	Bar, Rosanne	8/31	
204	Jelly, Strawberry	N.R		Butter, Peanut	8/30	
510	Elf, Merry		W/H	Clause, Santa	8/30	0115
209	Singer, Madonna	Bad Suffix	W/H	Cyrus, Miley	8/30	
612	Ford, Harrison	No Rule		Flockhart, Calista	8/30	
308	Griffin, Brian	N.R.		Griffin, Stewie	0009	
402	Pippen, Scottie	E.X	W/H	Jordan, Michael	0016	0032
606	Fallon, Jimmy	N.R		Timberlake, Justin	0522	
1002	Lauren, Ralph	N.R		Wang, Vera	0718	
214	Radcliffe, Daniel		W/H	Watson, Emma	0730	
302	Green, Rachel	N.R		Geller, Monica	0752	
			RSR	Tyson, Mike	0800	1200
619	Fey, Tina	Alumni E.X.	W/H	Baldwin, Alec	0831	
410	Cooper, Bradley	No Rule		Lawrence, Jennifer	0915	0240

**Abbreviation**  
N.R. = "No Rule"  
E.X. = "Expired"  
B.S. = "Bad Suffix"  
W/H = Guest w/host

**Meaning**  
Authorized to enter without host escort  
Not a current Hofstra student  
Not using current HUID  
Non-HUID or invalid HUID

**Action**  
Sign in and swipe into the building  
Must be escorted into the building by the residential host  
Must be escorted into the building by the residential host  
Must be escorted into the building by the residential host

**APPENDIX D**  
**FREQUENTLY CALLED TELEPHONE NUMBERS**

**PUBLIC SAFETY**

Emergency	3-6789
Non-Emergency	3-6606
Public Safety Office	3-6608
Resident Safety	3-6612

**CAMPUS NUMBERS**

Advisement	3-6770
Bookstore	3-6654
Commuting Student Affairs	3-3469
Conference Services	3-6925
Counseling Center	3-6788
Dean of Students	3-6913
Dining Services	3-6662
Financial & Acad. Records	3-6680
Health & Wellness Center	3-6745
Hofstra Card Services	3-6942
Information Center	3-6606
Multicultural & International Students	3-6796
Payroll	3-6855
Payroll – Resident Safety	3-4925
Plant Department	3-6620
Recreation Center	3-4037
Residence Life	3-6930
Student Accounts	3-6828
Student Counseling	3-6791
Student Leadership & Activities	3-6914
Student Support	3-6320
Swim Center	3-5082

**OTHER IMPORTANT TELEPHONE NUMBERS**

<b>Domestic/Dating Violence Hotline</b>	<b>516-542-0404</b>
<b>Drug Treatment/Prevention</b>	<b>516-485-4600</b>
<b>Poison Control Center</b>	<b>516-542-2323</b>
<b>Rape Hotline</b>	<b>516-222-2293</b>
<b>Suicide Prevention</b>	<b>516-679-1111</b>



**APPENDIX E**

**RESIDENTIAL SECURITY BOOTH TELEPHONE NUMBERS**

Alliance Hall	3-2039
Bill of Rights Hall	3-2941
Constitution Hall	3-2943
Estabrook Hall	3-2945
Enterprise Hall	3-2947
Vander Poel Hall	3-2949
Nassau/Suffolk New	3-7000
Nassau/Suffolk Original	3-7190
Colonial Square West	3-3221
Colonial Square East	3-2245
Colonial Square Far East	3-7067
Netherlands North	3-2953
Netherlands South	3-3240
Stuyvesant Hall	3-4927
Graduate Hall	3-2951

**APPENDIX F**

**RA OFFICE PHONE EXTENSIONS**

Alliance Hall	3-5124
Bill of Rights Hall	3-2233
Constitution Hall	3-4311
Estabrook Hall	3-2112
Enterprise Hall	3-2276
Vander Poel Hall	3-2301
Nassau / Suffolk	3-7045
Colonial Square West	3-2115
Colonial Square East	3-2256
Netherlands North	3-2122
Netherlands South	3-3911
Stuyvesant Hall	3-0024
Graduate Hall	3-7251