Kalamazoo College Security Department

Kalamazoo College operates its own non-deputized security program. Security personnel, under the Director of Security, regularly patrol the campus 24 hours a day, every day of the year. Security responds to all requests for service, and attends to situations around the campus that affect the security of residents and visitors. The College has increased exterior lighting, added outdoor emergency phones and trimmed shrubbery to make our environment safer. Although these improvements and the presence of security patrols greatly increase campus security, safety must always be of a personal concern to members of the College community. The Security Department requests that criminal acts and unusual or suspicious activity are reported immediately. The Security Department has established a close working relationship with the Kalamazoo Public Safety Department. Campus security conducts most of the preliminary investigations on non-violent type criminal offenses. These criminal offenses are forwarded to the local public safety department for further action. The College Student Conduct Panel may act on violations of College policy and may also take action on a criminal offense (see Student Code of Conduct). Security will request immediate response from the Kalamazoo Public Safety Department on crimes in progress, crimes against a person and medical emergencies.

Campus Facilities Access
Campus buildings are generally open during the weekdays when the College is in session. All buildings are closed at specified hours during the week and are usually closed on the weekend. Students with ID cards will be allowed to stay in the buildings until closing time.

Security personnel make routine inspections of all College properties and assist in the closing of buildings. Students, upon request, are required to show their student identification. Additionally, students found in a restricted or unauthorized area shall be in violation of College policy. Compromising the security of any campus facility or tampering in any fashion with security measures (including, but not limited to propping doors, damaging or subverting alarms, windows, doors, screens, tampering with phones, discharging fire extinguishers or using alarmed doors except in cases of an emergency, etc.) is strictly forbidden and subject to the entire range of disciplinary sanctions available under the Student Code of Conduct.

Campus Security Programs
To educate faculty/staff and students on crime prevention techniques and the incidence of criminal activity, the security department utilizes the following mechanisms:

- **Index:** College newspaper, published weekly
- **Workshops:** Student Development, Residential Life, and the Security Department conduct various workshops throughout the school year dealing with safety and security issues, including sexual assault.
- **Mailings:** Student Development, in conjunction with the Security Department, distributes information pertaining to crime awareness issues and prevention tips.

The mechanisms identified above alert our College population to what is occurring on and around our campus. The information disseminated will assist the college community in identifying prevention techniques that can be utilized to avoid victimization. The College has also instituted a campus Safety Committee to identify and address safety issues that may affect our environment. Additionally, the Security Department is available to provide escorts upon request.

Student Responsibility
The cooperation and involvement of students in a campus safety program is absolutely necessary. Students must assume responsibility for their personal safety and the security of personal belongings by taking simple common sense precautions. For example, although the campus is well lighted, any student - male or female - may feel more comfortable using the Security Department escort service when returning to the residence halls late at night. Room doors should be locked at night and when the room is unoccupied. Strangers should never be allowed into residence halls. Students with cars must park them in their assigned area and keep vehicles locked at all times. Valuables should be locked in the trunk or removed. Each student is expected to take the necessary precautions to avoid being victimized.

Residence Hall Key Card and Room Keys
Students are issued a key-card to the exterior of their residence hall, and each quarter they are issued a room key. These keys are issued to help students protect their private possessions and increase residence hall security. Students are encouraged to lock their room doors at all times and are further encouraged never to prop open the exterior doors of the residence halls or living learning housing units. To ensure safety and security, report lost room keys to hall staff and a lost key card to Security immediately. In case of a loss, students are responsible for the following costs: Re-coring of room door ($25.00), replacement key ($5.00), and key-card ($10.00).
No Solicitation
Individual students, or outside persons or organizations may not solicit funds or sell items in the residence halls without authorization from the Dean of Students.

Reporting Criminal Offenses or Emergencies
The College has a 24-hour Security Department available to respond to any type of incident that occurs on our campus. Emergency phones have been installed about our campus as well as at each main entrance to our residence halls. Additionally, faculty/staff and students have access to a 24-hour phone in buildings that are utilized after normal business hours. Security will respond to all calls for service and can summon additional assistance from the Kalamazoo Public Safety Department. The Security Department encourages all members of the College community to report criminal acts and/ or suspicious occurrences immediately.

Criminal offenses should be reported to the Security Department, but may also be reported to a member of the Dean of Students staff.

Fire Safety Procedures
Fire Safety is a serious concern of the College. The following regulations are designed to protect every individual in the College community from the threat of fire. Students must understand and abide by these regulations. Building floor plans showing fire exit routes and locations of fire extinguishers are clearly posted in every hall.

State law requires fire drills. The College conducts drills every quarter. Whenever a fire alarm sounds, leave the building quickly and in an orderly manner by the nearest exit. All windows and doors should be closed, but not locked. Do not re-enter the building until instructed to do so. Students refusing to leave building when alarm sounds are first endangering themselves and secondly are in violation of state fire codes. Failure to vacate a building during a fire drill will result in disciplinary action.

Any student who initiates a false fire alarm or discharges a fire extinguisher for other than a fire emergency will be considered in violation of College policies and subject to the full range of sanctions under the Student Code of Conduct. These sanctions include suspension and expulsion.

Open flames, including candles, are prohibited by the city fire code. Playing with fire in any manner, whether or not damage or injury occurs, is strictly forbidden.

Overcrowding in a facility can be very dangerous in case of fire. Abide by capacity restrictions and leave a room or area promptly if asked to do so by a security officer attempting to eliminate overcrowding.

Motor Vehicle Registration and Parking
First year students may not have cars during their first year. Exceptions – which are rare - are made only on a space available basis and if documentation can be provided that one has a job off-campus at least 10 hours a week. Permits must be obtained during the schedule utilized by the Security Department in the first days of fall and spring quarters.

Kalamazoo College Alcohol Policy
Kalamazoo Colleges’ “Alcohol Policy”, may be seen online at: https://reason.kzoo.edu/studev/policies/alcohol/

Kalamazoo College Controlled Substance Policy
Kalamazoo Colleges’ “Illegal Drug Use Policy”, may be seen online at: https://reason.kzoo.edu/studev/policies/drug/

For more information including Campus Crime Statistics, see: http://www.kzoo.edu/studentlife/?p=security