

Lackawanna College

Public Safety Department

Public Safety Department Procedures

Safety Escort Service

As an on-campus safety service, the Public Safety Department will have an officer escort a student, staff member or visitor to his or her vehicle in the parking area upon request. To initiate this service, go to the Public Service Desk and speak to the officer on duty. If an officer is attending to other duties and is not at the desk, the receptionist at the Information Center will attempt to locate one. The person seeking escort service may also call (570) 961-7899 for assistance.

Emergency Situations

In the event of an emergency at Lackawanna College's Scranton Campus, the Public Safety Department automatically assumes immediate command of the situation. All orders issued by Public Safety Officers are to be followed without delay.

Securing Property

Though the Public Safety Department is vigilant in patrolling college property, the officers cannot be in all places at all times. Therefore, it is incumbent upon the students to take responsibility for their own property. Please do not leave your property unattended as books, backpacks, coats, computer discs, purses, etc. can become targets for theft. If you are the victim of a theft, contact the Public Safety Department as soon as possible. An officer will assess the situation and a report will be filed.

Lackawanna College is not responsible for students' property and encourages all students to carry appropriate property insurance. Under no circumstances shall the college be liable for any damage, theft or loss of the personal property of a student.

Misconduct

Lackawanna College's Student Handbook contains an outline of the institution's rules and regulations pertaining to students. If a student is found to be in violation of those rules and regulations, the Public Safety Department will file a report describing the nature of the violation. This report is forwarded to the Dean of Student Affairs to determine if disciplinary action is necessary. Disciplinary action may take many forms, up to and including expulsion from the college.

NOTE

The college's Public Safety Department is not a police agency. However, the department works in conjunction with the Scranton Police Department in all matters relating to reportable incidents.

Compliance

The Lackawanna College Public Safety Department is in compliance with the Commonwealth of Pennsylvania's ACT 73 pertaining to college and university safety and information. The Public Safety Department submits an annual Uniform Crime Report to the Pennsylvania State Police. The information listed in this Statistical Crime Report can be obtained from the Public Safety Department upon request. The information can also be found on the college's website at www.lackawanna.edu.

August 2000

Lackawanna College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or other legally protected classification. Announcement of this policy is in accordance with State law including the Pennsylvania Human Relations Act and Federal Law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Any complaint of harassment of discrimination pertaining to education should be directed to one of the Equal Employment Opportunity/Affirmative Action Officers:

Vice President for Administration: Gail Scaramuzzo
phone: 570-961-7848 / fax 570-961-7858
e-mail: scaramuzzog@lackawanna.edu
Director of Academy Operations: Eugene Baidas
phone: 570-961-7825
e-mail: baidasg@lackawanna.edu



Lackawanna College
501 Vine Street, Scranton, PA 18509
570/961-7899

Lackawanna College's Public Safety Department is the branch of the college whose primary function is to assist students, faculty, staff and visitors in matters involving health and safety, order, information, parking and issues impacting upon student quality-of-life. Utilizing uniformed officers, the Public Safety Division's staff is easy to access and highly visible throughout the college's Scranton Campus.

Public Safety Officers function in many capacities. They regulate and enforce vehicle parking regulations on campus; conduct random rounds throughout the campus to ensure a safe environment and check compliance with college rules and regulations; identify safety concerns, maintenance problems and security risks; offer assistance to anyone on the college's grounds; and investigate and resolve problems and complaints.

All Public Safety Officers have been properly trained in the performance of their duties. Such training includes Cardio-Pulmonary Resuscitation (CPR), First Aid certification and lethal weapons training sufficient to qualify for Pennsylvania ACT 235 certification. Many of the officers, however, vastly exceed these requirements and are qualified to serve as Municipal Police Officers having completed Pennsylvania's ACT 120 Training. In addition, they periodically attend advanced safety training courses.

Public Safety Officers exist to serve the college community so do not hesitate to request assistance when necessary.

FREQUENTLY ASKED QUESTIONS ABOUT COLLEGE POLICY

Do I need a Lackawanna College ID card?

All members of the college community are required to have a Lackawanna ID card with them while on campus. A card may be obtained from the Public Safety Department at the beginning of a semester by visiting the Public Safety Desk at the front entrance of the main building on the Scranton campus. The Student Affairs Office also offers scheduled hours for obtaining a

student ID card. If an ID card is lost, a replacement will be issued for a \$15 fee. Students must show their ID cards when requested to do so by any member of the Lackawanna College staff.

Do I need a permit to park on Lackawanna College property?

Any vehicle parking on campus must display a valid parking permit. On-campus parking is limited, however, and possession of a permit does not guarantee that a student will always find a space. Students may only park in designated areas and must follow college regulations. If a vehicle is parked in violation of the college's parking policies, the vehicle will be towed or booted without warning and at the owner's expense.

Parking permits, warning tickets and vehicle towing orders are issued through the Public Safety Department. Parking permits are issued at the Public Safety Desk. Students must show a copy of their class schedule and student ID card to obtain a permit. There is no fee for permits.

NOTE:

Any unauthorized vehicle found in the East Commons faculty/staff parking area will be towed without warning.

Where may I park my car?

Students may park only in the North Commons area located in the rear of the main campus building and accessed from North Washington Avenue. They may also park in the student area in the college's lot at the northeast corner of Wyoming Avenue and Vine Street.

Faculty and staff members may park only in the East Commons area located on the east side of the main campus building and accessed from Vine Street. They may also park in the college lot at Wyoming Avenue and Vine Street.

Parking is allowed ONLY in marked spaces and within designated lines. Unauthorized vehicles, those without valid permits or those improperly parked in the East Commons or faculty/staff parking areas will be subject to booting and towing without warning. Towing costs are the responsibility of the vehicle owner. The current towing fee is \$75 and is subject to change without notice. The current fee to remove a boot is \$25 and is subject to change without notice. The \$25 fee must be paid to the Lackawanna College Business Office prior to the removal of the boot.

There is no overnight parking permitted in either the North Commons or East Commons areas.

What should I do if the parking area is full?

When designated parking areas are occupied, there are several off-campus parking options:

1. Street parking meters.
2. Adams Plaza Parking in the 400 block of Adams Avenue. This is a private lot and there is a fee for parking.
3. Scranton Parking Authority Garage in the 300 block of North Washington Avenue. There is a fee for parking.

What should I do if I lose or find an object?

All found property is logged in and secured by the Public Safety Department. If you have lost an item, contact a Public Safety Officer at the main desk regarding the lost item. If the item has not yet been found, your name will be entered in a logbook and you will be contacted if the item is found. If you have found an item, it should be turned in at the Public Safety Desk. Claimants must provide identification and a description of the property. Your signature will be required for release of the property. Unclaimed property is disposed of at the end of the semester.