

## **SAFETY AND SECURITY IN THE RESIDENCE HALLS**

Specific guidelines have been established by NCTA and the University to create a secure residence hall environment. The

Residence Life staff and the Frontier County Sheriff's Office attempt to provide a quick response to crisis. The Residence Life staff provide an "on duty" RA in each hall every night and weekend for assistance with any problem. Also, the

Residence Life staff provide activities or programs throughout the year in an effort to increase student awareness of the safety needs of the community. Each student is responsible for his or her own behavior and should be concerned about the actions of other members of their community. Violations of safety and security policies or any suspicious activity should be reported to staff immediately.

Without your support, a safety and security program is limited. You are issued outdoor keys for your convenience and community safety. Outside doors of all buildings are locked 24 hours a day. Locking outside doors provides security for you. **PLEASE DO NOT PROP DOORS OPEN - OPEN DOORS COMPROMISE SECURITY AND SAFETY OF RESIDENTS.**

If you observe propped doors, please un-prop them. Also please report suspicious persons entering the hall to a staff member. One act of carelessness can victimize every student in your community. You are also advised to lock your room doors when you are not present or are sleeping.

### **Entrance to Residence Halls**

Students should enter their Residence Hall through the mail door.

### **Keys**

To ensure that your belongings are secure, you are urged to lock your room at all times. It is against policy for you to loan or duplicate keys. Loss of your keys will result in an assessment of \$10 for the room key or \$30 for the entry key to replace the key and a \$20 charge for an automatic re-core of your room.

### **Lost Keys**

1. In the event a key is temporarily misplaced (e.g. locked in a room, left at home) you should contact a staff member. You must use a photo ID card to identify yourself.

2. In the event that a key is lost, you must see the Residence Life Manager for a replacement key. A partial refund for recovered keys may be issued. A deposit may be required for a loaner key. If the loaner key is not

returned within 7 days the room will be re-cored, the deposit kept, and the student will be charged for the

re-core and a new key.

### **Harassing Phone Calls**

If you receive harassing phone calls, it should be reported to an RA, the Residence Life Manager or the Frontier County Sheriff.