

# Campus Safety

It's important to remember campus safety is everyone's responsibility. If every person who sets foot on the CIA campus observes the policies and procedures described in this section, we'll continue to enjoy a safe, pleasant education environment.

## CIA Safe Campus Program

Colleges need to be prepared and ensure timely campus communication in the event of a violent criminal incident or other situation that poses an immediate threat to the health or safety of the campus community. Here at the CIA, we have developed CIA Safe Campus, the result of a task force specifically investigating best practices for serious violent incidents across the nation.

A key component of this program is the CIA Emergency Notification System, established to alert the entire campus community in a timely fashion in case of emergency. The following alerts may be utilized:

**Mass Notification System:** Through this system, designed by Everbridge, Campus Safety will send emergency messages to each registered member of the CIA community via transmission of text messages, mobile app alerts, voice mail, and e-mail according to predetermined contact lists. Campus Safety will provide all students with information to register for this notification system. For more information, visit [www.everbridge.com](http://www.everbridge.com).

**Campus Siren Alert (NY only):** Consists of a siren and pre-programmed verbal message system that is broadcast on campus through outdoor speakers on the roof of Metz Hall and at the Champagne parking lot, and indoor speakers in the Student Commons and the Marriott Pavilion.

**Campus Emergency Public Address System (CA and TX only)**—This system will broadcast emergency announcements campus-wide. The announcements will be preceded by a double beep tone, followed by emergency information and instructions.

In the event of a campus emergency, students will likely receive instructions to "Run, Hide, Fight" or "shelter in place" for their safety. Please refer to the Campus Shooting Emergency Procedure below for additional information.

Each student who lives on campus has the option to register a confidential contact name and phone number to be notified if the student is reported to be missing. The college uses missing persons information submitted on the Residence Life Housing Application to notify registered contacts.

## Campus Shooting Emergency Procedure

Recent mass shootings at various venues in the U.S. and abroad, including events on college campuses, have highlighted the need to be prepared in the unlikely event of a shooting on campus. Though these events are rare, the CIA does wish to encourage vigilance and education for the campus community. An "Active Shooter" incident requires a much different response than other emergencies. Should an incident of this nature occur, three options are available. These options are commonly known as "Run, Hide, Fight." The first is to evacuate in the opposite direction of the threat, and proceed to a safe evacuation area. The second is to lock down and shelter in place. This requires securing one's location if structurally possible. Turn off all lights and, if possible, cover all windows and prepare for the third option, in the event it becomes necessary. The third option is to counter the intruder with opposing force or distraction. Remember, if the opportunity and means to do so safely arises, contact 911 and provide relevant information to assist police and first responders. The response

an individual chooses must be based on their ability, experience, skill, and mental preparation for this type of incident. Regardless of which response each individual chooses, the college shall communicate the threat by emergency public address system and the mass notification system (Everbridge) with instructions to run, hide, fight or shelter in place.

Instead of meeting at the normal gathering places designated for emergencies, the evacuation point in the event of an armed intruder will be a safe area away from the existing threat.

Of course, the best way to protect against an armed intruder is to prevent it from happening at all. Studies of school shooting incidents show that in most cases, the intruders spoke about their plans beforehand. In some cases, students knew of the imminent attack and did not inform the appropriate authorities. In other cases, active shooter incidents were prevented because students notified authorities about potential acts of violence. We strongly encourage students and staff to follow and practice "See Something, Say Something." If there is a concern about the behavior of someone on campus, it should be reported to Campus Safety or an appropriate CIA faculty or staff member. This simple act can avert an immense tragedy and allow a proactive response that will provide assistance and help prevent a potential shooting or act of violence.

A training video, *Shots Fired on Campus*, is available to current students on the Campus Safety page at CIA Main Menu. We encourage everyone in our community to view this important training video.

## Safety

- Campus Safety seeks to assist all students and provide a safe environment for the entire campus community. Campus Safety officers are on duty 24 hours a day for campus protection and make periodic checks of all buildings and grounds throughout the day. The office is located adjacent to the maintenance garage behind Roth Hall. Closed-circuit cameras are installed at various locations on campus. Gatehouses are located at both campus entrances. During late evening hours, one gatehouse is staffed by Campus Safety personnel. The other entrance to campus is closed to vehicular traffic. Students, guests, and visitors are required to provide appropriate ID to be admitted to the campus at night. Student cooperation with these security measures is greatly appreciated.
- New York** Emergency (blue-light) direct-ring phones are located at the main entrances to the residence halls and throughout the campus. These phones can be used to report a criminal or suspicious incident, fire, or any other emergency, or to request an escort by a Campus Safety officer.
- The Office of Safety and Security seeks to assist all students and provide a safe environment for the entire campus community. Safety and security officers on the Greystone campus are posted 24 hours a day at the front atrium concierge desk. At Copia, safety officers provide security on weekday evenings and on weekends.
- California** Pearl Security provides on-site security 24 hours a day, seven days a week through Pearl Security Services. If security assistance is needed when not within the CIA buildings or immediate surrounding grounds, individuals are instructed to call the security cell phone at 210-889-5287.
- Texas**

## Accidents

Immediately report any accident on campus, no matter how minor, to:

	No injury	Involving an injury
<b>New York</b>	Campus Safety	Student Health Services or Campus Safety
<b>California</b>	Campus Security	Campus Security
<b>Texas</b>	Managing Director	Managing Director

## Reporting a Missing Student

To ensure everyone's safety at the college, suspected missing students should be reported to the Campus Safety, Student Affairs, or Residence Life offices. The Culinary Institute of America has established a Missing Student Notification Policy and will contact law enforcement and the student's missing person contact (if on file) no later than 24 hours after a student residing in on-campus housing has been determined to be missing.

If it is suspected that a student is missing, please immediately contact:

Campus Safety 845-451-1268

**New York** Student Affairs 845-451-1281

Residence Life 845-451-1260

Campus Security (CA) 707-548-2478 (Greystone) or 707-967-2588 (Copia)

**California** Campus Safety (NY) 845-451-1268

Assistant Director—Student Affairs (CA) 707-967-2486

Pearl Security (TX) 210-889-5287

**Texas** Campus Safety (NY) 845-451-1268

Student Services Manager 210-554-6451

Please be considerate to those who care for student safety—take the time to communicate any change in arrival and/or travel intentions to friends, roommates, and parents. More often than not, the missing person is delayed due to unforeseen circumstances or to a simple change in plans.

## Parental Notification

The CIA strives to respect the privacy of a students' education experiences and protects their personal information pursuant to Family Educational Rights and Privacy Act (FERPA). An important component of pursuing a degree of higher learning is the student's development as an independent adult. Students are encouraged to share information with their parents or legal guardians, but ultimately the decision of what information to share normally rests with the student. Therefore, the vast majority of communications are directed to the student rather than to the parents/guardians.

The CIA recognizes that this commitment to fostering the development of the student must be balanced with the parents' interest in the well-being and progress of their child. Further, the CIA believes there are times in which parental involvement can be in the student's best interest. Thus, there are instances in which a parent or legal guardian will be notified of matters concerning a student. In such instances and when appropriate, the CIA will allow time for students themselves to make contact with their parent or guardian directly. However, in situations where prompt notification is warranted, a member of the Student Affairs staff will contact a parent or guardian as soon as possible. The following are examples in which a parent or guardian may be contacted:

- **Change of enrollment status**

A change in the enrollment status of a student may be imposed as a result of disciplinary action. To the extent permitted by law, if a student is suspended, required to withdraw, or expelled, parents may be notified. It should be noted that less severe instances of disciplinary or academic action will rarely result in the notification of parents or guardians.

- **Health and safety emergencies, including transports to a hospital in critical situations and/or other medical or mental health incidents**

The CIA reserves the right to contact parents when it reasonably believes that the student is subject to a health or safety emergency. This includes, but is not limited to, situations in which a student needs to be transported to the hospital in a critical situation or is experiencing a medical or mental health incident.

- **Unexplained absences from campus**

If a student is absent from campus for a prolonged period, the CIA may contact a parent or guardian to ascertain the whereabouts of the student. Such contact will be made after first attempting to locate the student directly through various methods.

- **Arrest**

Arrest information is public information and is not considered an education record of a student. The parent or guardian of the student may be notified if the student is placed under arrest while on CIA property or during a CIA sanctioned activity, or if the CIA becomes aware of an arrest taking place off campus. If students receive a citation for a summary offense for which they are not detained, e.g., underage drinking or disorderly conduct, the college normally will not notify the parent or guardian, but the police might choose to do so themselves.

- **Disclosures for other reasons**

The CIA reserves the right to notify a parent or guardian of a dependent student, or as otherwise permitted by law, for reasons other than those listed above, based on a judgment call of what is in the best interests of the student and of the CIA.

## Campus Fire Safety

September is "College Fire Safety Month." Each year the Residence Life and Environmental Health and Safety Departments in New York organize a week of interactive activities and educational programs to heighten fire safety awareness on campus. All students are encouraged to attend and participate in as many of the programs as possible. The knowledge shared may save a life.

In accordance with state laws, all residence halls in New York and California are equipped with fire alarms, fire extinguishers, smoke and heat detectors, pull boxes, fire doors, fire sprinklers, carbon monoxide detectors, emergency power, exit signs, and building floor plans. Tampering with any of these will result in disciplinary action and, in some cases, criminal prosecution. See Residence Hall Fire Safety for more information about fire safety and prevention within the residence halls.

Student cooperation is appreciated and is a condition for continued residence. These regulations are subject to revision in order to comply with state and local law.

Fire alarms are installed in all campus building on all campuses for the protection of staff and students. Drills are scheduled in each building to acquaint students with building evacuation procedures and practice escape plans. Should an alarm sound, everyone must leave the building immediately and report to a designated assembly point. If students do not leave immediately when the fire alarm sounds, they will be subject to disciplinary action.

False fire alarms can cause inconvenience and waste productive time, create hazards from unnecessary building evacuation, and create traffic hazards for responding emergency personnel. Excessive false fire alarms can cause building occupants to become complacent and noncompliant with emergency evacuation procedures. Maliciously causing a fire alarm by pulling a fire alarm box or any other manner, is considered

among the gravest violations of CIA regulations and may result in arrest. Penalty for conviction is a \$1,500 fine and/or one year in jail. If a student is found to be responsible for causing a false alarm, the student may also be fined up to \$1,000 by the CIA.

**New York** Campus Safety 845-451-1268 or 845-451-1111 (emergency)

**California** Campus Security (CA) 707-548-2478 (Greystone) or 707-967-2588 (Copia)  
Pearl Security 210-554-6452

**Texas** Managing Director 210-554-6452

San Antonio Police Department 210-207-7273 or 911 (emergency)

## Lost and Found

If an item is lost or found, please check with the following:

**New York** Campus Safety, located behind Roth Hall

**California** Safety and Security Desk, located in the Greystone Atrium, first floor

**Texas** Administration Offices, third floor

## Personal Property and Valuables

The CIA does not carry insurance covering the loss of, theft of, or damage to personal property. To help prevent losses, follow these guidelines:

1. Carry only a small amount of money at all times; never carry large amounts of cash.
2. Open an account at a local bank.
3. Be sure residence hall rooms and/or lockers are locked.
4. Inscribe names on all textbooks, knives, personal equipment, and clothing—and never leave them lying about unattended.

## Theft

Students can prevent theft by avoiding carelessness with valuables. Report any theft immediately to Campus Safety and to Residence Life. Always report any damage to personal property to insurance agents. Such damage claims are usually covered under the provisions of parents' homeowners comprehensive insurance policy.

Unauthorized removal of food, prepared or unprepared, or alcoholic beverages from the kitchens, bakeshops, public restaurants, or designated dining areas of the CIA for personal use will be considered stealing, regardless of who's removing it.

Milk crates and CIA property such as pots, pans, dishes, silverware, glasses, chairs, etc., are not to be removed from classrooms or laboratories. If any of these items are found in student possession, students will be subject to disciplinary action and may lose housing privileges.

Students may be permitted to take home food items from a kitchen to support their educational experience with an education food pass signed by the appropriate faculty member. These items include, but are not limited to, class projects—such as showpieces and inedible products—and excess kitchen production. Education food passes are available through the instructors, and their signatures are recognized as appropriate authority on the passes. **Education food passes may not be issued for alcohol.** The college reserves the right to inspect parcels and packages leaving the campus premises. For more information, see the Property Pass Policy.

Unauthorized possession of a master key is classified as "possession of burglar's tools," a misdemeanor, and is grounds for expulsion.

## Building Monitoring

Interior spaces of the campus buildings are under surveillance monitoring 24 hours a day. Many campus buildings and facilities are accessible during the CIA's normal business hours. Unauthorized or after-hours entry is recorded and automatically alarmed.

In New York and California, the exterior doors of most residence halls are controlled by an electronic card access system and remain locked at all times.

## Vehicle Registration—NY & CA

Having a car on campus is a privilege, not a right; therefore, students must follow outlined policies regarding parking. To be eligible for parking, students must have valid registration and insurance for the vehicle owned or driven. The college is free from any liability arising from private vehicles parked anywhere on campus.

## Parking Permits

All vehicles parked on campus or in CIA-authorized parking lots should have the authorized decal properly affixed to the left side of the rear bumper. Failure to display this decal in the designated location may result in a vehicle being ticketed, immobilized, or towed. Parking registration stickers are non-transferable, and students need to register any new vehicles or other changes. Students are subject to a \$50 fine each time their vehicle appears on campus or in CIA-authorized lots without an official parking permit properly displayed. Permits are issued by:

**New York** Campus Safety

**California** Office of Safety and Security

**Texas** Pearl Properties

## Temporary Parking

Vehicles being used on a temporary basis must also be registered to receive a temporary permit. These permits may be obtained as outlined in Parking Permits.

## Disabled/Medical Parking—NY

Students who have state-issued disabled/handicap parking permits may park in all designated parking spaces with the exception of those in the Anton Parking Garage in New York.

Students who require parking accommodations due to a permanent or temporary disability should obtain a disabled parking permit at the Town Hall in the Town where they reside (Hyde Park for resident students). To apply for the permit in New York State, students need to complete an Application for a Parking Permit or License Plates, for Persons with Severe Disabilities. Click on the following link to locate the form:

<https://dmv.ny.gov/forms/mv6641.pdf>

Students should present their CIA student ID card or a recent tuition bill, along with their driver's license and the completed form at the Hyde Park Town Hall, 4383 Albany Post Road, Hyde Park, NY 12538.

Students requiring a short-term medical/disabled parking accommodation until such time they can acquire a handicap permit should request such an accommodation from the Health Services office.

## Motorcycles—NY & CA

Motorcycles parked on campus must be registered with Campus Safety/Security. Directions to motorcycle parking will be provided. In New York, motorcycles will be issued a parking decal that will need to be affixed to the motorcycle.

## Parking—NY

Student parking is signified by yellow parking spaces. Students are authorized to park in the following designated areas only:

1. Commuter parking with a valid permit.
2. Residential student parking, north of the athletic fields.
3. Weekday parking in the two-tiered parking area, known as Gruyere parking lot and the parking spaces along the roadway in front of the Student Commons are available to commuter students only when using the facilities within the Student Commons. Only commuter students may park in the Gruyere parking area. Parking in those spaces at other times—even when attending class in the Student Commons—is prohibited. During weekdays, no residential parking is permitted in these areas; no parking is allowed between midnight and 5:30 a.m.
4. Convenience parking areas, available near each of the residence halls for quick pickup and drop-off situations of 15 minutes or less. These spaces—printed with green lines for easy identification—are for everyone's convenience, so the time limit will be strictly enforced. Four-way hazard flashers must be used.
5. Weekend student parking—residential students may use the two-tiered parking area near the Student Commons, known as Gruyere parking lot, and the faculty/staff parking lot adjacent to the cemetery from 6 p.m. Friday to 6 p.m. Sunday; towing will begin promptly at 6 p.m. on Sunday.
6. Commuter students may park in the Morel parking lot during Saturday and Sunday library hours.

**NOTE:** Guests of residential students are subject to the same parking guidelines. Students or guests of residential students are not permitted to park in the Anton Plaza parking garage at any time. This includes the handicap spaces whether or not a student is in possession of a state handicap parking permit. Handicap spaces are available near the Campus Safety office.

### **Vehicles are not allowed:**

- Outside painted spaces in parking lots
- In areas marked by "No Parking" signs
- On the grass or other unpaved areas
- In fire lanes or fire zones
- In an unauthorized parking lot (i.e., faculty, staff, visitor)
- In designated recreational areas
- To park overnight in front of or around the Student Recreation Center (parking for commuters is permitted only while using the Center)
- To park in a handicap or medical parking permit space without an approved permit

Commuter students must obtain a commuter parking decal for their vehicle. Decals are available at the Campus Safety office, and must be affixed to the left side of the vehicle's rear bumper. Commuter parking is located along Route 9 in the gated area just south of the north entrance to campus.

Spaces for faculty/staff and visitors are signified by white spaces. Areas marked "Visitors" and "Restaurant Parking" are for the use of CIA guests only. Please do not park in these spaces.

Students must notify Campus Safety if they are planning to leave their vehicle on campus for summer or winter break, or during the Global Cuisines and Cultures trips; this parking privilege is based on availability of spaces. Students may not leave their cars on campus during their externship semester or during their semester off campus for the bachelor's degree concentrations.

Areas of up to 75 feet around all buildings are designated as FIRE ZONES. All access roads to campus buildings are FIRE LANES. Parking at residence hall entrances is therefore illegal. Fire lanes and fire zones must be kept clear at all times to ensure maximum safety to all residents. In addition, students may not wash cars or any other vehicles on campus.

## Parking—CA

The CIA is honored to be a strong member of the St. Helena community and strives to be as environmentally responsible as our neighbors. As such, the college must minimize traffic between the Vineyard Lodge Housing Center and the main campus in order to reduce the overall number of vehicles on the road. Regular shuttle service is provided between the Vineyard Lodges and the main campus.

Students are authorized to park in the following designated areas only:

- With a proper permit sticker, parking on campus is permitted for commuter students living in off-campus accommodations, as well as students residing in the on-campus Guest House. Student parking is available in the parking lot immediately in front of the Greystone building. Please keep clear of fire lanes and handicapped parking spaces.
- Residents of the Vineyard Lodge Housing Center are permitted to park at that property only. A shuttle is provided to transport students back and forth between the Lodges and the main campus.
- Student parking is available at the main campus on all non-instructional days.

Due to limited parking, please do not leave vehicles on campus during externship or a leave of absence, or after graduation. If a vehicle is left on campus during these periods, it will be considered abandoned and removed at the owner's expense.

During times of high volume, there may be occasions where the main parking lot is full. Should this be the case, students can park at the Vineyard Lodge Housing Center property. Regular shuttle service to campus is provided each instructional day.

## Parking—TX

The CIA student Parking area is located on E. Elmira St between E. Grayson St. and Schiller St. A diagram is included in the student orientation packet.

All vehicles must be registered with The Pearl. Failure to register your vehicle could result in The Pearl fines and sanctions from the CIA.

In addition to the free student parking in designated area, students can also utilize The Pearl's paid parking:

Monday-Thursday \$3 flat rate

Friday-Sunday \$8 flat rate

Payment for parking areas will be cashless and can be paid by:

Text-to-pay with codes specific to each lot

QR Code

Pay Station

#### Enforcement

1st Violation- Warning

2nd Violation- \$10 Ticket

3rd Violation- \$20 Ticket

4th Violation- Vehicle Boot with \$35 removal fee

## Move-in Day Parking—NY

During periods of high traffic volume, especially student move-in days, Campus Safety must regulate the number of vehicles near the residence halls to keep fire lanes available. During student move-in, only new students' vehicles are permitted to enter the residence hall areas. All residents and visitors will be directed to a parking lot. Campus Safety may also regulate traffic and create a one-way roadway during this time, with the entrance to residence hall areas located near the Conrad N. Hilton Library and the exit located near the student lodges.

## Disabled Vehicles

If a vehicle becomes disabled and is blocking a fire zone or obstructing traffic, please report this immediately to Campus Safety in New York, the Office of Safety and Security in California, or Pearl Security in Texas so remedial action can be taken. If a vehicle's battery is dead, the safety/security officers will provide assistance. They have equipment to jump-start most automobiles. They also have tools to unlock vehicles if keys are locked inside.

Vehicles left on campus without valid registration plates attached will be removed from campus at the owner's expense. If the vehicle is sold, yet not currently registered, the last owner will be responsible for owed fines or towing expenses.

## Traffic and Parking Violations and Fines

If students fail to obey the campus speed limit of 10 miles per hour, disobey a stop sign, drive recklessly, park illegally, or commit some other traffic violation on campus (as defined in the NY State Vehicle and Traffic Law), they will initially receive fines. Further violations will result in additional fines and a referral for disciplinary action. Students who continuously fail to comply with parking or traffic guidelines may have their vehicles immobilized or towed (at own expense and risk) and will face a loss of parking privileges and the privilege to operate a vehicle on campus. Excessive violations may result in suspension from the CIA. All parking violations are \$50. The fine for on-campus moving violations, such as speeding, going the wrong way on one-way roads, going through stop signs, and failing to yield to a pedestrian in a crosswalk is \$75. Moving violation tickets will

be mailed or e-mailed to the violator. Fines are charged to individual student accounts. If vehicles are left in a fire lane while loading or unloading items or passengers, one person should remain in the vehicle so it can be moved in an emergency. Students are responsible for parking and moving violations incurred by their guests.

### **Parking and Moving Violation Process**

Students who receive more than three tickets total will be referred for disciplinary action.

<b>First three tickets:</b>	\$50 or \$75 fine each, depending on violation. Continued fines
<b>Total of four to five tickets:</b>	Student will be referred for disciplinary action  Student placed on parking contract by Student Affairs Office Student will be referred for additional disciplinary action  Student vehicle may be immobilized* ("booted") or towed**
<b>Further violations (total of six tickets):</b>	\$100 fee to remove boot \$100+ fee for towing  Loss of privilege to park and operate a vehicle on campus for 15 weeks

\* Do not attempt to remove the boot. Students will be subject to additional sanctions through the college and will be financially responsible for any damage to the boot.

\*\* Towing at own expense and risk

Violating suspended parking/driving privileges may result in permanent loss of vehicle privilege and/or suspension from the CIA.

All fine monies collected are deposited to the P.A.R.C. student scholarship to assist students with financial need.

### **Appeals**

To appeal a parking or moving violation, students must fill out a Parking Appeal form. Students must make their appeal within five days of receiving a ticket. The ticket must accompany the appeal. This is the final step in the appeal process.

Tickets issued for the following reasons cannot be appealed:

1. Parking permit was not properly displayed on vehicle.
2. Parking in designated fire lane.

Also, fees paid for boot removal or towing cannot be appealed.

#### **Appeal forms are available at: Appeals will be reviewed by:**

<b>New York</b> Parking Appeal Form	Student Solicitor General of the Judiciary Board
<b>California</b> Office of Safety and Security	Director of Campus Safety and Facilities and Assistant Dean of Student Affairs
<b>Texas</b> Student Services Center	Academic Standards Committee and Pearl Security

## Bicycles—NY

From April to October, a bicycle can be a great tool to explore the Hudson Valley, including state/national parks and bike trails, and for navigating the campus. The Office of Student Activities, Recreation, and Athletics provides a bike-share program allowing students to use a bicycle from the Student Recreation Center.

In addition, students may bring personal bikes to campus to use during the spring, summer, and fall seasons. Bikes are not allowed to be kept on the campus grounds during the winter months, December–April, due to snow removal needs.

Any student who brings a personal bike to campus is required to register it with the Office of Residence Life in the Student Commons, room 221.

- Bikes must be registered within three weeks of bringing them to campus.
- There is no cost for this registration and only requires the completion of a registration form.
- Once completed, students will receive a registration sticker that must be placed in a location that is easily visible indicating the bike has been registered and is allowed to be parked at any of the various bike racks located throughout the campus.
- Registering personal bikes also provides a record of ownership in case a bike is ever stolen.
- Registered bikes are only permitted to remain on campus while a student is physically attending classes at the New York campus.

Any student who keeps their bike on campus is expected to secure the bike at one of the provided bike racks using their own bike lock. For convenience, bike racks can be found in the following locations:

- Near K-18
- Near The Egg/Student Commons
- At each residence hall (Metz, Angell, Dargan/Rovetti, and Rosenthal)
- At each lodge (Cinnamon, Nutmeg, Juniper, Clove, Ginger, and Cayenne)
- At each townhouse (Point, Carême, and Escoffier)

The college is not responsible for any bikes stolen or damaged while on campus. Students may keep a bicycle in their room as long as it doesn't block egress or access.

Unregistered bikes or bikes left by a student not physically attending classes at the New York campus will be considered abandoned. At several times throughout the year abandoned bikes will be gathered and stored for a period of three weeks. Any bike not claimed will be donated or discarded as deemed appropriate by the college.

## Weapons

Students cannot possess any rifle, shotgun, or firearm on any CIA campus. In addition, the CIA Weapons Policy prohibits bringing a weapon or replica of a weapon onto college property.

During freshman orientation, residential students in New York and California will be given the opportunity to immediately surrender any weapon to Campus Safety or Security for safekeeping. A receipt will be issued and safety or security will assist with disposing of any lawfully possessed weapon. Beyond this initial grace period, the CIA Weapons Policy will be strictly enforced.

## Advisory Committee on Campus Safety—NY

New York State education law requires all private colleges to appoint an advisory committee on campus safety. The committee reviews current campus security policies and procedures and makes recommendations for their improvement. The Student Safety and Sexual Assault Awareness Committee is under the supervision of the vice president and dean of student affairs and/or designee. The committee meets once annually at a minimum. The chair is currently a member of Student Affairs, the director of campus safety is a permanent member, and the committee must consist of at least six members, with one-half of the membership being female. Membership must also consist of students as well as faculty/staff. A report is submitted to the college president at least once each year.

## Soliciting and Canvassing

Soliciting or canvassing on campus by outside firms, businesses, staff, or students acting on behalf of such is strictly prohibited. Students may not use bulletin boards, doors, walls, student rooms, or the internal mail system for this purpose.

The CIA prohibits the advertising, marketing, or merchandising of credit cards to students on campus. For more information, see the Credit Card Marketing to Students Policy.

## Skating on Campus—Skates or Skateboards

A safe campus environment must be maintained for everyone, and all individuals using modes of transportation are expected to refrain from reckless behavior that endangers individuals and property. If using campus roadways, students assume personal risk and will be held liable for their actions. The following policies apply to all types of skating:

1. Skating is prohibited during quiet hours (11 p.m.–8 a.m., Sunday–Thursday; 1–9 a.m., Friday–Saturday).
2. Skating is prohibited inside all campus buildings, including dining areas, classrooms, and kitchens.
3. In New York, skating is prohibited on Anton Plaza and Beverage Garden Plaza.
4. In California, skating is prohibited on the Herb Terrace.
5. Skating is prohibited on sidewalks.
6. Skaters are strongly encouraged to wear protective equipment.

If students violate the skating policies, they will be issued a "Notice of Infraction" citation, which may include a warning or successive fine (\$25, \$50, \$75). The privilege of using skateboards or skates may be revoked for repeat offenses. Students may appeal a "Notice of Infraction" through the Student Affairs or Student Services Offices, and payment of fines is made to Student Financial and Registration Services. All fines collected go toward CIA student scholarships.

## Use of Motorized Bicycles, Scooters, Skateboards, and Hoverboards on Campus

A safe campus environment must be maintained for everyone, and all individuals using modes of transportation are expected to refrain from reckless behavior that endangers individuals and property. If using campus roadways, students assume personal risk and will be held liable for their actions. The following policies apply to the use of of electric/motorized bicycles, scooters, skateboards, and hoverboards:

1. Use is prohibited inside all campus buildings.
2. In New York, use is prohibited on Anton Plaza and Beverage Garden Plaza.

3. In California, use is prohibited on the Herb Terrace.
4. Use is prohibited on sidewalks.
5. Operators must obey all rules of the road (i.e. speed limit, stop signs, one-way signs)
6. These electronic/motorized conveyances are prohibited inside all dining areas.
7. Users are strongly encouraged to wear protective equipment.
8. Hoverboards are not allowed to be stored in the residence halls or charged anywhere on campus.

If students violate the hoverboard policies, they will be issued a "Notice of Infraction" citation, which may include a warning or successive fine (\$25, \$50, \$75). The privilege of using a hoverboard may be revoked for repeated offenses. Students may appeal a "Notice of Infraction" through the Student Affairs or Student Services Offices, and payment of fines is made to Student Financial and Registration Services. All fines collected go toward CIA student scholarships.

## CIA Safety Report

*A Commitment to Your Safety: CIA Campus Safety Report* is required by federal law and contains policy statements, crime statistics, and fire statistics for the college.

The policy statements address the CIA's policies, procedures, and programs concerning safety and security, such as policies for responding to emergency situations and sexual offenses. Statistics by campus are included for certain types of crimes reported to have occurred on campus, in or on off-campus buildings and property owned or controlled by the CIA, and on public property within or immediately adjacent to campus.

This report is available online on the following pages of the CIA website:

<https://www.ciachef.edu/ny-safety/>  
[www.ciachef.edu/consumer-information](http://www.ciachef.edu/consumer-information)

Students may also request a hard copy of the report from:

**New York** William Carey, Director—Campus Safety  
**California** Tim Poindexter, Director—Campus Safety and Facilities  
**Texas** April Goess, Managing Director

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education (DOE). These statistics can be found via the DOE website search features at <http://ope.ed.gov/security>. A hardcopy report of the statistics may be requested by contacting the director of campus safety at the New York campus at 845-451-1300, and will be provided within 10 days of the request.