

# UNIVERSITY OF COLORADO POLICE DEPARTMENT INFORMATION BROCHURE



University of Colorado Denver

2007

## WELCOME! WE'RE GLAD YOU'RE HERE!

The University Police Department (UPD) welcomes all new employees and students to the University. We hope you enjoy your time here and we encourage you to take advantage of the many services our campus Police Department offers.

This campus is our community as much as it is yours and together we can make it a safer and more enjoyable place to be.

## POLICE SERVICES

- ◆ **NIGHT HAWKS ESCORT SERVICE** – The University Police Department will gladly provide escorts to any of the parking lots and near-by side streets, within a specified radius of the University, upon request. Just call the UPD at ext. **4-4444** for an escort on either campus.
- ◆ **FINGERPRINTING** – The UPD will fingerprint University students or employees for licensing requirements (day care, medical, etc.). There is a service fee, per card (supplied by you) of \$5.00 for University affiliates and \$10.00 for non-affiliates. Fingerprinting is available anytime, at both campuses, based on officer availability. Call **x4-4444**. A driver's license or other form of valid I.D. is required. For information on fingerprinting of children, call **x4-0739**.
- ◆ **BICYCLE REGISTRATION** – Anyone who brings a bicycle onto or near the campus is encouraged to register the bike with the UPD. A bicycle which is registered is much more likely to be recovered and returned, if stolen, than one that is not. This is a free service. There is a registration form in this brochure.
- ◆ **ID/ACCESS CONTROL CARDS** – All UCD staff, faculty, affiliates, long-term contractors and students are required to obtain and wear your ID/Access Control Card while on University campuses. The Badging Office is located in Building 407 at the Anschutz Medical Campus (AMC). Call for information or appointments at **x4-0399**. The Access Control Card is programmed to allow admittance to secured areas to which you have authorization. ID/Access cards **MUST** be displayed at all times on

## POLICE SERVICES, CONTINUED

- ◆ all campuses. All access is recorded by name for accountability so sharing your access privilege with others is forbidden. Please call the Electronic Security Department with any questions at the Badging Offices or contact the Director, Robin Brown, at **x4-0014**.
- ◆ **CRIME PREVENTION** – The UPD can provide various presentations at the request of a campus department or a group of interested persons. The Community Resource Officer can also review and recommend preventative measures for the safety and security of persons and property, which includes vehicles, offices, and sections of a building or the entire building. Contact the Community Resource Officer at **x4-0739** for details or to schedule a presentation.
- ◆ **MOTORIST ASSISTANCE** – UPD personnel can assist with jump starting your vehicle. This service is free and is available 24 hours at both campuses. We do not provide an unlocking service but have information about where you may obtain this service. Call **x4-4444**.
- ◆ **REPORTS** - Copies of Police Department reports, for insurance or other purposes, are available through Police Communications. There is a charge of \$3.00 (up to 10 pages, .25 cents for each additional page above 10) for this service. Report request forms are available in the Police lobby at the Anschutz Medical Campus, (map on page 4 of this brochure), or call **x4-4444**.
- ◆ **LOST AND FOUND** - Items "of value" and University keys/access cards are turned over to the University Police Department. Most items of clothing, personal keys, and items considered to be of little monetary value are turned in to the Housekeeping Offices nearest where the item was found.
- ◆ **DOOR OPENINGS** - Always try to remember to bring your keys to work. If you forget them, or lock them inside a room, and there are no coworkers available to let you into an area, you can call **x4-4444** to request a door opening. We will need to verify your University affiliation before we let you in, so please ensure that you have your UCD ID with you.



# CRIME ALERT

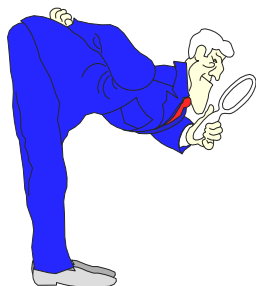


Approximately 77% of the thefts reported to the UPD involve the personal property of employees and visitors. The remaining 23% is most often related to property belonging to the University. You have a responsibility to safeguard both your personal property and that of the University. When you leave your work area to walk down the hall for a few minutes, or the rest of the afternoon, take a moment to **lock your valuables** in a desk, closet or locker. Then, **lock your office door**. The University Police cannot be everywhere at once, so your assistance is critical to reducing the potential for thefts on our campus. It takes less than 30 seconds for a thief to enter an office, search the unlocked desk, closet and office areas and then escape, most often, undetected.

Please take note of strangers in your work area. Do not hesitate to call the University Police and report these people to us. We want to know about them and will respond to the area to check on them and ensure that they belong in that area or on the campus. Pay particular attention to the person who may open your office door and then state that they are looking for a rest room or a particular person. This is the most frequently used method for a thief determining if an office or work area is occupied or watched. They will often make several "stops" until they find a vulnerable area. Everyone who works or goes to school on the campus is required to wear a University identification card. Your cooperation with this policy will make it easier for all of us to identify people who don't belong.

*"Failure to prepare is preparing to fail."  
John Wooden*

## REPORTING TO THE UNIVERSITY POLICE



Are you going to be a good witness?

When you call the University Police and request an immediate response, the police dispatcher will ask you several questions. The better prepared you are to answer the questions, the better prepared the responding officers will be to locate and assist you. Try to be able to provide a description of suspicious persons – to include: race, gender, age, height, weight, clothing description, hair color and style, where and when the person(s) were last seen and their direction of travel, as well as their specific activity.

If the problem involves other types of emergencies, such as medical emergencies, hazardous materials spills or accidents, be able to provide details. **The most important information that you can give right away is the exact location of the occurrence; a room number is the best.**

University Police Officers are trained consistent with the Colorado Peace Officer's Standards and Training requirements, as are all police officers. We appreciate your calls of suspicious and/or dangerous situations, but please do not confront suspicious persons on your own. This can be a potentially dangerous practice for which most people have no training.

It is the duty of every person who has reasonable grounds to believe that a crime has been committed to promptly report the suspected crime to law enforcement authorities.

## YOU HAVE A RIGHT TO KNOW!

### CAMPUS CRIME.....STAY INFORMED

The UCD, like all colleges and universities, is required by federal law to compile and maintain statistics related to crime on the campuses.

This information is available in printed form, upon request, by contacting the Community Resource Officer at x4-0739, or the on duty dispatcher at x4-4444 during normal business hours, or via the Police Department web site at: [www.UCHSC.edu/police](http://www.UCHSC.edu/police)

The report also contains certain security policy statements, including sexual assault policies, which assure basic victims' rights, details about the law enforcement authority of campus police officers and where and how crimes should be reported.

University campuses experience the same types of crime that any city does. Occasionally, there are crimes that endanger public safety or crimes that occur repeatedly. In an effort to make our students, staff and employees aware of these incidents, we will issue "Crime Alerts." The most effective way for us to do this is via e-mail announcements. Please pay attention when you get a "Crime Alert Bulletin," as it may save you from becoming a victim. We will also post fliers in specific areas.

If you would like to be aware of crimes, which occur on the campuses on a daily basis, visit our web site and check the "Crime Statistics" sections. You may also go to the Police Communications office on the AMC and request to see the daily report log. This log contains summary information on all police reports and is immediately available, for viewing, for the previous 3 months. If you need logs older than three months, simply contact the Community Resource Officer, at 303-724-0739, and they will be obtained for you.



# IMPORTANT NUMBERS



From a Campus Phone:

From an Off Campus or Cellular Phone:

**Emergency: 9-1-1**  
**All other calls: x4-2000**

**Emergency: 303-724-4444**  
**All other calls: 303-724-2000**

## *Other University Police Contact Numbers*

<i>Chief of Police:</i>	303-724-0230	<i>Community Resource Officer:</i>	303-724-0739
<i>Deputy Chief:</i>	303-724-8888	<i>Communications Supervisor:</i>	303-724-0726
<i>Patrol Supervisor:</i>	303-724-0647	<i>Communications Fax:</i>	303-724-1741
<i>Investigations:</i>	303-724-0738	<i>Administration Office:</i>	303-724-0730
<i>Parking Office:</i>	303-724-1584	<i>Administration Fax:</i>	303-724-0718
<i>ID/Access: AMC</i>	303-724-0399	<i>Emergency Information Line:</i>	303-724-4636

If you are at the **Lawrence Street Building** or **CU Building** at the Downtown Denver Campus: **In an Emergency call 9-1-1 from any building phone or 303-724-4444 from an off campus or cell phone.**

**At all off campus sites, call 9-1-1 for emergencies.**

**Service calls for the Lawrence Street Building and the CU Building, as well as other off site facilities: UCD Police may investigate non-emergency criminal matters including theft, embezzlement and criminal mischief. Contact the UCD Police at 303-724-4444.**

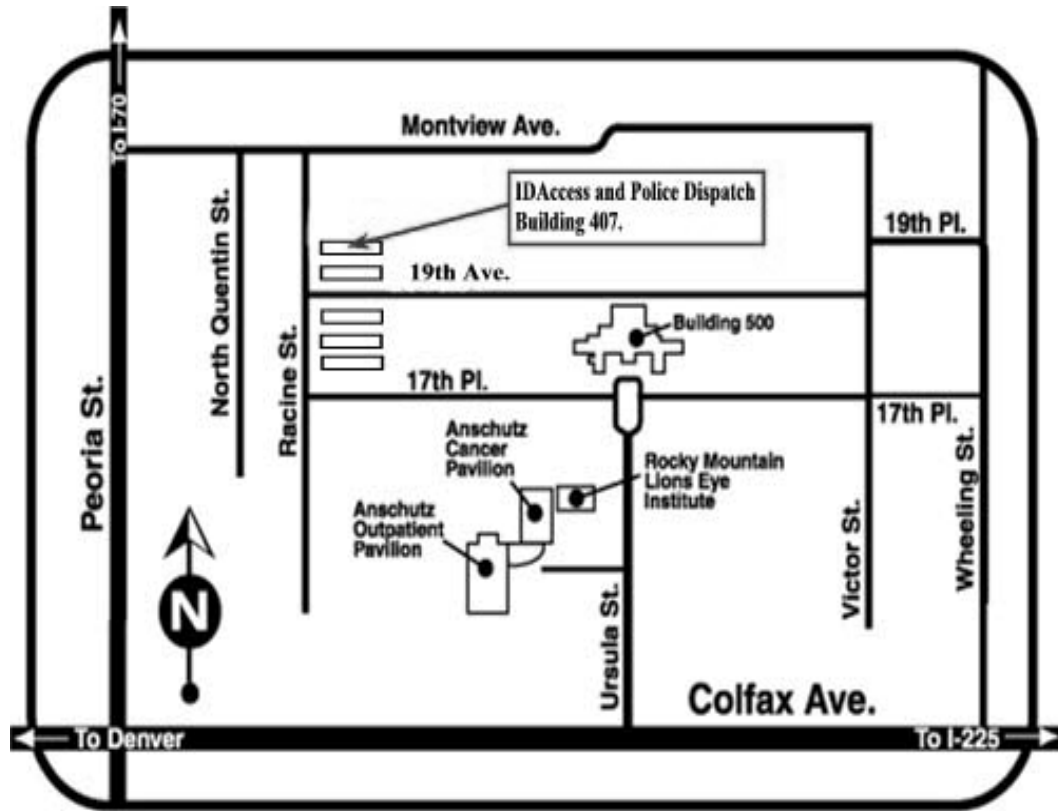
### University of Colorado Denver Police Department **BICYCLE REGISTRATION FORM**

SERIAL NUMBER * _____	DATE _____/_____/_____	<input type="radio"/> MEN'S	<input type="radio"/> WOMEN'S
MAKE _____	MODEL NAME _____	<input type="radio"/> MOUNTAIN	<input type="radio"/> TOURING
MODEL # _____	MISC. _____	<input type="radio"/> DIRT	<input type="radio"/> OTHER _____
COLOR _____/_____/_____	PURCHASE PRICE \$ _____	NUMBER OF SPEEDS _____	
LAST NAME* _____	FIRST* _____	MI _____	
ADDRESS* _____	<b>PHONE NUMBERS</b>		
CITY* _____	STATE* _____	HOME ( _____ ) _____	PAGER( _____ ) _____
REGISTRATION # _____	(POLICE DEPARTMENT USE ONLY)	WORK ( _____ ) _____	OTHER( _____ ) _____

**\* - REQUIRED INFORMATION**

MAKE A COPY FOR YOUR RECORDS. RETURN ORIGINAL FORM TO:  
UCD PD, Mail Stop F409, P. O. Box 6508, Aurora, CO 80045-0508  
ATTENTION: COMMUNITY RESOURCE OFFICER

# Where are University Police Offices Located?



The University Police Department Communications Center and Administrative offices are located in building 407, at 12454 East 19<sup>th</sup> Place, on the Anschutz Medical Campus.

The Communications Center is staffed 24 hours a day. The building, however, is locked after business hours. For after hours assistance call x4-2000 from any campus phone.



**LIKE YOUR BIKE? LOCK YOUR BIKE!**



Every spring, people start riding their bikes to work and to school. It's a great way to get a little exercise, cut the automobile pollution and save a little money. But every spring, this campus, like all others, experiences a surge in the theft of bicycles.

For the calendar year of 2006, there were 3 reported thefts of bicycles or bicycle parts on the 9<sup>th</sup> and Colorado campus and 2 on the AMC. ALL of these thefts involved cut cable locks, cut chains or no use of locks. Protect your investment. Lock your bike with a good "U" type lock.

Register your bike! Either complete and turn in the form contained in this brochure or call the UPD's Community Resource Officer (x4-0739). Make use of the bike cage provided by the Parking Office. For just a \$1.00 refundable deposit, you can get a key to the bike cage located on the east side of the School of Medicine, at the 9<sup>th</sup> Avenue Campus. What a deal!

If you observe someone behaving suspiciously at the bike racks, contact University Police at x4-2000

Please do not take your bikes into the buildings. It presents a safety hazard and is in violation of fire codes.

# Rape Aggression Defense - Basic Self Defense for Women

Rape Aggression Defense (R.A.D.) is a program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk-reduction and risk avoidance, and progresses to the basics of hands-on defense training. R.A.D. is not a Martial Arts program. Nationally certified R.A.D. Instructors teach the course. Officer Lynn Whitten, Corporal Mike Carlson, Sergeant James Myrsiades and Officer Kirk Martin are instructors for the University Police Department.

Starting slowly, the R.A.D. program systematically covers the basics of stances, yelling, movement, blocking, striking, and kicking. Tactics become progressively more intense as skills are acquired. The physical options continue with defenses against wrist grabs, bear hugs, and chokes, focusing on the student's personal weapons, the aggressor's body targets and ultimately escaping. Then the system also teaches participants the basic defense against prone assaults. Once all of the skills are taught and assimilated by the participants, R.A.D. begins the revolutionary simulation training process that separates reality from preconceived notions of what confrontation is like. Using aggressors clad in simulation training suits, R.A.D. students may choose to experience the chaotic elements of real confrontation. This process actually allows students to test their skills and refine the critical plans of action that were selected and nurtured throughout the program.

The class requires a commitment to attend the total 16 hours of instruction. The cost is \$20.00/students, \$25.00/University affiliates, \$30.00/general public. Students and University affiliates must show current identification to qualify for the above rates. Space is limited. Receipt of payment constitutes registration. For more information or to sign up for a class, contact:

Officer Lynn Whitten at 303-724-0739 or [Lynn.Whitten@UCHSC.edu](mailto:Lynn.Whitten@UCHSC.edu).

Class dates will also be listed at [www.UCHSC.edu/Police](http://www.UCHSC.edu/Police).

**Self Defense Classes for men are also available. Check our web site for more information.**



A R.A.D. student faces an "attacker" in the simulation training at the end of the class.

**"The will to survive isn't half as important as the incentive to prepare."  
Author unknown**

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## ANY ACT OF, OR POTENTIAL FOR, VIOLENCE SHOULD BE REPORTED TO THE UNIVERSITY POLICE DEPARTMENT, IMMEDIATELY!

**Whether it involves co-workers, students, visitors, or relationships from off Campus, violence or the threat thereof will not be tolerated on the University campus.**

Violence is:

- ◆ Displays of aggression
- ◆ Harassment of any kind
- ◆ Verbal abuse
- ◆ Threats of any kind
- ◆ Sexual assault
- ◆ Domestic violence
- ◆ Obscene communication
- ◆ Stalking
- ◆ Suicide
- ◆ Retaliatory violence
- ◆ Indecent exposure
- ◆ Assault
- ◆ Armed robbery
- ◆ Arson and bombing
- ◆ Terrorism and hate crime

Individuals on campus are urged to protect their safety and the safety of others when dealing with violent situations. If you reasonably believe that someone is acting in a manner that is threatening, immediate action should be taken.

In situations where an immediate threat to life or safety exists, leave the area, and **call 9-1-1**. Do not attempt to control the violent individual.

If an individual is not violent or no immediate danger exists, notify the supervisor of the area and the University Police. Stay away from the individual.

If you are involved in a relationship or situation where the violence may spill over onto the campus, contact the University of Colorado Police. We can provide you with information on personal protection, victim services, workplace/school safety, and other resources.

**UCD's Anti-Violence Policy can be found at:  
<http://www.ucdhsc.edu/admin/policies/hr/Anti-Violence.pdf>**

# WHAT DO THE DIFFERENT UNIFORMS MEAN?

**University Police Officers** wear a dark navy blue uniform with a shoulder patch. They are responsible for all law enforcement duties on the 9<sup>th</sup> Ave. and AMC properties and at its satellite buildings. University Police officers are "Level I Peace Officers" and possess all law enforcement powers enjoyed by their municipal and county counterparts.

**University Security Guards** wear French blue uniforms, with a shoulder patch depicting the seal of the state of Colorado. Security Guards patrol building interiors as well as the campus grounds. They also provide door-unlocking services and motorist assistance.

**WE'RE ON THE WEB!**  
[www.UCHSC.edu/police](http://www.UCHSC.edu/police)

## Some Important Campus Rules

**Identification upon Request** - All persons on University property must identify themselves upon request of a University employee who reasonably suspects that the person has committed, is committing, or is about to commit a crime or a violation of a University rule or regulation.

**Weapons** - Possession of firearms, explosives or other dangerous or illegal weapons on or within any University of Colorado campus, leased building, other area under the jurisdiction of the campus police department or areas where such possession interferes with the learning and working environment is prohibited. A Colorado permit to carry a concealed weapon is not valid on University property.

**Drugs and Alcohol** - Consistent with the "Anti-Drug Abuse Act of 1988" and the "Drug Free Schools and Communities Act Amendments of 1989," the University of Colorado prohibits the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance on University properties or at University activities.

Alcohol on campus is restricted to those functions where application has been made and is approved, through the Risk Management Office.

Violation of the above policies can result in the filing of criminal charges, disciplinary action, expulsion, termination or other sanctions.

**"He who does not prevent a crime when he can, encourages it."**

*Seneca*

## PERSONAL SAFETY TIPS

- ◆ Preprogram your cell phone for University Police. 303-724-4444.
- ◆ Be aware of your surroundings.
- ◆ Don't walk near shrubbery or dark doorways, between parked cars, or in alleys. Don't walk alone after dark or while wearing radio headphones.
- ◆ Know where you are going to go if you need help. Is there an open business? Is the door you just came out of locked, with no way to get back in?
- ◆ Resist the urge to carry excessive cash and don't "flash" what you do carry.
- ◆ Keep your hands free and wear shoes you can run in.
- ◆ Leave, laptop computers, CD players, etc. at home. Don't leave them in the passenger compartment of your car, or cover them from view.
- ◆ Be helpful. If you see someone who doesn't seem to belong, ask if you can help him or her. If their answers don't "fit" call the University Police Department.
- ◆ If you are working late, alone, in an isolated area, call the University Police and let us know. We may be able to stop and check on you occasionally. Lock your door while you work.
- ◆ Learn how to yell.
- ◆ Park in well lit areas. Have your car keys out and ready before you get to your car. Look underneath and inside before you get in.
- ◆ Trust your instincts. If something doesn't feel right, it probably isn't. Report suspicious persons, circumstances or safety hazards to the University Police, immediately.
- ◆ In the parking garages, avoid using isolated stairwells. Know where the emergency phones are located. In elevators, get out if someone who makes you uncomfortable enters.
- ◆ Let others (and the UPD) know of problems you might be having with personal relationships, especially if there is any potential for violence.
- ◆ Know the locations of campus emergency phones. Most are located at building entrances, which have after hours card access readers. There are also phones in most elevators on both campuses, and in parking lots at the AMC.
- ◆ Wear your University ID while on campus. Don't let others "tailgate" through doors that you open with your access card.

# THE UNIVERSITY POLICE DEPARTMENT

The University Police Department includes administrative staff, officers, guards and dispatchers. We are a department of the University's Central Services Administration.

## OUR MISSION

"The mission of the Police Department for the University of Colorado Denver (UCD) is to support the research, patient care and education missions of the UCD by providing for a safe and secure campus environment in which students, faculty and staff may work, learn and conduct research."

**"The only thing necessary for the triumph of evil is for good men to do nothing."**

Edmund Burke

## **FREQUENTLY ASKED QUESTIONS**

**When are you open?** The University Police Department is open 24 hours a day, seven days a week, including all holidays. However, some services are available only during normal business hours. Call us anytime you are unsure.

**Are there emergency phones on campus?** Yes. 9<sup>th</sup> Avenue: In the "A-lot" parking structure, emergency phones are located at the entrances/exits, at the elevator on every floor and inside the elevator. Every elevator on both campuses (AMC and 9<sup>th</sup> and Colorado) is equipped with an emergency phone. At the 9<sup>th</sup> Avenue and Colorado Boulevard Campus, additional emergency phones are located at the east entrance to the School of Pharmacy, the north (9<sup>th</sup> Ave.) and south (8<sup>th</sup> Ave.) entrances to the School of Medicine and the east entrance to the Bio-Medical Research Building. Simply pick up the phone or push the phone button to be connected immediately with the University Police Department. AMC: "Blue light" poles are located throughout the campus in parking and pedestrian traffic areas. There are also push button/direct connection phones near most card reader building entrances. And near restrooms inside of most buildings

**Is this a bad neighborhood?** These neighborhoods are not particularly "bad." Any neighborhood can be, however, if you become the victim of a crime. But, your chances of being a victim of a violent felony crime do increase as you leave the campus properties. For your safety, we recommend that you take advantage of the "Night Hawks" escort service during hours of darkness. Take reasonable precautions to stay safe as you leave the campus. For specific statistics regarding crime in the neighborhoods surrounding the 9<sup>th</sup> Ave. campus, contact the Denver Police Department Civil Liabilities Division at 720-913-6013. For information about the neighborhoods surrounding the AMC, contact the Aurora Police Department at 303-739-6295.

**Do you offer self-protection classes?** Yes. The University Police Department offers classes to groups upon request. We also schedule physical self-defense classes for women and for men, separately, throughout the year. Watch for fliers and e-mails announcing upcoming classes or check our web page. There is more information on the Women's R.A.D. classes on page 5 of this brochure.

**Do you provide services to the University of Colorado Hospital?** No. For information on security services at UCH, contact Hospital Shared Services Security at 720-848-7777. In an emergency at UCH buildings, dial 9-1-1, from a UCH phone. This call will be routed to Hospital Shared Services Security, who will in turn call Denver or Aurora Police as necessary.

**Do you provide services to the Lawrence Street Center and CU buildings, downtown?** We provide non-emergency services, such as crime prevention and "cold" reports (occurrences which do not pose an immediate threat to property or safety). For emergencies, dial 9-1-1, this will connect you with the University Police. We will respond and/or contact the Denver Police Department as necessary.

**What about campus emergencies or closures?** There are times, due to weather or other circumstances, which may require the campuses to be closed. You can find out about closures by calling 303-724-4636.

**How do I find out about immediate safety or security concerns/issues on or near campus?** Make sure you are subscribing to the University's "Safety Announce" list serve. Crime alerts and other information important to our campus community's safety will be issued as needed via this list serve. You may also wish to enroll in our emergency notification system for text messaging, voice mail and /or pager announcements. Call x4-0148 for more information.

## Emergency Preparedness

The University Police Department has recently added an Emergency Preparedness component to the Department. This office is charged with the planning, implementation and training for emergency preparedness for the 3 campuses of the UCD. Stewart Pike is the coordinator.

Emergency preparedness has many aspects, and perhaps the most important is our personal safety and security. As we work on campus, it is imperative that you wear your ID card where it can be seen and courteously challenge strangers that do not display an ID. In addition each employee or student should become familiar with your department's or building's emergency plan and evacuation routes. Identify fellow employees that may need assistance during an evacuation and create informal buddy teams that you can group into when responding to an unfamiliar situation. Be aware that anything can happen at any time. Severe weather, power outages, fire, hazardous materials incidents, civil unrest, terrorist activity, hostage or shooting events, are just a few of the emergency situations that any or all of our campuses could face. Are you prepared? Do you know what to do?

Another very important topic is family preparedness. There are a number of simple and inexpensive things you can do to make your family more prepared. Visit the website of Ready Colorado at [www.readycolorado.com](http://www.readycolorado.com) for an excellent overview of family preparedness and a series of checklists that you will find helpful in preparing your family for an emergency.

If you have any emergency preparedness questions or concerns, feel free to contact Stewart Pike at 303-724-0148.

## Blue Light Poles

On the AMC, "Blue Light Poles" are available at locations throughout the UCD properties. These are phones which are direct links with the University Police Communications Center. These phones are located in or near parking areas and on pedestrian pathways. Due to the ongoing construction, the location of these emergency phones may change.

Please take a moment, as you navigate the campus, to note the location of the "Blue Light Poles." They are black poles with a blue strobe light attached to the top. Activation of the phone line also activates the rotating blue light to help police locate you more quickly.

These phones may be used in emergencies or to request other assistance. Many of these "Blue Light Poles" are wifi hot spots. **For a printable map of the Blue Light Pole locations go to:** <http://www.uchsc.edu/police> and click on the Blue Light Pole.

## Got a Compliment?...Got a Complaint?



**Compliments** make our workdays lighter and reinforce our desire to perform the best jobs we can. If you have a compliment regarding any University Police employee, we'd like to know! Contact that employee's supervisor or the Chief of Police. We'll see that the employee gets the recognition that they deserve!

**Complaints.** While we strive to provide our community with the best services and protection possible, we realize that in any organization,



complaints are an unfortunate inevitability. Any complaint regarding a University of Colorado Police employee will be handled in a respectful manner. If you have a complaint, simply ask the Officer/Guard/Dispatcher for their name and ID number, the name of their immediate supervisor and a phone number where that supervisor can be contacted. If you are reluctant, for any reason, to file a complaint directly through a supervisor or the Chief of Police, you may file through other UCD departments:

- The University Police Department has a designated message line for compliments and/or complaints. Call 303-724-2000.
- Complaints originating out of UCD can be directed to the Ombud's Office at 303-315-0563.
- Complaints from employees can be routed through supervisory channels within the employee's department.
- Complaints from UCD students can be routed through the Student Assistance Office at 303-724-7684.
- Complaints involving allegations of discrimination can be directed to the Diversity Office at 303-724-8005.