


STANDARD OPERATING PROCEDURE			
	<b>SUBJECT:</b> UNIVERSITY VILLAGE, PARK POINT , CAMPUS WEST APARTMENTS, SHERATON HOTEL STUDENT FLOORS: PATROL & RESPONSE TO CALLS FOR SERVICE  <b>SOP 2010-33</b>	<b>DIVISION:</b>  ALL	<b>DISTRIBUTION:</b>  ALL PERSONNEL
	<b>ISSUING AUTHORITY:</b>  ROBERT MALDONADO, CHIEF OF PUBLIC SAFETY (ELECTRONICALLY SIGNED)	<b>EFFECTIVE DATE:</b> October 6, 2010  <b>REVISED DATE:</b> September 13, 2016	<b>SUPERSEDES:</b> SOP 2009-21. REVISED RE SHERATON GARAGE PATROL CHECKS PG. 4

**University Village / Park Point / Campus West Apartments/ Sheraton  
Hotel (Student Floors): Patrol & Response to Calls- For- Service**

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## REFERENCES:

- SOP- 2011-52 SPD/DPS Authorizing MOU
- NYS/CPL Section 2.10. sub 77

## ATTACHMENTS: None

**I. APPLICABILITY:** This Standard Operating Procedure is applicable to all members of the Syracuse University Department of Public Safety (DPS).

**II. PURPOSE:** The purpose of this general order is to provide department members with special instructions regarding patrolling and responding to calls for service at the University Village apartments on South Campus, the Park Point Apartments in the 400 block of Comstock Avenue and the Campus West Apartments at 150 Henry Street. This SOP also pertains to response to student floors of the Sheraton Hotel on University Ave.

**III. POLICY:** It is the policy of the Department of Public Safety, consistent with NYS CPL 2.10 sub 77, that DPS officers have full peace officer status and have complete jurisdiction while responding to calls and/or patrolling University Village, Park Point, Campus West Apartments and the student occupied floor(s) of the Sheraton Hotel. DPS officers must remember, however, that both the University Village, Park Point and Campus West apartments are privately owned and they may not enter an apartment without explicit consent; and that any attempt to do so, absent clear exigent circumstances, would be a violation of the Fourth Amendment.

## IV. PROCEDURES: Calls for Service Response to Private Apartments (1.1.2) (2.1.1)

**A. Apartments Privately Owned – On University Property:** The University Village (UVA) Park Point and Campus West apartments have been built upon Syracuse University owned land leased to the developer.

1. Student Housing: Because the University owns the land and rental of such apartments is restricted to Syracuse University students, it is expected that officers will patrol the three apartment complex(s) and respond to calls for service in the same general manner as we currently do for all other south campus housing and buildings.
2. DPS Primary Responding Agency: The DPS will be the primary responding agency for calls for service from students residing in the three apartment complexes.
3. List of Students in UV Apartments by Name: A list of students who are living in each apartment at UVA along with their building and apartment numbers, names, email address and SUID number has been prepared for DPS Use. Check the ECC for an updated list maintained as a reference used to locate students if necessary to do so. (01/15/14)
4. UVA Key Card Entry:
  - a. DPS has four key cards for the exterior doors to University Village Apartments.
  - b. Three of the key cards are located in the electronic key cabinet to be signed out by south campus patrol personnel on each shift and

whoever else the Patrol Sergeant determines should have a key card.

- c. The Key Cards are to be signed out and back in daily.
  - d. The cards are programmed for all exterior key card doors to each building.
  - e. There is one extra card that will be kept in reserve at the ECC to be signed out through the Emergency Communications Center if there is an emergency and a key card is not otherwise available.
  - f. Patrols are to advise the Commander of Administrative and Operational Support if there is an issue with any card not working in a location and be specific as to building number and door location. **(01/15/14)**
5. Property Managers will Call 911 Center/SPD: The University Village, Park Point and Campus West property managers and employees have been directed to call the Onondaga County 911 Center or SPD in the event of an emergency or police related issue.
6. Calls Redirected to DPS: If the 911 Center or SPD redirects such calls to DPS, the DPS will respond and take the call.
- a. DPS will continue to cooperate with those agencies whenever possible and necessary. Conflicts will be resolved by the DPS supervisor working conjointly with his/her counterparts on the SPD.
  - b. The existing Memorandum of Understanding with the SPD is applicable to all calls at University Village, Park Point and Campus West apartments and the DPS will continue to adopt a subordinate role relative to felony level calls, or any other call that the SPD chooses to investigate. Refer to SOP 2011-52 SPD/DPS Authorizing MOU for details.

**B. Entry into University Village Complex:** Officers while on routine patrol or responding to normal calls for service at University Village will be expected to access the complex through the south campus connecting roadways.

- Entry through the East Colvin Street access gate is limited only to emergencies that warrant an approved code response (i.e., fire, burglary in progress, robbery, etc.).
- The access gate can be opened by closely approaching the gate and 'keying' the radio microphone on DPS Dispatch or SPD radio channel #4, and watching for the red LED light on the right post of the gate to illuminate and blink off.
  - a. The radio key only has to be pressed for a very short period of time, the gate will swing open inwards towards the campus and the gate will then remain open for three minutes.

**C. Sheraton Hotel Student Floor(s): (01/15/14)**

- The floor(s) in which students are housed at the Sheraton Hotel is under contract with the university and students sign a standard SU housing agreement to reside there. The DPS will respond when requested. Peace Officers have authority at the hotel and when contracted for student housing will treat the floor(s) occupied by students as a residence hall.
- Responding officers will need to go to the hotel front desk to obtain a proxy card to operate the hotel elevator to gain access to the student occupied floor(s).
- During routine patrol, DPS Peace Officers will perform property checks of the Sheraton parking garage for unauthorized activity. **(09/13/16)**

**D. Maintenance Problems/Student Questions:**

- In the event that officers find a maintenance problem or a student poses questions related to property management and/or maintenance at either of the three apartment complexes, the issues will be directed to the respective apartment management.
- The Office of Residence Life, Physical Plant, Fixit, Housing, or Fire and Life Safety do not respond to or serve the University Village, Park Point, or Campus West apartments.

**E. Referrals and Notifications:** In the event the DPS investigates an incident in which an SU student is in need of typical student services, the case will be managed similar to the manner in which investigations are made for other off campus properties to include referrals and notifications made (but not necessarily limited to):

- Office of Off Campus and Commuter Services
- The Advocacy Center
- The Counseling Center
- Office of Student Assistance and Crisis Support Management
- Slutzker Center for International Services
- Office of Community Standards
- Media and News Services

**POLICY REVISION HISTORY**

NO	SECTION REVISED	DATE ISSUED
1	Campus West Apartments added	8/21/12
2	Summary & University Hill Apts Key Cards Issued Pg. 2, Sheraton Hotel, Pg.4	1/15/14
4	Sheraton Parking Garage Property Checks Pg. 4	09/13/2016
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