

## POLICY

This policy outlines specific guidelines for protests and demonstrations that take place at the CUNY School of Labor and Urban Studies (SLU) campus located at 25 West 43<sup>rd</sup> Street, New York, NY 10036.

Adherence to this policy is the responsibility of all employees, students, guests, contractors, and visitors coming to the SLU campus.

*SLU reserves the right to escort individuals off the campus if they do not comply with this policy.*

## OBJECTIVE

- To ensure and maintain the health and safety of the SLU Community on campus.
- To communicate clear guidelines for protests and demonstrations that take place on the SLU campus.
- To ensure the SLU Community is well informed prior to holding a protest or demonstration.
- To adhere to **SLU's vision** of access to education, diversity at every level, social justice, and equality for all, **as well as SLU's mission** to expand higher education opportunities for workers; prepare students who aspire to careers in public service and movements for social justice; promote civic engagement; provide leadership development for union and community activists; and help workers achieve greater economic security.

## KEY WORDS

- **Protests and demonstrations**- a statement or action expressing disapproval of or objection to; includes marches, demonstrations, boycotts, silent vigils, petitions, street protest, picketing, strikes, direct action, etc.
- **SLU Community**- employees, students, contractors, guests, visitors
- **Orderly**- well-arranged or organized
- **Admonition**- An oral statement to the offender that they have violated university rules.
- **Warning**- Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.
- **Censure**- Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.
- **Disciplinary Probation**- Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.
- **Restitution**- Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- **Suspension**- Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- **Expulsion**- Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.
- **Complaint to Civil Authorities**.
- **Ejection**-Adopted by the Board of Trustees of the City University of New York on June 23, 1969 as amended on October 27, 1980, May 22, 1989 and June 25, 1990.
- **Dialogue**- written conversation, formal talks/exchange between CUNY and demonstrators
- **Intervention**- intention action to change a situation, with aim to improve or prevent situation from escalating

**CUNY SLU TEAM**

<b>SLU Leadership</b>	<b>Name</b>	<b>Contact</b>
Founding Dean	Gregory Mantsios	646-313-8350, Mobile: 917-991-6330 <a href="mailto:Gregory.Mantsios@slu.cuny.edu">Gregory.Mantsios@slu.cuny.edu</a>
Chief of Academic Affairs, Senior Associate Dean of Academic Affairs	Gladys Palma de Schrynemakers	646-313-8355, Mobile: 203-496-3796 <a href="mailto:Gladys.Schrynemakers@slu.cuny.edu">Gladys.Schrynemakers@slu.cuny.edu</a>
Associate Dean of Finance, Administration, and Operations	Burt Sacks	646-313-8367, Mobile: 917-414-0334 <a href="mailto:Burt.sacks@cuny.edu">Burt.sacks@cuny.edu</a>
Director of Student Affairs	Rochel Pinder	646-313-8320, Mobile: 646732-0643 <a href="mailto:Rochel.Pinder@slu.cuny.edu">Rochel.Pinder@slu.cuny.edu</a>
Marketing and Communications Director	Antoinette Isable-Jones	646-313-8587, Mobile: 917-833-2146 <a href="mailto:Antoinette.Isable-Jones@slu.cuny.edu">Antoinette.Isable-Jones@slu.cuny.edu</a>
<b>SLU Incident Commanders</b>	<b>Name</b>	<b>Contact</b>
Director of Public Safety, the Graduate Center	John Flaherty	212-817-7761; Mobile: 917-270-9097 <a href="mailto:jflaherty@gc.cuny.edu">jflaherty@gc.cuny.edu</a>
Associate Dean of Finance, Administration, and Operations, CUNY SLU	Burt Sacks	646-313-8367; Mobile: 917-414-0334 <a href="mailto:Burt.sacks@cuny.edu">Burt.sacks@cuny.edu</a>

**POLICY**

- **Protests & Demonstrations**
  - CUNY SLU respects the right of individuals to speak and hold orderly protests and demonstrations.
  - CUNY SLU prohibits encampments on campus.
  - Sponsors of a planned protest or demonstration must give notice to the Director of Public Safety at the Graduate Center and Associate Dean of Finance, Administration, and Operations at CUNY SLU *at least 24 business hours* prior to holding protest or demonstration on campus.
  - Sponsors of a planned protest or demonstration must provide the protest or demonstrations' date, time, and anticipated number of people expected attendees to the Director of Public Safety at the Graduate Center and the Associate Dean of Finance, Administration, and Operations at CUNY SLU *at least 24 business hours* prior to holding protest or demonstration on campus.
  - Sponsors of a planned protest or demonstration must give notice if they are requesting sound amplification to the Director of Public Safety at the Graduate Center and the Associate Dean of Finance, Administration, and Operations at CUNY SLU *at least 24 business hours* prior to holding protest or demonstration on campus.
- **Acceptable Content-neutral Speeches**
  - CUNY SLU respects the right of individuals to speak, and hold orderly protests and demonstrations.
  - Attendees are prohibited from holding up signs, flyers, or making speeches that threaten other's safety, insight actions that violate other people's rights on campus, violate people's constitutional rights, insight lawless action, or violate [CUNY's Rules and Regulations for the Maintenance of Public Order Pursuant to Article 19-A of the Educational Law](#).
- **Acceptable Behavior/Manner for Protests and Demonstrations**
  - Attendees are prohibited from blocking building entrances or prevent SLU Community members from accessing the campus.

- Attendees are prohibited from preventing the performance of education or other institutional duties by any member of the CUNY community.
- Attendees are prohibited from occupying or encamping on campus.
- Attendees are prohibited from creating or using amplified sound without prior notice to the Director of Public Safety at the Graduate Center and the Associate Dean of Finance, Administration, and Operations at CUNY SLU.
- Attendees are prohibited from creating loud noise that interferes or seriously threatens to interfere with classes, meetings, or other scheduled or routine University functions or activities.
- CUNY SLU follows [CUNY's Rules and Regulations for the Maintenance of Public Order Pursuant to Article 19-A of the Educational Law](#):
  - A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall s/he/they interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
  - Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
  - Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.
  - Theft from, or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.
  - Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
  - Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
  - Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.
  - No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/college.
  - Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
  - The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited. Employees of the University must also

notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

- The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

- **SCHOOL ACTION PLAN: Disruptive Protests or Demonstrations:**

If scheduled protests or demonstrations violate this policy, CUNY SLU will take the following steps:

- **Step 1: De-escalation and Intervention Strategies**

- **Dialogue-** CUNY SLU will engage invite attendees to meet with SLU leadership.
  - Meetings will be scheduled upon being notified of the planned protest or demonstration
  - Meetings will be held during the demonstrations until a resolution is found.
- **Intervention-** CUNY Leadership and Incident Commanders will
  - Communicate this *Protest and Demonstrations on Campus Policy*, and the *Posting Flyers on Campus Policy* via email.
  - Ensure the safety of the campus SLU community remains a top priority by creating clear signage that helps navigate attendees to the designated area for their protest and/or demonstration.
  - Informing the SLU Community of the situation using CUNY Alert and inform Building Management of situation.
  - Moving classes to remote mode, as needed.
  - Ensure attendees only use the designated area for their protest and/or demonstration.
  - Bring in CUNY Safe Team campus to protect CUNY employees, campus facility, and protest attendees.
  - Monitor potential for physical actions or contact.
  - Examine prolonged chants for any speech that violates peoples constitutional rights and [CUNY's Rules and Regulations for the Maintenance of Public Order Pursuant to Article 19-A of the Educational Law](#).
  - Take necessary actions to de-escalate and continue the channels of communication between protest attendees and CUNY Leadership open.
  - Setup Town Hall meetings with SLU Community to ensure their concerns and voices are heard prior to them resorting to protests or demonstrations.

- **Step 2: Actionable Measures**

If Step 1 fails and protest attendees violate people's constitutional rights and CUNY's Rules and Regulations, CUNY SLU will follow [CUNY's Rules and Regulations for the Maintenance of Public Order Pursuant to Article 19-A of the Educational Law](#):

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined above: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsions, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority,

dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11. shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded.

*Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.*

5. Under CUNY SLU- GC Shared Public Safety Agreement, SLU CUNY will also adhere to the Graduate Center's Emergency Protocols (see attached):
  - Emergency Takeover
  - Emergency Strike Plan
6. CUNY SLU will also adhere to CUNY and NYC's guidelines (see attached):
  - CUNY OPS Guide- Guidelines for Responding to Demonstrations
  - Emergency- CUNY Protest & Demonstration Preparedness
  - NYPD- CUNY MOU

*SLU reserves the right to escort individuals off the campus if they do not comply with this policy.*

## LOCATION

CUNY SLU is located on various floors inside a leased building and we are part of many tenants. CUNY SLU does not have any public assembly spaces.

- **Encampments** are prohibited on campus.
- **Protests and demonstrations** can be held in SLU's Place of Assembly on the 18<sup>th</sup> floor:
  - Classrooms 18A-18D
  - The use of the classrooms will meet SLU Room Reservation Guidelines (see attached).

## SIGNS AND FLYERS

- **Signs or Paper Flyers** must adhere to *SLU's Posting Flyers on Campus Policy* guidelines (see attached).
- **Signs or Paper Flyers**, per *SLU's Posting Flyers on Campus Policy* guidelines, that receive the "Reviewed" stamp, can be posted at designated bulletin boards on campus, see list below:
  - Bulletin Board Locations on campus:
    - 10<sup>th</sup> floor
      - Room 1005- Pantry area; PSC/CUNY flyers only
      - Room 1008- board by entrance
    - 14<sup>th</sup> floor
      - Board by Stairwell F- Pantry area; PSC/CUNY flyers only

- Moveable boards along open seating area by Learning Hub
- 18<sup>th</sup> floor
  - Pantry Area board; PSC/CUNY flyers only
  - Room 1800- Boards facing IT Service Desk
- 19<sup>th</sup> floor
  - Pantry Area board; PSC/CUNY flyers only
  - Boards along hallway to classrooms 19A-19C

**RATIONALE:**

Due to the growing tensions around the world, this policy is geared to protect the SLU Community and facility, as well as enable SLU to continue upholding **SLU's Vision** of access to education, diversity at every level, social justice, and equality for all, as well as its **Mission** to expand higher education opportunities for workers; prepare students who aspire to careers in public service and movements for social justice; promote civic engagement; provide leadership development for union and community activists; and help workers achieve greater economic security.

**REPORTING VIOLATIONS:**

Violations to this policy should be reported to Founding Dean, Gregory Mantsios.

*SLU reserves the right to escort individuals off the campus if they do not comply with this policy.*

**APPROVAL**

This policy has been approved by the Founding Dean, Chief of Academic Affairs, Senior Associate Dean of Academic Affairs/ Chief Diversity Officer, and our Associate Dean of Finance, Administration, and Operations.

**COMMUNICATION**

This policy will be posted at campus entrances, campus boards, campus monitors, on our [SLU Public Safety](#) webpage, and emailed to our SLU Community at the start of every academic term.

SLU will also use CUNY Alert system as needed.

**Effective Date**

Remains in effect indefinitely.

**RESOURCES**

SLU:

- Room Reservation Guidelines
- Posting Flyer Policy
- Public Safety Webpage: <https://slu.cuny.edu/welcome/office-of-administration-operations/public-safety/>

The Graduate Centers:

- Emergency Takeover
- Emergency Strike Plan

## PROTESTS AND DEMONSTRATIONS ON CAMPUS

CUNY and NYC's guidelines:

- CUNY OPS Guide
- Emergency- CUNY Protest & Demonstration Preparedness
- NYPD- CUNY MOU

<https://www.cuny.edu/about/administration/offices/ovsa/policies/rules-for-maintenance-of-public-order/>

<https://psc-cuny.org/clarion/2013/december/excerpts-proposed-protest-policy/>

[What you have the right to do during a protest](#)

[What should I keep in mind during a protest demonstration, march, or rally, especially when interacting with the police?](#)

[What are my First Amendment rights if I attend a public institution?](#)

**POLICY**

This policy outlines specific guidelines for posting of flyers/signs at the CUNY School of Labor and Urban Studies (SLU) campus located at 25 West 43<sup>rd</sup> Street, New York, NY 10036.

This policy applies to all employees, students, and guests reporting to or visiting the SLU campus.

*SLU reserves the right to take down all postings that do not comply with this policy or postings that are for past event dates.*

**OBJECTIVE**

- To communicate clear guidelines for posting flyers/signs on campus and identify posting locations.
- To ensure the SLU Community is well informed of upcoming events.
- To adhere to SLU's **Vision** of access to education, diversity at every level, social justice, and equality for all, & **Mission** to expand higher education opportunities for workers; prepare students who aspire to careers in public service and movements for social justice; promote civic engagement; provide leadership development for union and community activists; and help workers achieve greater economic security.

**APPROVED FLYER SIZES**

- Letter size paper (8.5 x 11 inches)
- Legal size paper (8.5 x 14 inches)

**FLYERS MUST INCLUDE:**

- School logo/Organization logo/Union logo
- Department hosting event
- Event Name
- Event Date
- Event Time
- RSVP information and Deadline to RSVP
- Event Coordinator Name (person is responsible for taking down posting once event has past)

**REVIEW PROCESS****POSTING FLYERS**

Virtual flyers of SLU co-sponsored events that have received the “Reviewed” stamp, will be displayed on campus monitors and if possible, on our website.

Paper flyers that have received the “Reviewed” stamp, are limited to being posted at designated bulletin boards on campus, see list below.



**BULLETIN BOARD LOCATIONS**

- **10<sup>th</sup> floor**
  - Room 1005- Pantry area; PSC/CUNY flyers only
  - Room 1008- board by entrance
- **14<sup>th</sup> floor,**
  - Board by Stairwell F- Pantry area; PSC/CUNY flyers only
  - Moveable boards along open seating area by Learning Hub
- **18<sup>th</sup> floor**
  - Pantry Area board; PSC/CUNY flyers only
  - Room 1800- Boards facing IT Service Desk
- **19<sup>th</sup> floor**
  - Pantry Area board; PSC/CUNY flyers only
  - Boards along hallway to classrooms 19A-19C

**PROHIBITED LOCATIONS**

Everyone is prohibited to post Flyers/Signs at the following locations:

- Walls
- Columns
- Main Entrance doors
- Classroom Doors
- Windows
- Elevators
- Vending Machines
- Classroom Boards
- Tables/Chairs/Furniture
- Mirrors

*Only Authorized SLU Personnel are permitted to post Emergency Announcements/ Notices/ Classroom changes on doors and furniture.*

**REPORTING VIOLATIONS:**

Violations to this policy should be reported to [Facilities@slu.cuny.edu](mailto:Facilities@slu.cuny.edu).

*SLU reserves the right to take down all postings that do not comply with this policy or postings that are for past event dates.*

**Approval:**

This policy has been approved by the Office of Finance, Administration, and Operations, and the Office of Academic Affairs.

**Effective Date**

12/18/23 and remains in effect indefinitely.

### RESERVATION REQUEST PROCESS

The CUNY School of Labor and Urban Studies (SLU), formerly the CUNY Joseph S. Murphy Institute, wishes to continue the great relationships we have established throughout the years and welcomes you to our facility. Though we prioritize CUNY SLU academic classes, programming and events, we endeavor to welcome CUNY colleagues, as well as SLU partners and activities central to our mission, as space availability allows and must be non-partisan. To better assist you with your space needs, please review the information below.

#### HOURS OF OPERATION

<b>MONDAY- FRIDAY</b>	<b>9:00AM-4:00PM</b> *During the Fall & Spring semester while classes are in session.
<b>SATURDAY-SUNDAY &amp; HOLIDAYS</b>	<b>CLOSED</b>

**Please note:** Our space opens at 9:00AM and have limited ability to open before our official hours of operation.

#### RESERVING SPACE

We currently have classroom space that can **hold 15 to 150 occupants at a time**. Depending on the availability of space and the needs of your group, we will accommodate your group accordingly. However, the total number of attendees and staff using the space may not exceed the room capacity as per fire safety regulation.

Our primary function is as an academic and lecture institution and as such, we do not currently provide full event services, but will work with your group to have a smooth and successful event.

**Email Space Request Form to:** [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu)

- **Short term & Long-term requests:** submit space request form **at least a month in advance**. If the room reservation form is not completed within two weeks prior to the event, regrettably, your event will be subject to cancellation.
- **Room Setup:** information needs to be provided **no less than two weeks in advance**. We do not accept last minute requests.
- **A/V:** all audiovisual (A/V) requests must be submitted a minimum of at least three weeks in advance. Changes to existing A/V requests are permitted up to 72 hours prior to the event date but last-minute, "day-of" requests cannot be guaranteed.
- **Caterer Events/Meetings:** groups are welcome to have food at their events, but we do not provide catering services. If ordering food, the program/event coordinator OR an authorized member of the group must be present to sign for catering items delivered (Institute staff cannot sign for catering orders made by outside groups)



## RESERVATION CONFIRMATION & CANCELLATIONS

Space requests will be confirmed via email from SLU Room Reservations ([RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu))

**IMPORTANT:** Space is not confirmed until you have received written confirmation in the form of a **confirmation email** from the School of Labor and Urban Studies room reservation team. Please do not publicize an event at this location until you have received written confirmation.

- Email [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) if you need to cancel your reservation as **soon as possible, or two weeks prior** to the reservation date.
- If we are able to host your event, we will follow up with reservation guidelines for you to review.
- A confirmation email will be sent from SLU room reservations **a week prior** to the reservation date to ensure that the event is definite.
- **We reserve the right to cancel or change a reservation as needed.** We will notify you in advance if this is to occur.

## EVENT SUPPLIES

You are welcome to ship items for your event, but please know we are not liable for any damaged or missing items shipped or kept at our location, therefore we recommend that you ship only paper or items of lesser value.

- **Shipping Items for Event/Meeting:** Email [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) if you are sending any items for your event. Any materials being shipped need to be sent in boxes no more than two days prior to the reservation date.
- **Boxes should be labeled** with the Event and Coordinator's name, include "C/O Keysha Rodriguez," and mailed to: 25 West 43rd Street, 19th floor, NY, NY 10036.
- **Boxes will be stored by the reception area** on the floor of your event.
- **Printing** for guests is not available at this time, therefore, please come prepared.
- **Copies & Faxes:** we do not have a budget for guests and thus cannot provide large quantity of copying or international fax services. Groups are limited to only 20 pages of copies, which our staff at the 19<sup>th</sup> floor reception desk can assist you with. Feel free to bring reams of paper for large quantity of copies and our staff will assist you.

## USE OF SPACE

All guests and attendees need to remain within the space reserved and can ask for assistance at the 19th floor reception area. Please inform all attendees and guests they will need to present a photo ID to access the elevators leading to our floors.

## CODE OF CONDUCT

- **The code of conduct for visitors and guests** is designed to promote and preserve a safe environment for the SLU community. All event participants are expected to behave in accordance with professional standards. Failure to obey any of the policies and/or procedures will result in a six to twelve-month probation period. Depending on the severity of the issue this will result an immediate

## DAMAGES

- **Any damages caused by event is the responsibility of the user** and will result in charges and/or replacement of all damaged items.
- **Please do not tape items to the walls, partitions and/or boards.**

## **OTHER IMPORTANT INFORMATION**

- **Conference room** door must remain closed during use.
- **Lobby area** is only for all of our guests and students to use, and cannot be used as an additional meeting area or lunch room.
- **Hallway areas** need to remain clear at all times and noise level at a minimum.
- **Pantry area** is for SLU staff and SLU student use only. A request must be submitted for use of the pantry.
- **Terrace area** is for SLU staff and SLU student use only. A request must be submitted for use of the terrace.
- **Cell phone use** is only permitted by elevator areas.
- **Restrooms** are to remain tidy throughout the course of your reservation
- **Food/catering** needs to be signed by someone from the team reserving space and remain within the space reserved at all times. Left overs can be left for the SLU community at the 19<sup>th</sup> floor lobby area.
- **Facility concerns** can be reported to [Facilities@slu.cuny.edu](mailto:Facilities@slu.cuny.edu)
- **For any issues or concerns**, please contact the front desk for immediate assistance.
- **For medical emergencies and other incidents** please call 911, inform the security officer on the floor, and inform SLU staff at the 19<sup>th</sup> floor reception desk. We will work with building staff to ensure that the situation is dealt with in a timely fashion.
- **Kindly notify us if any attendees require accommodations due to disabilities for any events.**

## **IMMEDIATELY AFTER THE EVENT**

- **Emergencies/incidents** should be filed with SLU staff. Please fill out the Incident Report form found at the back of *Emergency Procedures Guest Handbook* (a copy of which has been provided with these guidelines). Report should be given to your main SLU staff contact or left with reception on the 19<sup>th</sup> floor.
- **TRASH** needs to be removed from the space, tied up, and placed by freight elevator, located adjacent to entrance elevators of the floor you were using.
- **REMOVE ALL SUPPLIES** from the space reserved, pack them in the boxes they were shipped, and have them picked up after your event, or on the following business day.
- **CATERERS** need to pick up coffee/water urns and any other catering supplies on the day of the event or the next business day.

**PROGRAM/EVENT COORDINATORS:** Please inform all guests, students, and/or faculty of these guidelines and ensure that the group on whose behalf you have reserved this space adheres to them.

## **CUNY STUDENTS**

CUNY Students attending your event are welcome to use the student lab on the 19<sup>th</sup> floor for their research, but cannot print from our facility. Use of the lab is pending availability with priority given to SLU students.



RESERVATION AGREEMENT

NAME: \_\_\_\_\_  
ORGANIZATION \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_  
FAX #: \_\_\_\_\_

I \_\_\_\_\_, from the organization listed above, have received and  
(Print First and Last Name)

read the Reservation Guidelines for reserving space at the CUNY School of Labor and Urban Studies. I fully understand and agree to the terms and conditions for reserving spacing as listed on the Reservation Guidelines and agree to any administrative fees this may incur.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THE GRADUATE CENTER/CUNY  
OFFICE OF SECURITY & PUBLIC SAFETY**

**LABOR DISTURBANCE & STRIKE PLAN**

**1. INTRODUCTION**

In any labor dispute, the main function of the Office of Security & Public Safety is to prevent injury and property damage, maintain order and preserve the integrity of the work site for resumption of normal activities after the strike ends. This is accomplished through the proper planning and deployment of security resources and prompt response to security related incidents.

**2. MISSION**

The mission of the Graduate Center Office of Security & Public Safety during a strike is:

- A. To prevent or restrain acts of physical violence by or against any person on Graduate Center property.
- B. To protect the Graduate Center against destruction or damage and classified information against compromise.
- C. To discharge all normal functions of the regular security operation.

**3. PRE-STRIKE PLANNING**

- A. Review all existing plans and procedures on handling threats, confrontations, bomb threats, fire protection and first aid.
- B. Train a sufficient number of personnel in the performance of each security function to ensure the availability of functional personnel at all times.
- C. Determine which entrances will be used and develop an initial staffing plan for each.
- D. Arrange with contract guard service for additional officers as needed.
- E. Inventory and evaluate all available communications resources. Ensure availability of cellular telephones for off-campus communication or in the event of a communication disruption.
- F. Inventory security equipment including bullhorns, flashlights, batteries, video tapes and first aid equipment. Acquire supplemental equipment if necessary.
- G. Ensure that emergency contact lists are up to date.
- H. Meet with NYPL and Oxford University Press to discuss security protection plan of shared condo space.
- I. Maintain liaison with NYPD.

#### **4. BUILDING & PROPERTY PROTECTION**

- A. Inspect the locking mechanisms on all perimeter doors, roof doors and doors to condo freight elevators. Be prepared to change cores as needed.
- B. Inspect the locking mechanisms on areas critical to building operations including computer rooms, telephone closets, mechanical rooms, security console room, etc. Be prepared to change cores/make repairs as needed.
- C. Ensure that an adequate stock of replacement lock cylinders, cores and operating keys for non-striking personnel is available. Designate personnel to change cylinders or cores on command.
- D. Inspect any perimeter lighting, including city streetlights, to ensure that lights function and provide adequate illumination. Notify appropriate city agency if streetlights are in need of repair.
- E. Test intrusion alarms immediately, especially on perimeter doors, and set a schedule for frequent tests.
- F. Test CCTV cameras, especially those that cover the perimeter and condo freight elevator.
- G. Review electronic security access and be prepared to invalidate the access authorization of striking employees.
- H. Request that Facilities personnel remove any debris outside of the building that can be picked up and thrown.

#### **5. FIRE PROTECTION**

During a strike, there is a greater than usual likelihood of fires and other emergency situations. The assignment of personnel to unfamiliar or unusual tasks can produce accidents or fires. Sabotage is also a distinct possibility.

- A. Check automatic sprinkler system for closed valves and other unsafe conditions.
- B. Check all fire extinguishers. Refill or replace if necessary.
- C. Check housekeeping and report any accumulations of trash.
- D. Ensure that fire exits are unlocked and clear of obstruction.
- E. Isolate and protect all flammable materials where possible.
- F. Secure all supplies of toxic and other noxious substances.
- G. Distribute fire safety literature to fire wardens and the Graduate Center community.

#### **6. RECORDS PROTECTION**

- A. Ensure that vital records are stored in fire-resistive containers.
- B. Recommend that the storage of duplicate records and data media be at a secure off-site facility.

## 7. SECURITY OPERATIONS DURING STRIKE

- A. Plan all tactics in detail and coordinate with legal counsel before execution.
- B. Keep in contact with NYPD. NYPD will be responsible for policing picket lines outside the building.
- C. Maintain a log of all incidents and all security actions.
- D. Sergeants, Asst. Directors and the Director will be informed of all strike-related incidents. The Director or Asst. Director will inform the VP for Finance & Administration and the Office of Public Affairs & Publications.
- E. Patrol perimeter corridors, B Stair, roof doors, building exterior and critical building operation areas on a frequent but irregular basis.
- F. Verify functionality of CCTV, intrusion alarms and Class E fire alarm system at the start of each tour.
- G. Verify the security of each perimeter door not in use at the start of each tour.
- H. Verify the functionality of all exterior lighting on evening and night tours.
- I. Maintain security force presence at each entry door in an effort to prevent unauthorized entry or trespass.
- J. Identify all persons entering the building in an effort to prevent unauthorized entry or trespass.
- K. Protect high security areas with additional personnel as need.
- L. Maintain a reserve security force to dispatch to trouble spots.
- M. The primary security function during the strike is the prevention of violence and the protection of property. In the event that violence occurs in the building, NYPD will be called immediately. If it is necessary for Security & Public Safety personnel to take action to protect themselves or others, the minimum force necessary will be used to prevent or restrain violence. CUNY Security Instruction #26 (General Policy-Use of Force) will be followed.**



**THE GRADUATE CENTER/CUNY  
OFFICE OF SECURITY & PUBLIC SAFETY**

**BUILDING TAKEOVER PROCEDURE**

**I. PRE-TAKEOVER PHASE**

CUNY history has taught us that building takeovers are usually preceded by periods of protest and demonstration over various issues. It is important that the college takes full advantage of this small window of opportunity in order to protect the building and college operations. Upon the first indication of campus unrest the following will be done:

**A. Policy/Procedure Review**

1. Review all existing plans and procedures on handling threats, confrontations, bomb threats, fire protection and first aid.
2. Ensure that access control policy that requires ID presentation is being strictly enforced.
3. Review the following options with Administration and CUNY Legal Affairs:
  - Time, Place and Manner of Protests
  - Acceptable Time Period and Deadlines for Takeover
  - Arrest Policy and Procedures
  - Use of Safe Team
  - Calling NYPD
  - Building Service (Electrical & HVAC) Shutdown
  - Phone Service Deactivation
  - Elevator Curtailment
  - Information Resources Protection
  - Denial of Protester Entry and Re-entry
  - Food Delivery Prohibition
  - Media Relations
  - Re-taking of Building by Security & Public Safety Personnel
4. Review the various options and tactics to be followed in the event of a takeover with Security & Public Safety personnel.

**B. Communication**

1. Communicate with other CUNY campuses to see if there are similar protests at their institutions. Demonstrations and takeovers often spread from campus to campus.

2. Inventory and evaluate all available communications resources. Ensure availability of cellular telephones for off-campus communication or in the event of a communications disruption.
3. Instruct The Graduate Center community to lock desks and cabinets, remove valuables from desks, password protect computers and back-up computer files.
4. Meet with NYPL and Oxford University Press to discuss security of shared condo space.

### **C. Building Protection**

1. Review staffing availability and requirements. Arrange with contract guard service for additional officers as needed.
2. Inventory security equipment including bullhorns, flashlights, batteries, videotapes, bolt cutters and first aid equipment. Acquire supplemental equipment if necessary.
3. Ensure that an adequate stock of replacement lock cylinders, cores and operating keys is available
4. Inspect the locking mechanisms on all perimeter doors, roof doors and doors to condo freight elevators. Be prepared to change cores as needed.
5. Identify key building operations areas including but not limited to electrical closets, telecommunications closets, mechanical spaces, mainframe rooms, security console room, CUNY TV and various administrative offices. Inspect locking mechanisms and be prepared to change cores and make repairs as needed.
6. Test intrusion alarm and CCTV system. Review electronic security access and be prepared to change access parameters or invalidate access authorization.

### **D. Fire Protection**

1. Test fire alarm system, public address system and elevator recall.
2. Conduct fire safety inspection ensuring that all sprinkler system valves are open.
3. Check and if necessary, refill or replace fire extinguishers.
4. Ensure that fire exits are clear of obstruction.

## **II. TAKEOVER PHASE**

When a building takeover takes place, Security & Public Safety personnel on duty will do the following:

### **A. Notification**

1. Prior to making notifications, the officers on duty will attempt to ascertain the following:
  - Is there any danger to persons or property?
  - Who are the protesters (GC students, other CUNY students, non-students)?
  - How many participants?
  - What is the identity of the leaders?

- Why are they protesting, what are their demands?
  - Are news media on the scene?
2. Officers on duty will notify the Director and Asst. Directors of Security & Public Safety immediately.
  3. Director and Asst. Director will respond to The Graduate Center as soon as possible.
  4. The following college administrators will be notified by the Director or Asst. Director:
    - President
    - Provost
    - VP for Administration & Finance
    - VP for Student Affairs
    - Director of Public Affairs & Publications
    - VP for Information Resources
    - Director of Facilities Services & Campus Planning
  5. Director or Asst. Director will notify University Director of Security & Public Safety.
  6. The Director or Asst. Director will evaluate present staffing and may order additional personnel to respond if needed.

## **B. Officer Action**

1. Officers on duty will inform persons taking over building that their presence is not authorized, they will be subject to disciplinary proceedings and they may be arrested (see attached Notice of Violation of Henderson Rules, Notice of Trespass and Arrest Warnings).
2. If persons involved in takeover are violent toward Security & Public Safety personnel or others, they will be arrested. **NYPD WILL BE CALLED BY AN OFFICER ONLY IF THERE IS VIOLENCE.** If it is necessary for Security & Public Safety personnel to take action to protect themselves or others, the minimum force necessary will be used to prevent or restrain violence. CUNY Security Instruction #26 (General Policy-Use of Force) will be followed.
3. Chains or other barriers may be cut or taken down in an effort to ensure fire safety.
4. Officers will not surrender keys or radios.
5. The Security Console Room will be kept locked at all times and will not be opened during a protest or takeover for any reason unless directed by the Director or Asst. Director.
6. Officers will not accept any order by those taking over the building to leave the college or remain in any one place. If those involved in the takeover attempt to touch an officer they will be advised that it is a criminal act and will be subject to arrest. 911 will be called.
7. Any protester that leaves will not be readmitted unless authorized by the Director or Asst. Director.
8. Food or other deliveries will not be permitted unless authorized by the Director or Asst. Director.

9. No officer will promise any protester that he/she will not be arrested or that charges will not be filed.

### **C. Documentation**

1. Attempts will be made to identify those persons who participated in the building takeover. Attempts may include the use of video or still cameras.
2. Any damage to the building or college property will be documented.
3. A log of all incidents and security actions will be made.

## **III. POST TAKEOVER PHASE**

1. At the completion of the building takeover the Office of Security & Public Safety will attempt to document any damage to the building or college property.
2. The Graduate Center community will be instructed to inventory their offices upon reentry and report any missing or damaged property to the Office of Security & Public Safety. Damage and theft reports will be prepared for all incidents.
3. Fire safety systems, intrusion alarm systems, CCTV cameras, elevators, etc. will be tested and restored to proper working order.
4. All log book entries, memo book entries, CUNY Security Incident Reports, still photographs and video tapes will be compiled, reviewed and turned over to the college administration.
5. All Security & Public Safety personnel will be made available for any subsequent disciplinary hearings or criminal court cases.

## APPENDIX A - ARREST WARNINGS & NOTICE OF VIOLATION

### 1. Notice of Violation of Henderson Rules

Your occupation of The Graduate Center is denying access to the students, faculty and staff and is a violation of the CUNY Rules and Regulations for the Maintenance of Public Order pursuant to Article 129-A of the New York State Education Law adopted as policy by the City University of New York Board of Trustees, and in effect at the Graduate Center (the Henderson Rules). If you do not leave the building you will be subject to student disciplinary procedures in accordance with Section 15.3 of the CUNY By-Laws. If found guilty, you could be expelled.

### 2. Arrest Warnings (Disorderly Conduct)

- The person in authority and control of premises shall identify him/herself by name and title to the person(s) being arrested. The following will be stated:

*"You are (obstructing vehicular or pedestrian traffic; creating a hazardous physically offensive condition; making unreasonable noise; etc.) If you immediately stop (state elements of the crime) voluntarily you will not be arrested. If you do not immediately stop (state elements of the crime), you will be arrested and charged with disorderly conduct."*

- The offender should be given an opportunity to discontinue the offensive conduct. Then state the following:

*"Because you have refused to stop (state elements of the crime), I am now ordering your arrest."*

- The peace officer to arrest the offender should then state:

*"You have been advised by (name) to stop (state elements of the crime). Because you have refused to do so, you are being arrested for disorderly conduct. If you resist or must be carried you will also be charged with resisting arrest."*

### 3. Arrest Warnings (Trespass)

- The person in authority and control of premises shall identify him/herself by name and title to the person(s) being arrested. The following will be stated:

*"You are occupying these premises unlawfully and without permission. You are hereby directed to leave this facility. If you leave voluntarily, you will not be arrested. If you do not immediately leave voluntarily, you will be arrested and charged with criminal trespass."*

- The trespasser(s) should be given an opportunity to leave. If the trespasser(s) does/do not leave, the person in authority and control of premises should state:

*"Because you have refused to leave the facility, I am now ordering your arrest."*

- The peace officer to arrest the offender should then state:

*"You have been advised by (name) to vacate this facility. Because you have refused to do so, you are being arrested for criminal trespass. If you resist or must be carried you will also be charged with resisting arrest."*

**GUIDELINES FOR RESPONDING TO DEMONSTRATIONS**

INSTRUCTION NO: 25.0

DATE ISSUED: 05-01-96

DATE EFFECTIVE: 05-01-96

REVISION NO: 01 (11-01-97)

PAGE: 1 of 2

**I. INTRODUCTION**

This instruction provides guidelines to the members of The City University of New York Public Safety Department responding to spontaneous demonstrations occurring on or near a campus.

The role of the Public Safety Department during these events is to:

- Ensure the immediate safety of people and property within the affected area.
- Gather information concerning the purpose of the demonstration and the identities of the leaders.
- Relay the information to the appropriate college authorities in a timely manner.
- If on campus, isolate and contain the demonstration pending the arrival of the appropriate college officials.

**II. PROCEDURES**

- A. In an effort to accomplish the above objectives, College Public Safety Directors will ensure that local procedures and/or guidelines are clearly established or defined regarding the following:
1. Enforcement of college policies regarding demonstrations on campus.
  2. Chain of command in assuming responsibility for reacting to demonstrations on campus including establishing a chain-of-command during joint operations involving University-level administrators or public safety personnel, and/or outside agencies.
  3. Defining emergencies and the specific circumstances under which requests for outside assistance are to be made (e.g. S.A.F.E. Team, NYPD, FDNY, and EMS).
  4. Maintaining a liaison with local police and other outside agencies to plan and coordinate responses to emergencies on campus to include designating an off campus mobilization/marshaling site for the agencies to rendezvous.
  5. Maintaining current mobilization alert roster of all public safety personnel.

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6. Designating alternate reporting sites during the "TAKEOVER" of key buildings or locations on campus, to avoid or minimize disruption of college functions.
  7. Establishing arrest /transporting procedures for people taken into custody.
- B. Defining the duties and responsibilities of public safety personnel during demonstrations to include:
1. First member of public safety on the scene.
  2. Supervisor/Tour Commander duties.
  3. Response and immediate assessment of situation.
  4. Making all necessary assignments to safeguard people and property and maintaining control of key locations on campus (e.g. Public Safety Office, Administration Buildings).
  5. Making notifications as required by local public safety policies.
  6. Establishing a temporary headquarters at the scene with essential equipment and supplies, if necessary.
  7. Controlling crowds and vehicular and pedestrian traffic.
  8. Maintaining communications with college officials and other responding agencies.

The above guidelines are not intended to be construed as an all inclusive listing of factors that are to be considered when establishing local policies and procedures for responding to demonstrations on campus. These guidelines are to be used by the Directors of Public Safety as a basis for establishing an operations plan for demonstrations which conforms to the college rules and regulations that are presently in place at their respective campuses.

## Protest and Demonstration Preparedness

Protests and demonstrations are a natural part of university life, reflecting the diverse views and vibrant engagement of the academic community. Effectively managing these events requires a balance between upholding free speech and maintaining public safety and order. This guide outlines recommendations for City University of New York presidents and chiefs regarding protests and demonstrations. The following guidance should be followed when preparing and planning, coordinated actions during the protest, and post-protest actions:

### Preparation and Planning

#### 1. Establish Clear Policies:

- Develop and regularly update policies on protests and demonstrations.
- Ensure these policies comply with legal standards and protect free speech rights.
- Communicate policies to the campus community through multiple channels.
- Policies must be consistent and equally applied to all constituents.
- Make sure guidance and response materials are readily available and accessible to faculty, staff and students.
- Make it clear that encampments are not permitted.

#### 2. Build Relationships:

- Foster open lines of communication with student groups, faculty, and staff.
- Establish a liaison office or committee to facilitate dialogue between administration and campus organizations.
- Communicate with local law enforcement or other first responder agencies as appropriate of scheduled events or protests, in case they are subsequently needed and/or requested to assist.

#### 3. Training and Education:

- Provide regular training for campus public safety, staff, and administrators on de-escalation techniques and respectful engagement.
- Educate the campus community about their rights and responsibilities regarding the exercise of their rights.

#### 4. Crisis Management Plan:

- Develop and maintain a comprehensive crisis management plan that includes scenarios involving protests and demonstrations.
- Campus Leadership and Public Safety Officials should be knowledgeable of current policies and prepared to mitigate crisis in accordance with:
  - CUNY's Emergency Operations Plan and applicable Annexes
  - CUNY's Rules for Maintenance of Public Order
  - Memorandum of Understanding (MOU) between CUNY and NYPD
  - The City University of New York Public Safety Department Operations Guide
  - University Guidance or Protocols Specific for conditions, events, and/or incidents
- Secure buildings and facilities that are not in use, rooftops, and other vantage points as applicable.
- Conduct preventive patrol checks to ensure entry control points and locking mechanisms are not easily breached.



- Perform regular drills and tabletop exercises to ensure readiness.
5. Resources:
- Additional Staffing Resources Available
    - Officer Deployments from other campuses as authorized by the University Executive Director of Public Safety
    - Contingency Contract Security Guard Services (Central Public Safety Assets)
    - Contract Security Guard Service Contracts (Active Campus Contracts)
    - CUNY-Local Law Enforcement MOU
  - Additional Facility Resources
    - Physical Infrastructure Assessment Team (Facilities Management Planning & Construction)
    - Special Equipment (Construction, Industrial Trucks, Debris Removal)
    - Fire Safety & EMT Support (Building Operations, Public Safety, & First Responder Agencies)
    - Emergency Support Contractors (e.g., event management, fencing, barricades, plumbing, various staging equipment)
    - Facility shutdown teams from other campuses

### **During Protests or Demonstrations**

1. Communication:
  - Maintain open and transparent communication with protest or demonstration organizers.
  - Use the CUNYAlert system, social media, and other communication tools as appropriate to inform the campus about ongoing events and safety measures.
  - Establish an Incident Command System (ICS) as appropriate.
  - Maintain regular status and/or information updates with the Chancellery (the Chancellor's Office, EVC and Chief Operating Officer, and SVC and General Counsel), Campus Incident Command Authorities, Campus Public Safety, Office of the University Executive Director of Public Safety, and the Office of the University for Environmental Health, Safety and Risk Management.
2. Supportive Presence:
  - Ensure that campus public safety is visible but not intimidating. Their role should be to ensure safety and facilitate the protest, not to suppress it.
  - When protesters and counter-protesters are both present, establish safe distance between groups to prevent confrontation and provide security personnel on both sides to prevent perception of biased protection measures.
  - Provide necessary resources such as first aid, water, and restrooms to ensure the well-being of participants.
3. Respect and Engagement:
  - Approach the protest with a respectful and empathetic attitude.
  - If appropriate, consider meeting with protest leaders to listen to their concerns and show that the administration is engaged and responsive.
4. Safety and Security:
  - Prioritize the safety of all participants, bystanders, and campus property.
  - Use de-escalation techniques to handle any potential conflicts or disruptions.
  - Be prepared to call in additional resources if the situation escalates beyond the capacity of campus public safety.

## 5. Operations:

- Campus Leadership and Incident Commanders are responsible for ensuring that changing conditions are immediately reported to the Chancellery (the Chancellor's Office, EVC and Chief Operating Officer, and SVC and General Counsel), Public Safety Units and local law enforcement or other first responder units, as necessary.
- Most demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-destructive.
- At the first sign of a demonstration, Public Safety will be notified and will initiate incident management.
  - The Incident Commander (IC) for this incident will determine whether the demonstration should be disrupted.
  - Generally, peaceful, non-destructive demonstrations should not be disrupted. Efforts should be made to conduct University business as usual.
- Demonstrations should be disrupted if one or more of the following conditions exist:
  - Interference with the normal operations of CUNY.
  - **Attempts to erect encampments on CUNY Premises.**
  - Prevention of access to office, buildings, or other CUNY facilities; and
  - Immediate threat of physical harm to persons or damage to CUNY facilities
- If none of these conditions exists, the IC for this incident uses the following procedure for peaceful and non-obstructive demonstrations:
  1. Direct personnel to secure perimeter doors and elevators.
  2. Direct occupants and employees to avoid interaction with demonstrators, opening any secured doors, and to be aware of strangers and report to Public Safety.
  3. Determine who the demonstrators are.
  4. Negotiate a meeting with the demonstrators.
  5. Allow the demonstration to occur the event continues to be peaceful and non-obstructive.
  6. Continually monitor the demonstration for interference with normal operations, obstruction of access to CUNY buildings, or threats of physical harm to persons or damage to CUNY facilities, and if any of these conditions exist, follow the procedure below.
- If any of the conditions exist that warrant disruption of the demonstration, the IC for this incident utilizes the following procedure in addition to the six steps provided above for peaceful demonstrations:
  - Request assistance from Public Safety and brief them on the situation.
  - Gather injury information.
  - Authorized statements on behalf of CUNY are made to the demonstrators as warranted.
- The following statement will be made as a directive to terminate a demonstration without local law enforcement intervention:
  - (Identify Self) "This demonstration and the conduct of each participant are disrupting the operations of the University. You are directed to terminate this demonstration. If you have not done so within 15 minutes, we will take whatever measures are necessary to restore order, including calling for local law enforcement intervention. Any person who continues to participate in this demonstration is subject to arrest."
- The following statement will be made as a directive to immediately terminate a demonstration with local law enforcement intervention:
  - (Identify Self) "You have previously been directed to terminate this demonstration. Local law enforcement will now disperse this demonstration. Those who fail to leave immediately will be subject to arrest."

## Post-Protest Actions

### 1. Debrief and Review:

- Conduct a thorough debrief with key stakeholders, including protest organizers, campus public safety, and administrators.
- Evaluate the response to identify strengths and areas for improvement.

### 2. Follow-Up Communication:

- Communicate with the campus community to address the outcomes of the protest.
- Provide updates on any actions taken in response to the protestors' concerns.

### 3. Continued Engagement:


- Continue dialogue with protest organizers and affected groups.
- Work collaboratively to address legitimate concerns and grievances raised during the protest.


### 4. Policy Review:

- Regularly review and update protest policies based on feedback and lessons learned.
- Ensure that changes are communicated effectively to the entire campus community.
- All applicable plans and policies should be readily available and easily accessible in the established Command Center for operational reference.

## Campus – Civil Disturbance Template

### Update Message



Send Email Threat to Life 



Full Priority 

TITLE Use a message template

CC Email Alert - Central Office - @land Type - @college Type - @college Type - @college Type


TEXT

 Use custom SMS message 

 Use custom Email, Everbridge Mobile App message 

SMS Text, Fax, Page, Text to Speech Conversation


CC Email Alert - Central Office - @land Type - @college Type - @college Type

Characters remaining: 7200 Fax: 115 SMS: 11 Estimated Auto Message 



Use the Everbridge Mobile App Switch to New Text Editor Expand Clear Content

This is a message from the CUVA Alert System to advise you that due to a civil disturbance, protest, demonstration or unexpected event(s), scheduled functions/activities for the (building name or campus location) have been suspended or amended/moved to another location and further notice.


To a student remains away from this area of the campus until further notice. Additional updates on the operating status of the building name or campus location will be sent via the CUVA Alert System and are posted on the college web page at [www.cuva.edu](http://www.cuva.edu).

 Remember to select at least one email delivery method for this notification.

SPEECH

 Text to speech 

with a user recording

 Use a user recording

The City University of New York Office of the Chancellor

535 East 80 Street, New York, N.Y. 10021  
212/794-5311



March 24, 1992

To: College Presidents  
From: W. Ann Reynolds *W. Ann Reynolds*  
Subject: Security Policies and Procedures

Attached you will find a memorandum of understanding between The City University of New York and the New York City Police Department (NYPD) regarding the circumstances under which the police may enter CUNY facilities. In non-emergency situations, the police will enter the campus only with the approval of a designated college official. In emergency situations, the police may enter the campus on their own authority, but will advise the college as soon as possible.

The CUNY/NYPD memorandum includes a provision for the University to maintain a list of college and University officials authorized to request police assistance in non-emergency situations. Your designees should be limited generally to a few senior executives and security staff members. The attached form should be completed, signed, and returned to Mr. Jose Elique, University Security Director.

The NYPD has asked that, in campus protest situations in which there is no immediate danger to personal safety or property, the Central Office coordinate requests for police assistance. As you know, such assistance can take a variety of forms. I ask, therefore, that you or your designee contact me, the Deputy Chancellor, the University Security Director, the Vice Chancellor for Legal Affairs, or the Vice Chancellor for Student Affairs if police assistance is needed to respond to a protest situation. The Central Office will be in direct communication with senior police officials.

I have also attached a copy of the Board policy and updated guidelines regarding police intervention in connection with peaceful campus protests. The Board policy addresses the intra-CUNY consultation needed prior to seeking police assistance. The policy does not apply in non-protest situations or cases of immediate danger to personal safety or to property.

MEMORANDUM OF UNDERSTANDING REGARDING POLICE  
RESPONSE TO INCIDENTS AND EVENTS OCCURRING  
AT THE CITY UNIVERSITY OF NEW YORK

The New York City Police Department ("NYPD") and The City University of New York ("CUNY") hereby agree as follows:

Purpose

NYPD and CUNY wish to develop a mutual understanding regarding the circumstances under which NYPD personnel shall enter upon CUNY campuses, buildings and other property. This agreement is intended to cover all circumstances that might require a police presence or response, including emergencies, reports of crimes occurring on CUNY property, enforcement of criminal laws, arrests of persons suspected of committing crimes, and other events or occurrences which, in the judgment of CUNY officials, require NYPD expertise or assistance.

1. Emergencies

(a) Whenever the police receive a report from any person that an emergency involving danger or potential injury exists or may exist on a CUNY campus, building or other property, the police, preferably a police supervisor, may enter CUNY property or facilities for the purpose of investigating the report of the emergency. Concurrent with such police response and before entering college facilities, the NYPD will, if possible, attempt to contact the college security office to verify the report.

(b) The necessity for and nature of the police response to the reported emergency shall be assessed by the police official at the site supervising the emergency response. CUNY officials and employees shall cooperate with NYPD officials in the assessment and response to a reported emergency.

(c) NYPD personnel will enter upon CUNY campuses, buildings or other property to investigate reported emergencies, whether the report of the emergency is made by a CUNY official, employee, or student, or by a person who is not affiliated with CUNY, or becomes otherwise known to the NYPD.

(d) Whenever the NYPD enters CUNY property to respond to an emergency reported by any person other than the college president or designated college official, NYPD personnel will advise the college president or college security office of the nature of the reported emergency as soon as possible.

(e) The terms "emergency" and "reported emergency" shall include the ordinary meaning of those terms, but shall also include any circumstances in which there is the potential for injury to any person or substantial damage to or loss of property.

## 2. Non-emergency Response

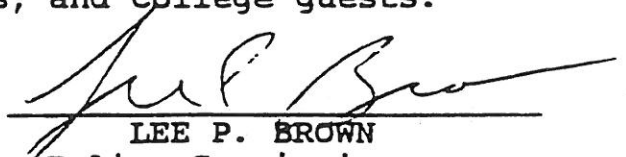
(a) In non-emergency circumstances, NYPD personnel shall enter upon CUNY campuses, buildings and other property only upon the request or approval of a CUNY official designated by CUNY as having authority to make such a request.

(b) Non-emergency circumstance shall include any situation which in the judgment of the college president or designated college official does not constitute an immediate danger to persons or substantial damage to or loss of property or require immediate police assistance, such as the report of a past crime (except for the immediate preservation of a crime scene), a peaceful and lawful demonstration, a campus event or the like.

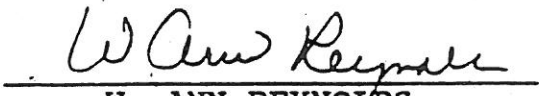
(c) The Chancellor, through the Office of the University Security Director, shall provide and maintain for the NYPD a listing of all designated persons at each campus authorized to request an NYPD presence or response to a non-emergency circumstance. It shall be assumed, however, that the Chancellor, the vice chancellors, the college presidents, vice presidents, and the University and college security directors have such authority. CUNY shall, on a regular basis, update the listing provided to NYPD, so that it is clear to CUNY and police officials which CUNY officials are authorized to request police assistance.

(d) NYPD shall have complete discretion in non-emergency circumstances not to enter a CUNY campus, building or other property as requested by the college. This paragraph and agreement is not intended to establish and should not be construed as establishing, for liability purposes, a special relationship between NYPD and CUNY, CUNY officials, employees, students, and college guests.

DATED:

  
\_\_\_\_\_  
LEE P. BROWN  
Police Commissioner  
City of New York

DATED: March 6, 1992

  
\_\_\_\_\_  
W. ANN REYNOLDS  
Chancellor  
The City University of New York