

# Lancaster Road Gatehouse

## Staffing Guidelines and Community Members and Visitors Expectations

### Overview

The Drew University gatehouse located on Lancaster Road is an important part of the Department of Campus Security's campus presence. It provides a central location for our security department and is known by our student body, faculty, and staff of the University. It may also be the first interaction that a prospective student, their family member, or the general public may encounter when they enter campus. The gatehouse is maintained and staffed in a professional and courteous manner through our security partner, SSC.

### Driving to the Gatehouse

When driving to the gatehouse on Lancaster Road, you will be met by an SSC officer. The officer will review your vehicle for a Drew parking permit and may request to see your Drew ID. Those vehicles not displaying an active parking decal will be required to give specific information as to what their business is on campus. For visitors, the officer will be able to offer directions and or instructions to various buildings or events on campus.

After 10:00 pm, the SSC security officer in the gatehouse will stop vehicles and request for identification for those entering the campus, when all other drive-on access to the campus is limited. Any Drew student having a guest stay on campus after hours will be required to complete the Guest Form and meet their guest at the gatehouse to obtain a temporary parking permit for their guest's vehicle. At that time, the Drew student will be required to show their Drew identification. The fee for the temporary parking permit will be charged to the Drew University student's account.

Overtime, the SSC officers will become familiar with certain faculty, staff, and students, and has the discretion to allow these vehicles to enter the campus without showing their identification. Due to current campus or other conditions, there may be times that an officer will ask for identification at any time, even if a person may normally enter through campus without having to show their identification.

### Other Duties

The gatehouse officer also serves as a primary person to answer security and general University phone calls, dispatch security or Residence Life personnel to respond to a campus concern, contact and assist off-campus emergency services, and answer LiveSafe notifications.

### Training

The SSC officers are trained in CPR and first aid and must be certified through the State of NJ with a SORA license. They are trained on campus for specific roles and participate in monthly trainings that are combined with our partner staff at Saint Elizabeth University.

### Questions

If you have any questions, or would like to discuss anything, you can reach out to Richard Wall, Director of Campus Security at [rwall@drew.edu](mailto:rwall@drew.edu).