



**Procedure 121-01 Campus Law Enforcement
and Reporting Criminal Actions and Emergencies**
Sponsor: Business and Administrative Services

Purpose

The purpose of this procedure is to ensure reporting of criminal activities and other emergencies to College Security Authorities and/or local law enforcement agencies.

Definitions

None

Procedure

Campus Security is responsible for establishing a process through which information related to criminal activity and other emergencies may be reported to any Campus Security Authority.

Although all persons are strongly encouraged to report such activity, reporting by employees is required.

Information reported to Campus Security will be maintained and disseminated as requested, but no less than yearly in the Annual Campus Crime Report, as long as release of that information does not jeopardize an investigation or confidentiality of a victim.

Timely warnings with information about an incident that poses an immediate threat to the safety of persons present on a campus will be issued immediately.

Student Affairs, in cooperation with the Chief of College Security and the Executive Director of Human Resources, will coordinate crime prevention presentations and distribute brochures as needed to educate the College community in techniques of preventing crime.

References

Section 668 of the Jeanne Clery Act, Requirement 24 of the Student Assistance General Provisions

Procedure History

09/2002	New
6/20/2006	Revised
08/21/2007	Revised
02/19/2010	Reformatted
07/02/2025	Revised Sponsor from Facilities and Security to Business and Administrative Services

Legal Review

None