

## **POLICY MEMORANDUM**

**No. III-55**

### **Reporting of Incidents Occurring on University Property**

#### **1. GENERAL GUIDELINES**

The purpose of this policy is to outline the principles that guide campus decisions pertaining to the reporting of incidents occurring on Missouri University of Science and Technology (Missouri S&T) property, and to meet federal guidelines under the Crime Awareness and Campus Security Act.

The University endeavors to provide a safe and secure environment for students, employees, and campus visitors. Therefore, the reporting of crime to the University police should be done in a consistent and reliable manner. This will help assure students, parents, and interested citizens that a desirable environment exists in which educational opportunities can be found and where appropriate learning takes place.

#### **2. UNIVERSITY POLICE**

The mission of the University police is to support the academic community in fulfilling its commitment to teaching, research and service. The responsibilities of the University police, as set forth in Chapter 172, Missouri Revised Statutes, are:

"To protect and preserve peace and good order in the public buildings and upon the campuses, grounds, over which they may have charge and controls."

Chapter 172 also provides University police with:

"The same power to maintain order, preserve the peace, and make arrests as is now held by police officers."

#### **3. UNIVERSITY POLICE TO BE NOTIFIED OF INCIDENTS**

The University police department is to be notified as soon as practical of incidents involving alleged violation of state statutes that occur on campus property and other circumstances requiring police service, including health or safety emergencies.

The University police shall be responsible for the maintenance of peace and order and the investigation of crimes occurring on University property. To help insure that this is accomplished, the campus community must report incidents in a timely manner.

The University police department shall attempt to monitor and record, in cooperation with local police agencies, criminal activity at off-campus student organizations which are recognized by Missouri S&T and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities.

#### **4. SECURITY OF CAMPUS FACILITIES**

Basic accountability for the security of facilities rests with each campus department. Areas of responsibility include, but are not limited to, interior and exterior entryways, exits, windows, and items of value within the department.

A particularly sensitive area in building control is the issuance of keys by departments to faculty, staff, and students. Department key issuance and control shall comply with guidelines set forth in [UM Business Policy 404](#).

Buildings shall be secured during evening hours at the earliest reasonable time. Any facility open for an extended period after normal operating hours shall require a permit for the specified hours it is to remain open.

During the academic year when residence halls are open, those halls shall be secured during the evening hours according to housing department regulations. Faculty, staff, and students are encouraged to prevent access by unauthorized personnel, in both residence halls and other campus buildings, by verifying that any door entered or exited has been closed and locked.

Problems involving maintenance of campus facilities, (such as broken locks, windows, doors, etc.) require reporting the situation as soon as possibly to the physical facilities department, who shall respond in a timely manner.

#### **5. NOTIFICATION OF LOCAL LAW ENFORCEMENT AGENCIES**

Local law enforcement agencies (i.e., Rolla police department, Phelps County sheriff's office, State highway patrol) are routinely notified of violations of law and other incidents occurring on campus that appear to affect off-campus communities.

The director of University police or designated representative will act as liaison between the University and local law enforcement agencies and make the determination as to when these agencies should be notified of an incident occurring on campus.

When local law enforcement agencies and university police are jointly involved with University personnel or property in any manner, university police shall always act in the best interest of the University, its students, and employees.

## 6. RELEASE OF INFORMATION INVOLVING POLICE REPORTS

The campus community will be provided, through campus media, with reports of crimes considered to be a threat to students and employees. In addition, when the threat is considered to be more immediate than the publication dates of available media, special timely "Crime Alert" notices utilizing either e-mail notification or bulletins will be posted on common area bulletin boards on campus and in campus buildings and/or approved university housing units. Those crimes considered to be a threat include murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson.

Police reports involving criminal activity will be turned over to the county prosecutor for his/her disposition. The director of university police shall review each report and make every effort to establish a procedural relationship to permit campus disciplinary procedures to be implemented for minor infractions.

Certain University officials, because of the nature of their responsibilities, will be informed in cases involving students, faculty, and staff. Information concerning student conduct not required to be referred to the Office of the Prosecutor will be forwarded to the University student conduct officer.

## 7. SEXUAL ASSULT PROTOCOL

The campus has an established sexual assault protocol. Details are available from University police department.

## 8. COMPILATION OF CRIME STATISTICS

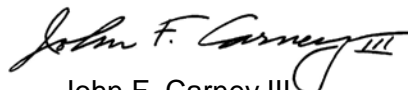
The University police will compile crime statistics and prepare annual reports for dissemination according to University, state, and/or federal guidelines.

These annual reports shall be reviewed by the Office of the Vice Chancellor for Administrative Services, and upon approval, be made available for public examination.

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Vice Chancellor for Administrative Services

BASIS: Chancellor

  
John F. Carney III  
Chancellor