

Campus Safety/Security and Reporting

Policy Information			
Policy# :	GEN.2008	Reviewed Date(s):	
Date Created:	August 10, 2006	Revised Date(s):	1/08; 3/09; 5/09; 12/09; 4/11; 5/13; 1/16; 11/16; 11/21
Responsible University Administrator:	VP of Administrative Services	President Council Approved Date:	December 1, 2016

1. Purpose

- 1.1. To promote the safety and security of the University community.
- 1.2. To ensure compliance with the various components of the Clery Act and Tennessee Incident Based Reporting System.

2. Policy

- 2.1. The University will meet the requirements as defined by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and Tennessee Bureau of Investigation Crime Statistics. (TIBRS)
 - 2.1.1. Reporting and Documents
 - 2.1.1.1. The University will publish an annual campus security report to the Department of Education which includes identified Clery crimes for the three previous calendar years.
 - 2.1.1.1.1. This data will be reported to the Department of Education via a web connection. The annual campus security report will be distributed electronically to all prospective and current students and employees by October 1 and again on January 15 the following year.
 - 2.1.1.1.2. The University community will be informed of the report's availability, site to locate the report, brief description of the contents of the report, and the availability of a paper copy on request.
 - 2.1.1.2. Crime Statistics will be reported to TIBRS by University security using the FBI Uniform Crime Reporting (UCR) guidelines.
 - 2.1.1.3. Sex offenses will be reported based on definitions in the National Incident-Based Reporting System H Edition (NIBRS) of the UCR. Information on locating names of registered sex offenders will be stated.
 - 2.1.1.4. Arrest Statistics will be included, and separately for instances in which persons were not arrested but were referred for disciplinary actions for the following offenses:
 - 2.1.1.4.1. liquor law violations
 - 2.1.1.4.2. drug law violation
 - 2.1.1.4.3. illegal weapons possession
 - 2.1.1.5. Hate Crimes will be reported.

- 2.1.1.6. The crime statistics will include crimes reported to Security by:
 - 2.1.1.6.1. Members of Security
 - 2.1.1.6.2. Managers and Supervisors
 - 2.1.1.6.3. Faculty advisors to student organizations
 - 2.1.1.6.4. Campus Security Authorities (CSA)
- 2.1.1.7. The University will meet the requirements as defined by the federal law to publish an annual fire report and keep a fire log.
 - 2.1.1.7.1. The University will publish an annual fire report to the Department of Education which includes the fire logs for the three (3) previous calendar years.
 - 2.1.1.7.1.1. This data will be reported to the Department of Education via a web connection. The annual fire report will be posted electronically for all prospective and current students and employees by October 1.
 - 2.1.1.7.1.2. The University community will be informed of the report's availability, site to locate the report, brief description of the contents of the report, and the availability of a paper copy upon request.
- 2.1.2. Timely Warning Notice/Emergency Notification
 - 2.1.2.1. In order to aid in the prevention of crimes, the Vice President of Financial and Business Services, the Vice President of Administrative Services, or any administrator on call will issue timely warnings via electronic format regarding crimes described in the regulations or other incidents considered to be a threat to students and employees.
 - 2.1.2.1.1. Timely warnings should contain as much of the following information as possible:
 - 2.1.2.1.1.1. Date, time, location (general or specific), and summarized event description.
 - 2.1.2.1.1.2. Suspect description and/or vehicle description.
 - 2.1.2.1.1.3. Any special instructions that may be needed.
 - 2.1.2.1.1.4. Important numbers for Security, Police Department, and others.
 - 2.1.2.1.2. Timely warnings will be issued as soon as possible after the specific event. If the incident is a delayed report (more than 24 hours) by the victim, then the time and date the victim reported the incident will also be included in the report. Provided the above guidelines are met, nothing should be included in the Crime Alert that would hinder an ongoing police investigation. The timely warning will not identify the victim by name or address. The general description of the location may be given, for example, but not limited to, Baptist University, residence halls, geographic location, etc.
 - 2.1.2.2. If a crime occurs that fits the classification defined by Clery and a timely warning notice is not issued, the reason will be documented and maintained on file.
 - 2.1.2.3. Emergency notifications may occur for various reasons including facility emergencies and inclement weather. These messages will be sent via email, Omnilert, and/or Code Blue system (if applicable) and posted on website.
 - 2.1.2.3.1. The VP of Administrative Services, VP of Financial & Business Services, Director of Information Technology and/or IT staff, or Administrator on call will issue and coordinate emergency notification whenever the need arises (day, evening or night).
 - 2.1.2.3.2. This emergency notification system will be tested annually if there has not been an occasion to use the system in the previous year.

- 2.1.2.3.3. All students and employees are encouraged to sign up for the Omnilert emergency notification system, which sends text and email messages in case of a campus emergency, or closing due to inclement weather.
- 2.1.2.3.4. If an employee or student needs accommodations for receiving the emergency alert please notify the VP of Administrative Services, Adonna Caldwell at 901-572-2592 or at Adonna.Caldwell@baptistu.edu.
- 2.1.3. Daily Crime Log
 - 2.1.3.1. The Security Department will maintain a Clery crime log, updated within two business of the Security Department receiving a crime report. In compliance with the Clery Act, Baptist University does not include crimes that occur outside of Clery geography or patrol jurisdiction. Upon request the crime log, consisting of the last 60 days, may be viewed during normal business hours (8am-5pm). Request to view time periods older than 60 days will be honored within 48 hours of the request. The crime log may be viewed in the University Security Department located in the Annex Building. A paper copy of the Annual Security Report may also be requested from the Security Department.
 - 2.1.3.1.1. The log will contain the following:
 - 2.1.3.1.1.1. nature, date, time, and general location of the crime
 - 2.1.3.1.1.2. disposition of the complaint
 - 2.1.3.2. Information may be withheld from the log if there is evidence a criminal investigation or safety or an individual would be jeopardized, a suspect would flee or evade detection, evidence would be destroyed, or confidentiality of the victim would be jeopardized.
 - 2.1.3.2.1. Once these situations are resolved or averted, the information will be reported.
 - 2.1.3.3. The daily crime log for the most recent 60-day period will be available for public inspection during normal business hours in the Security office.
 - 2.1.3.3.1. Any information older than 60 days will be made available within two business days of a request for inspection.
 - 2.1.3.3.2. The daily crime log will be maintained in the Security Office.
 - 2.1.4. Reporting of Crimes
 - 2.1.4.1. The University encourages the prompt and accurate reporting of all crimes to security, University security authorities, and to the Memphis Police Department.
 - 2.1.4.2. The University Counselor and Director of Campus Ministries are encouraged to inform clients of procedures to report crimes in a voluntary confidential manner, if appropriate.
 - 2.1.4.3. Security Officers hold responsibility for determining decisions on emergent incidents involving safety issues and have citizen-arrest authority.
 - 2.1.4.4. The Captain of Security maintains communication relationships with the Memphis Police Department.
 - 2.1.5. Safety Programs
 - 2.1.5.1. Students - Information on personal and campus safety and security information will be provided at orientation sessions for new students and on an annual basis for incumbent students. Periodic safety information will be included in the student newsletter and on the University website Campus Safety and Security information is also provided during the Baptist University Experience course. Specific training is provided for Resident Assistants.

- 2.1.5.2. Employees - Information on personal and campus safety and security will be included as part of new employee orientation as well as annual mandatories.
- 2.1.5.3. Other Safety Programs - Automatic External Defibrillator (AEDs) are provided in the following buildings: Campus Hub at the Information Center, Health Sciences Building, Annex, Nursing Building, Collaboration Building, and Dudley Building. The AED Coordinator is the Supervisor of Nursing Skills Lab. Security, resident assistants, maintenance and environmental services employees are offered first aid and CPR/AED training.
- 2.1.6. Record Retention
 - 2.1.6.1. The following records must be maintained for seven years after the date of the incident and are archived in the appropriate administrative office:
 - 2.1.6.1.1. judicial records of employees referred for disciplinary action – VP, Administrative Services
 - 2.1.6.1.2. judicial records of students referred for disciplinary action – Dean, Student Services
 - 2.1.6.1.3. any other records relating to compliance with the Clery Act. – Captain, Security
 - 2.1.6.1.4. daily crime log; police/security reports – Captain, Security

3. Definitions

- 3.1. None.

4. Procedure

- 4.1. None.

5. Related Information

- 5.1. None.