

PROCEDURE

SUBJECT	PROCEDURE: CAMPUS CRIME REPORT	PAGE
		P4.371-1
LEGAL AUTHORITY	P6Hx23-4.371	5/23/91 Revision #91-4

P6Hx23-4.371 PROCEDURE: CAMPUS CRIME REPORT

The College must file an annual report of campus crimes as required by the Department of Education and defined by the Uniform Crime Report procedures. Deans of Students, Assistant Campus Administrators, or Assistant Provosts are responsible for reporting all appropriate crimes to the Vice President for Educational and Student Services, who is responsible for preparing the annual report.

Reports to the Vice President will be submitted using the approved college form for campus crime reports (AS 464) and will include a brief description of the crime, the date and time of the incident, the Police Department called, the name of the Investigating Officer, and the Police Report Number if available. A copy of the Incident Report and a copy of the Police Report (if available) should be attached to the Campus Crime Report form.

The Provosts will forward copies of all incident reports they receive to the Deans of Students, Assistant Campus Administrators, or Assistant Provosts to aid them in their task of completing the Campus Crime Reports.

The College shall provide an annual report summarizing the statistics on campus crimes and will place the information in the College Catalog and the Student Handbook. In addition, the College will provide timely updates on information regarding campus crimes as deemed appropriate and as required by state and federal regulation.

History: Adopted 4/23/91. Effective 5/1/91.