Security Policy

POLICY: Security			
POLICY NUMBER:	440.01.01	**CUSTODIAN:**	Special Projects Director
APV'D DATE:	06/16/2020		
EFFECTIVE DATE:	06/16/2020	**REVIEW DATE:**	06/20
REFERENCES:	The *Clery Act*, 34 CFR 668.46 Clery Act Compliance Policy Security Handbook US Department of Education Handbook for Campus Safety and Security Student Handbook – Cross-reference Employee Handbook – Cross-reference		

Part 1. Policy Background and Purpose

The White Earth Tribal and Community College (WETCC) is committed to promoting a safe environment for all students, staff, and visitors. As part of this commitment dedicated staff are delegated the responsibility to provide security.

Part 2. Definitions

Refer to the Clery Act Compliance Policy for a complete list of applicable definitions.

Part 3. Responsibility

The Security Officer has overall responsibility for the implementation of this policy and the accompanying Security Procedures.

The Associate Dean of Student Services is responsible to ensure all students are informed of this policy and understand their responsibilities.

The Human Resources Technician is responsible to ensure all employees are informed of this policy and understand their responsibilities.

Safety is the responsibility of everyone on the WETCC campus. Reports of any safety concern must be addressed by reporting to the Security Officer or a member of the WETCC Cabinet. Failure to report a safety violation can put an individual at risk or jeopardy.

Part 4. Policy

Subpart 1. Hours of Operation

Pursuant to the Facilities Usage Policy (#420.03), a business day is defined at WETCC as opening at 7:00 a.m. and closing at 4:30 p.m. or at the time the last class is dismissed, Monday through Fridays, excluding designated holidays or other official cancellations.

Subpart 2. Crime Reporting
WETCC provides several ways to report crimes and related problems, including calling 9-1-1 for an emergency, reporting the activity to the Security Officer, or reporting the incident to a Cabinet Member, all incidents will be kept in a log.

a. Law Enforcement Notification
WETCC relies on area law enforcement agencies to respond to an emergency on campus. Anyone who is the victim of, observes a crime, or is notified of possible criminal activity should contact law enforcement by calling 9-1-1 from any telephone and then report the incident to the Security Officer. All crimes should be reported to provide a safe environment for everyone.

b. Notification to Security
Any incident can be reported to the Security Officer. In addition, anytime law enforcement is called, the call must also be promptly reported to the Security Officer or their designee.

c. Notification to Staff Member
If the Security Officer is not on site, the report should be made to the Special Projects Director, a Cabinet Member, or another staff member who is then responsible to notify the Security Officer.

Subpart 5. Security Response
Any incident or criminal activity reported to the Security Officer will be investigated and documented as outlined in the applicable policies and procedures.

Subpart 6. Crime Awareness
A crime awareness program will be provided to all incoming students and new employees upon hire.

Subpart 7. Campus Text Alerts
All staff and students are encouraged to register for Campus Text Alerts through the wetcc.edu website.

An emergency notification may be triggered by a broad range of potential threats, a significant emergency, dangerous situation, or closing of campus. Emergency notifications will be broadcasted throughout the WETCC email and text alert systems.

Subpart 8. Safety Committee

The Security Officer shall act as Chair for the Safety Committee who is responsible to prepare the Student and Staff Safety Manual and the Annual Crime Report in accordance with the Clery Act.