Security Reporting Policy

POLICY: Security Reporting			
POLICY NUMBER:	440.02.01	**CUSTODIAN:**	Special Projects Director
APV'D DATE:	06/16/2020		
EFFECTIVE DATE:	06/16/2020	**REVIEW DATE:**	July 2021
REFERENCES:	The *Clery Act*, 34 CFR 668.46 Violence Against Women Reauthorization Act (PL 113-14) Higher Education Act Crime Awareness and Campus Security Act (Title II of PL 101-542) 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, all incidents are documented and reported in accordance with this policy.

Part 2. Definitions

See Clery Act Policy for a complete list of definitions.

Annual Crime Log is an annual report of all incidents occurring within our campus geography (Clery geography).

Daily Crime Log is a daily report of incidents or crimes happening within our campus boundaries, as defined by the Clery Act.

A timely Warning is an emergency notification to alert the campus community of a continuing threat concerning safety to enable everyone to protect themselves.

Part 3. Responsibility

Safety is the responsibility of everyone on the WETCC campus. Reports of any safety concern should be addressed to the Security Officer or a member of the WETCC Cabinet.

All reported incidents shall be investigated by the Security Officer or other staff member as authorized by the Special Projects Director or College President.

It is the responsibility of the Security Officer to carry out the duties outlined in this Policy, along with the security procedures, unless otherwise stated.

Part 4. Policy

Subpart A. Investigation
The Security Officer will investigate all reports of incidents and/or criminal activity and write a report including details and findings, the Security Officer will keep the report in a designated file and give a copy to the Special Projects Director for any follow-up that is needed.

Subpart B. Campus Alert
If there is an immediate threat to the health or safety of students or staff occurring within the campus geographical area (Clery geography as described in the Clery Act Compliance Policy), the Security Officer will contact the President to implement emergency notification procedures.

Subpart C. Timely Warning
Under certain circumstances, the Security Officer will make a Timely Warning to the campus community notifying staff and students of a continuing threat while withholding names and other identifying information of victims, in order to prevent similar crimes.

Subpart D. Daily Crime Log
For crimes falling under the Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act, the activity must also be reported on the Daily Crime Log.

The Security Officer shall make an entry into the Crime Log for all incidents reported within two days of receiving the report.

The minimum required information is:
- Date the crime was reported
- Date and time the crime occurred
- Nature of the crime
- Location the crime occurred
- Disposition of the complaint
- Initials of the person making the log entry

Subpart E. Annual Crime Report
An annual crime report is required to be published by October 1 of each year for the previous three calendar years. The reports will be published on the WETCC website and available upon request to anyone.