



## ADMINISTRATIVE PROCEDURE

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**TITLE: REPORTING OF CRIMINAL ACTIVITY AND OTHER EMERGENCIES  
ADMINISTRATIVE PROCEDURE #612  
RELATED TO POLICY #612**

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Faculty, staff, students, and visitors are encouraged to report emergencies and criminal actions in a timely manner to the Campus Security Department.

### **1. Reporting Past Crimes**

To report crimes that have occurred in the past, faculty, staff, students, and visitors are encouraged to contact the Campus Security Department, local law enforcement agencies, and Campus Security Authorities.

### **2. Reporting Crimes in Progress**

Crimes in progress as well as fire, medical, and police emergencies should first be reported by calling 9-1-1 to alert emergency responders, with follow-up notification to the Security Department.

### **3. Making Reports to Security Department**

Emergency and criminal reports can be made by any of the following methods:

- a. Contacting the duty Security Officer
- b. Calling extension 7777 from any college phone
- c. Dialing (541) 440-7777 on a cell phone or outside land line
- d. Dialing 7777 on an outdoor courtesy phone, located at Tech Center, P.E. Complex, Student Center, and Wayne Crooch Hall
- e. Outdoor emergency blue light phones are currently located at Wayne Crooch Hall, P.E. Complex, Tech Center, and Whipple Fine Arts Building. By pressing the indicated button, the caller will be connected with the duty Security Officer
- f. In person at the Security Office, located in the Warehouse Building
- g. By email using contact list at [www.umpqua.edu/contact-security-custodial](http://www.umpqua.edu/contact-security-custodial)

### **4. Making Reports to Campus Security Authorities**

- a. Reports can be made to Campus Security Authorities (CSA). CSAs are college officials who have significant responsibility for student and campus activities and include:

- Dean of Student Services
- Director of Student Life
- Athletic Director
- Athletic Coaches
- Title IX Coordinator/Human Resources Director
- UCC Patrol Deputy from the Douglas County Sheriff's Office (DCSO)
- Director of Community Education and Workforce Training Center
- Director of College Transitions
- Director of UCC Small Business Development Center
- Director of JOBS

If persons have information regarding criminal activity and are not sure whether they are CSAs, they are expected to seek clarification as soon as possible from the Chief of Security, the Human Resources Directors, or the Office of the President.

- b. CSAs will provide all reported Clery Act crime information to the Chief of Security by completing an Incident Report form. CSAs will assist and allow victims and witnesses to report a crime on a voluntary, confidential basis if they choose to do so. If the reporting person wishes to remain anonymous, the CSA will obtain at a minimum, the date/time of the crime, the date/time the crime was reported, and the location of the crime. Reports are filed for statistical purposes, but formal investigations of incidents are done only if desired by the complainants. Exceptions to reporting and investigating crimes are stated in Administrative Procedure #314.01 Sexual Misconduct and include the following:
  - i. Sexual harassment, sexual assault, intimate partner violence or stalking reported to a CSA must, in turn, be reported by the CSA to their supervisor or Title IX Coordinator.
  - ii. The College is required to investigate allegations of sexual misconduct to the best of its ability.
- c. CSA reports are used for statistical data and to help determine if there is a serious or continuing threat to the safety of the campus community that would require a timely warning alert. It is not the responsibility of the CSA to determine the validity of the report or to conduct an investigation. Exceptions to investigation responsibility are stated in Administrative Procedure #314.01 Sexual Misconduct and include the following:
  - i. Sexual misconduct reports will be investigated.
  - ii. Only employees with formal training as Title IX investigators will investigate sexual misconduct reports.
- d. Under the Clery Act, licensed professional counselors are not considered campus security authorities, even though they may have significant responsibility for

student and campus activities. If a person being counseled speaks of a commission of a crime, the counselor may inform the person that crimes can be reported to the Chief of Security on a voluntary, confidential basis for inclusion in the college's crime statistics only.

#### **5. Confidential Reports**

- a. Confidential reports can be made by email ([www.umpqua.edu/security](http://www.umpqua.edu/security))
- b. Persons making reports are encouraged to provide their name, telephone number, and information regarding the incident.

#### **RESPONSIBILITY**

The Chief of Security is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 1/9/2018 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**