



Policy Title: **Crime Awareness and Campus Security**

Policy Number: PS 431

Purpose of Policy: To ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Applies to: All Current and Prospective Students, Faculty, Staff, 3rd Party Vendors and Campus Guests

Policy Statement:

1. Policy Statement: It is the policy of Bellevue University to provide a secure, safe campus and workplace for its students and employees. The University facilities are for the use of the faculty, staff, and student populations of the school. Prospective students, alumni, guests, and personnel having business with the University may also have access to these facilities. Unauthorized persons loitering in or using University facilities should be reported to a University official.
2. Implementation:
  - a. The University will publish its campus security policy and crime statistics in the Annual Security Report (ASR).
  - b. This ASR will be made available to all interested individuals on the University website. The ASR includes procedures for reporting incidents and contains crime statistics for the past three calendar years. The ASR is distributed in accordance with the Bellevue University Distribution Policy, PS 98.
  - c. Campus facilities are opened between 7:00 AM - 8:00 AM. (times vary according to each facility) Monday through Saturday by maintenance personnel or other authorized University officials. The buildings are locked by Campus Security or authorized University personnel when classes are completed in the evenings (normally between 10 PM – 11 PM) or at other established closing times.
  - d. Campus Security will conduct periodic checks of campus facilities during his/her evening shift and insure these facilities are secure prior to departure from Campus.
3. Incident Reporting Procedures:

- a. Students, faculty, and staff of Bellevue University who observe or are involved in any crime or incident on campus should report the incident to Campus Security as soon as possible. A Bellevue University Incident Report will be completed and, at that time, a determination will be made as to whether any further reporting to law enforcement or other off-campus agencies should be accomplished. In addition, Campus Security or other University staff will assist staff, students, and guests in reporting on-campus criminal incidents to law enforcement at their request.
- b. These incident reports will be kept on file with Campus Security.

4. Responsibilities:

- a. Campus Security is responsible for security and safety on University property.
- b. The Dean of Students Office in conjunction with the Compliance Office will publish the ASR annually which will outline Bellevue University's Crime Prevention Policy, crime reporting procedures, and statistics on the required criminal offenses for the past three calendar years.

---

Supporting Documentation:	Annual Security Report (ASR), Incident Report, Incident Report form, Distribution Policy (PS 98)
Keywords:	Clery Act, Annual Security Report (ASR), campus security, safety, crime, crime statistics, incident report
Responsible Office:	Campus Security
Contact Information:	Campus Security 402-557-5000
Approved by:	Dr. Mary Hawkins
Effective Date:	January 23, 2018
Review Cycle and Dates:	This policy statement supersedes previous versions of PS 431, dated November 15, 2004 and December 1, 1996.

APPROVED:

/signed/  
Dr. Mary Hawkins, Bellevue University President

1/22/2018  
Date