

# BISMARCK STATE COLLEGE

## Policy and Procedures

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### General Policy

### Campus Crime Reporting

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#### Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, commonly referred to as the "Clery Act," is a federal law that requires each university receiving federal financial aid to annually compile and report specified crime statistics for the campus and to provide other safety and crime information to members of the campus community. The law, which was originally known as the "Crime Awareness and Campus Security Act of 1990," was amended in 1992 and again in 1998 when it was renamed. Bismarck State College fully complies with the Clery Act and describes its programs, crime reporting procedures, and annual statistics in the annual Campus Security Report. A printed copy of the report may be obtained from the Office of Institutional Research, Bismarck State College, PO Box 5587, Bismarck North Dakota 58506-5587. An online copy is available at [www.bismarckstate.edu/security/](http://www.bismarckstate.edu/security/)

#### Policy:

The Security Office, located in BSC Annex Building, Room 104 (224-5789), will be the office of official record for all criminal reports made on campus. Students, faculty, staff and visitors are encouraged to report immediately any and all criminal activity to the Security Officer or the Bismarck Police Department.

The College normally requires a written complaint, and the assistance of the complainant in the disciplinary process, unless the College determines that there is a clear danger to the victim and/or the College community.

#### Who Should Report:

All employees, faculty or staff who become aware of an allegation of violation of college policy, student code of conduct, civil or criminal law should report said complaint or allegation to their supervisor and the Security Officer. The Federal Register, dated April 29, 1994, expands those required to make reports by defining Campus Security authorities to include "officials of the institution who have significant responsibility for student and campus activities, but not including counselors." Counselors are encouraged to inform students being counseled concerning reportable crimes that they can voluntarily and confidentially report those crimes for inclusion in the annual disclosure of crime statistics if the counselor finds such disclosure to be appropriate. Campus staff "with significant counseling responsibility" is required to provide the Security Officer with the statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

Any criminal activity should be reported directly to the Security Officer and/or the Bismarck Police Department. However, the following have been identified as being required to report situations of a criminal nature, that have come to their attention, to the Security Officer. Accordingly, initial reports can be made to them in addition to the Security Officer.

- President
- Executive Vice President
- Provost and Vice President for Academic & Student Affairs
- Vice President for College Advancement & Federal Relations
- Associate Vice President for Corporate & Continuing Education
- Associate Vice President for Student Affairs
- Associate Vice President for Academic Affairs
- Dean of Admissions & Enrollment Services
- Dean of Faculty
- Dean of Instruction
- Dean of Student Development
- Director of Financial Aid
- Director of Academic Records & Registrar
- Director of Student Life
- Director of Athletics
- Director of Energy Projects
- Director of Development & Marketing
- Director of Counseling and Career Services
- Chief Human Resources Officer
- Chief Buildings and Grounds Officer
- Energy Technology Placement and Assessment Coordinator
- Academic Support Services Coordinator
- Disability Support Services Coordinator
- Testing and Assessment Coordinator
- Department Chairs
- Coaches
- Residence Hall Supervisors and Resident Assistants
- Faculty Advisors of Clubs/Organizations

According to the Federal Register, April 29, 1994, "the function of these administrators is not to determine whether a crime took place - that is the function of the law enforcement professionals working within the criminal justice system but with respect to these regulations to report to the alleged crime, that was received in good faith, to the appropriate law enforcement personnel, either campus or local police."

Victims of crimes or witnesses to a crime are encouraged to report the crime to any of these individuals as soon as possible so the victim can receive assistance and so that a timely warning can be made to the campus if necessary.

### **Reference:**

Title II of Public Law 101-542 - Crime Awareness and Campus Security Act of 1990.  
Clery Act

### **History of This Policy:**

First policy draft October 30, 1991.

Revisions - July 27, 1994; August 6, 1997; November 9, 2001, April 16, 2003, January 9, 2004, March 7, 2005