916.2 - Accurate and Timely Reporting of Crimes

Purpose:

The purpose of this procedure is to operationalize BSC Policy 916.2 Accurate and Timely Reporting of Crimes.

Procedure:

1. To report an emergency, call 911. To report a crime on the BSC campus, call BSC Police at 224-2700. To report a crime after hours, or in the event that Campus Police is unable to respond, call the Bismarck Police Department.

2. Individuals on campus may also report crimes to a Campus Security Authority (CSA):
   - Campus Police Officer/Campus Security Guard
   - Campus Police Chief
   - Chief Human Resource Officer
   - Title IX Coordinator
   - Deans
   - Director of Counseling and Advising Services
   - Director of Student and Residence Life
   - Director of Athletics
   - Coaches
   - Residence Hall Coordinators and Resident Assistants
   - Faculty/Staff Advisors of BSC Student Clubs/Organizations

3. These designated individuals have significant responsibility for student and campus activities, and as such are provided notice by BSC as to the extent of their responsibility and how to report crimes to BSC.

4. A student’s privacy concerns are weighed against the needs of BSC to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

5. Information reported to BSC is treated as confidential during the investigative phase, except as required by law. When major incidents occur, the Bismarck Police Department may also respond.
6. Applicable Campus Police incident reports are forwarded to appropriate campus department offices for review and potential action.

7. Campus Police will investigate a report when it is deemed appropriate. Additional information obtained via the investigation may also be forwarded to the appropriate campus department.

8. The campus counselor, when employed as a counselor and acting within the scope of their employment at Bismarck State College, is not considered to be a CSA and is not required to report crimes for inclusion in the annual disclosure of crime statistics.

9. However, the campus counselor is encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

10. BSC does not employ campus pastoral counselors.

References:

Title 34 Subtitle B Chapter VI Part 668 Subpart D § 668.46
Bismarck State College Policy 916.2 Accurate and Timely Reporting of Crimes

History of This Procedure:

First policy draft October 30, 1991.