

General/Student Policy - Accurate and Timely Reporting of Crimes

Policy:

Students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to Campus Safety and Security or the Bismarck Police Department. The Campus Safety and Security Department, located in Schafer Hall, Room 135 (224-2700), will be the office of official record for all criminal reports made on campus.

Prompt and accurate reporting of criminal offenses aids in providing a timely response and timely warning notices to the community when appropriate, and assists in compiling accurate crime statistics as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Procedures:

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

Individuals on campus may also report crimes to a Campus Security Authority (CSA):

- Campus Police Officer/Campus Security Guard
- Campus Safety and Security Manager
- 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

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.

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.

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.

Applicable Campus Safety and Security incident reports are forwarded to appropriate campus department offices for review and potential action. Campus Safety and Security will investigate a report when it is deemed appropriate. Additional information obtained via the investigation may also be forwarded to the appropriate campus department.

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. 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.

BSC does not employ campus pastoral counselors.

Reference:

Clery Act

<http://www.clerycenter.org/summary-jeanne-clery-act>

MOU with Bismarck Police Department

<http://bismarckstate.edu/uploads/resources/6269/mou-2015.pdf>

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; April 23, 2008; August 23, 2010; April 8, 2011; August 29, 2011; August 2, 2013; August 29, 2014; September 25, 2014; February 6, 2015; reviewed by the Operations Council on May 13, 2015 and approved by the Executive Council on June 5, 2015; June 12, 2015, September 9, 2016; February 11, 2019; April 30, 2021.