

# LENOIR~RHYNE UNIVERSITY

## Policy and Procedure

Title: **Crime/Incident Reporting**

Division/Department: Security Services

### Purpose

To establish detailed procedural guidelines for all students, faculty, staff, and visitors for crime/incident reporting

### Policy

Lenoir-Rhyne security officers assist all members of the campus community in emergency situations while making every effort to provide for their safety. Security officers also have the responsibility for the protection of University property and the enforcement of all traffic rules and regulations of the University. Having no powers of arrest and carrying no weapons, the security officer works closely with all law enforcement agencies. Local law enforcement agencies regularly patrol the adjacent streets, sometimes visit the campus, and always provide assistance to the campus security when needed.

While security officers strive to make the campus a safe place to live and work, they request assistance and cooperation at all times. Suspicious looking acts or individuals should be reported to Security officers immediately. Individuals should take responsibility for their own safety by taking caution while on or off campus. Accurate and prompt reporting of all crimes or potential problems is strongly encouraged.

### Procedure

The security officer on duty may be contacted 24 hours/seven days a week by dialing extension 7146 or "0" from any University telephone. Callers using phones other than college extension phones should dial 328-7146. Emergency situations may also be reported by dialing 9-911 or 9-328-5551 (Hickory Police Department) from any University extension phone. The security officer receiving the report will assess the situation, and respond according to University Security protocols and procedures. The security officer will determine whether to involve local law enforcement in its response. The security officer will also provide information regarding resources to the person providing the report. The reporter may also visit [the Campus Security Webpage here](#) for more information.

**All crimes and suspicious persons should be reported to the on-duty security officer immediately at #328-7146. Victims of any crime are strongly encouraged to file a report with the Hickory Police Department. If the situation is an emergency, please dial 911.**

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### Campus Security Authorities

According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), Lenoir-Rhyne University is required to collect and annually publish statistics concerning the occurrence of certain serious crimes on campus property and non-campus property known to LRU, local law enforcement agencies, or individuals identified by LRU as Campus Security Authorities (CSAs). These crimes are referred to as Clery-reportable offenses. Clery-reportable offenses include the following:

#### A. Criminal Offenses

1. Murder/Non-Negligent Manslaughter
2. Negligent Manslaughter
3. Sexual Assault – Rape, Fondling, Incest, Statutory Rape
4. Robbery
5. Aggravated Assault
6. Burglary
7. Motor Vehicle Theft
8. Arson

#### B. Hate Crimes

Hate Crimes includes all of the crimes above that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim, including the categories of bias listed below, plus the crimes listed below,

1. Larceny-Theft
2. Simple Assault
3. Intimidation
4. Destruction/Damage/Vandalism of Property

#### Categories of Bias

Race	Religion
Gender	Gender Identity
Sexual Orientation	Ethnicity
National Origin	Disability

#### C. Dating Violence, Domestic Violence, and Stalking

#### D. Liquor Law, Drug Abuse, and Weapons Violations

### Procedures for CSAs reporting Clery crimes:

If you are a CSA and you receive a report of a Clery-reportable offense, please do the following:

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1. Encourage the victim to report the incident directly to LRU Security or local law enforcement;
2. If the incident involves an imminent community threat, notify LRU Security or call 911 immediately;
3. If the incident involves sexual misconduct, report the incident to the Title IX Coordinator and the alleged victim that he/she will be contacted by the Title IX Coordinator. Also, notify the alleged victim of his/her choice to notify local law enforcement;
4. Report the crime immediately to LRU Security Services.

LRU would like to ensure that victims and witnesses to any crime occurring on University property are aware of their right to report criminal acts to LRU Security, and may request anonymity in doing so. If a person requests anonymity, this request will be honored to the extent permitted by law.

LRU maintains a list of Campus Security Authorities. If you would like to inspect the list, please contact the Director of Security Services at #328-7145. LRU collects information from CSAs, local law enforcement, and reports made to LRU Security to prepare its Annual Security Report, which discloses annually statistical crime information and is also available by contacting Security Services.

Author of Policy:

Director of Security

Director of Compliance

Individuals Affected:

All students, staff, faculty, and visitors of Lenoir Rhyne University.

Approval



Director of Security Services

8-09-2017

Approval Date

Policy Revised On August 9, 2017