



SUBJECT: Student Affairs

Policy 303.2 Crime Awareness and Campus Security

Effective: March 2011

Revised: April 2022

Reviewed:

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### **Introduction and Purpose**

It is the commitment of Great Falls College to afford its students, employees, and visitors a campus and educational environment that is as safe and free of crime as possible.

### **Policy**

Students, employees, and visitors contribute to overall campus safety by reporting criminal activity, by securing personal possessions while on campus, and by being aware of personal safety when entering or exiting the campus.

The Great Falls Police Department is the primary law enforcement agency for the City of Great Falls. They have jurisdiction over the College and will respond upon request to all crimes committed on campus that violate city ordinances and State of Montana Statutes, and they will conduct all investigations or arrests.

When entering or exiting the building, students are advised to use the buddy system and stay in well-lighted areas with other foot traffic. When exiting the buildings alone after dark, students are urged to request escort from other students they know or go to the Help Desk to request an escort from the security officer on duty.

Students who are victims of criminal activity or who observe any criminal and/or suspicious activity in the College's buildings or on campus property are urged to immediately call 911. If calling from a campus phone, dial only 911 (no extra 8 is needed to get an outside line).

To report criminal and/or suspicious activity an Incident Report must be completed. The form is available below or from the Information Desk or Business Office. It is advised that the report be completed within 24 hours of the incident and returned to the Executive Director of Operations in the Administration Suite. The incidents that involve students will be shared with appropriate staff in Student Services. In the case of personal injury/violation requiring medical attention, Emergency Medical Services (911) should be called for assistance and instructions.

### **Related Manuals/Forms**

[Incident Report Form](#)