



## College of The Albemarle Policy

**Policy Number: 2.1.9**

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**Title: Reporting Crimes and Emergencies on Campus**

**Related Policy and Procedures:**

**Division of Responsibility: Operations**

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In the event of a crime or an emergency in progress or at any time there is a risk of harm to persons or property, employees, students, and visitors should immediately call 911 and/or notify campus security personnel. Known and suspected violations of federal and state criminal laws should be reported to the director of facility operations, campus safety and security who will involve the appropriate law enforcement agency and file the required college documentation.

Criminal incidents occurring off-campus involving students or employees participating in a college function should be immediately reported to law enforcement and to the director of facility operations, campus safety and security and in Maxient within two (2) days.

June 13, 2023

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N/A

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**