



Mitchell Technical Institute

POLICY

Category	Approval		
Series 100: Foundations and Basic Commitments	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	8/10/15		2019

CRIME AWARENESS ACT AND CAMPUS SECURITY ACT OF 1990 COMPLIANCE POLICIES AND PROCEDURES

MTI 114

(1) POLICIES AND PROCEDURES FOR REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURRING ON CAMPUS OR SATELLITE FACILITIES AND THE INSTITUTION'S RESPONSE TO SUCH REPORTS.

POLICY: It is the responsibility of MTI employees and students to report on-campus crimes, (murder, rape, robbery, aggravated assault, burglary, motor vehicle and other thefts or crimes) to local law enforcement and to the MTI Administration Office.

PROCEDURES:

1. **EMPLOYEE:** To report a crime in progress, or other emergencies, go to the nearest telephone and dial **911 or 995-8400 (Mitchell Police Department)**
2. **STUDENT:** To report a crime in progress, or other emergencies, contact an MTI employee or, if an employee is not readily available, go to the nearest telephone and dial **911 or 995-8400 (Mitchell Police Department)**
3. If a crime is discovered after it has occurred, report the crime to the MTI Campus Operations Office.
4. All crimes should be reported to the MTI Campus Operations Office as soon as possible.
5. Reports on all criminal activity will be kept in the MTI Campus Operations Office concerning time, place, and nature of the crime.
6. Summary data pertaining to crime activity will be compiled and made available to prospective students and employees.

(2) STATEMENT OF CURRENT POLICIES AND PROCEDURES CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES, INCLUDING CAMPUS RESIDENCES AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES.

POLICY: It is the policy of the Mitchell Technical Institute that all buildings shall be locked and unlocked by MTI employees. MTI employees must be present when the buildings are unlocked or open. Employees are responsible for the safety of others.

PROCEDURES:

The Technology Center and Campus Center, both located at 1800 E. Spruce, open at approximately 7:00 a.m. during weekdays and close at approximately 6:00 p.m., unless other arrangements have been made. Summer hours are approximately 7.00 a.m. to approximately 5:00 p.m. weekdays.

The Energy Training Center, located at 1800 E. Spruce, is opened by MTI instructors at approximately 7:00 a.m. on weekdays and closes at the conclusion of classes at approximately 5:00 p.m., unless other arrangements have been made. The building remains closed during summer.

The Nordby Trades Center, located at 1800 E. Spruce, is open at approximately 7:00 a.m. on weekdays and closes at approximately 6:00 p.m., unless other arrangements have been made. Summer hours are approximately 7:00 a.m. to approximately 5:00 p.m. weekdays.

All buildings remain locked after hours and throughout the weekend unless arrangements have been made. During regular hours or when utilization occurs in the evenings or on weekends, MTI personnel are available.

LOCATION OF FACILITIES: Mitchell Technical Institute has five buildings located at two sites. Each building has adjoining parking lots.

- (1) Four buildings (Campus Center, Technology Center, Nordby Trades Center, and Energy Training Center) located at 1800 E. Spruce Ave.
- (2) One building (Ag Lab) located at 2021 E. Spruce Ave.

(3) A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT, INCLUDING (1) THE ENFORCEMENT AUTHORITY OF SECURITY PERSONNEL, INCLUDING THEIR WORKING RELATIONSHIPS WITH STATE AND LOCAL POLICE AGENCIES; AND (2) POLICIES WHICH ENCOURAGE ACCURATE AND PROMPT REPORTING OF ALL CRIMES TO THE CAMPUS POLICE AND THE APPROPRIATE POLICE AGENCIES.

POLICY: Although MTI does not have personnel designated for campus law enforcement, MTI employees are responsible for the safety of others. MTI employees are in the buildings during normal hours of operation.

PROCEDURES: Employees and students have access to telephones and are instructed to call local law enforcement in case of criminal actions or other emergencies. (See Policy & Procedures for Reporting Criminal Actions or other Emergencies.)

(4) A DESCRIPTION OF THE TYPE AND FREQUENCY OF PROGRAMS DESIGNATED TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES AND PRACTICES AND TO ENCOURAGE STUDENTS AND EMPLOYEES TO BE RESPONSIBLE FOR THEIR OWN SECURITY AND THE SECURITY OF OTHERS

This policy is a part of the Student Handbook and Personnel Handbook that each individual receives. An in-service workshop is held annually for staff informing them of campus security and emergency procedures.

All students and employees are issued a personal identification card.

Local law enforcement agencies hold periodic workshops in the community designed to inform local residents about the prevention of crimes. Students and staff are encouraged to attend.

Crime Stoppers is a community wide organization developed for the purpose of reporting any type of criminal activity. The reporting person can remain anonymous and a reward is given if the information results in an arrest or conviction.

(5) A STATEMENT OF POLICY CONCERNING THE MONITORING AND RECORDING THROUGH LOCAL POLICE AGENCIES OF CRIMINAL ACTIVITY AT OFF-CAMPUS STUDENT ORGANIZATIONS WHOSE PARTICIPANTS ARE STUDENTS OF THE INSTITUTION. THE OFF-CAMPUS STUDENT ORGANIZATIONS ARE THOSE RECOGNIZED BY THE INSTITUTION, INCLUDING STUDENT ORGANIZATIONS WITH OFF-CAMPUS HOUSING FACILITIES.

MTI has no off-campus student organizations.

6/27/11 – References to MTI buildings were updated.

8/10/15 – Campus buildings updated; amended to report crimes to Campus Operations.

REPORT OF CRIMINAL ACTIVITY ON MTI CAMPUS

DATE: _____
mm/dd/yy

LOCATION OF CRIME: _____

DESCRIPTION OF CRIME: _____

DATE CRIME OCCURRED: _____
mm/dd/yy

TIME CRIME OCCURRED: _____ AM _____ PM

DATE CRIME REPORTED: _____
mm/dd/yy

TIME CRIME REPORTED: _____ AM _____ PM

CRIME REPORTED TO: (Please check)

- _____ A. Mitchell Police Department
- _____ B. MTI Administration
- _____ C. Other _____

Please Write In

Reporting Person's Signature _____

mm/dd/yy

MTI Personnel Completing Form: _____

mm/dd/yy