

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department: Security and Information Services
Subject: Incident Reports – Theft, Vandalism, Accident, Assault, Etc.
Date Issued: December 1, 2005
Date Revised:
Approved By:

I. Policy

This policy outlines the guidelines for Luther College faculty, staff and students to file an Incident Report. Reports will include: assaults against a person(s), theft of property or equipment, accidents of any type, vandalism and property damage, whether personal or college.

II. Purpose

Incident reports will provide information for proper investigation of the incident. Information collected may be helpful for legal and insurance purposes. The reports also provide a record of the incident for future reference, including compliance reporting for the Department of Education Cleary Act.

III. Scope

This policy applies to faculty, staff, students and any others that have incurred a reportable incident on campus property.

IV. Terms and Definitions

Incident reports will assist the Campus Safety and Security department, police department and college administration in determining the necessary steps that need to be taken to investigate the incident and also determine actions needed to insure future safety to the community. The Decorah Police Department will conduct an investigation as warranted under the incident circumstances. Luther College does assist the Decorah Police as much as possible to aid investigation of incidents.

V. Procedures and Guidelines

- A. Incident report forms can be obtained at the Campus Safety and Security Office, Welcome Center/Information, Residence Life Office, Facilities Services Office and Human Resource Office.
- B. All information related to the incident will be provided on the Incident Report Form. The Incident Report Form should be completed and returned to Campus Safety and Security as soon as possible after the incident. This will provide for better investigation of the incident.
- C. Thefts should also be reported to the Decorah Police Department. It helps to bring a copy of the Luther Incident Report Form to the Police Department. Campus Safety and Security will provide a copy for you.

- D. The Incident Report form is a three-part form and all copies need to be returned to the Security Office. One copy is kept for Security files, one is sent to Student Life Office, and one is sent to Director of Facilities Services. Student Life uses the information from the forms to complete data for the Department of Education Cleary Act.
- E. Each report will be reviewed by Security and follow-up done as needed, which may include consultation with other offices.
- Incidents involving personal injury, when at work, need to be reported to Human Resources within 24 hours. An accident/incident report, available at Human Resources, will need to be filled out for compliance of workman's compensation laws.
 - Persons involved in serious incidents, commonly referred to as Part 1 crimes, including murder, rape, robbery, assault, burglary, auto theft and arson are encouraged to make a report to the City of Decorah Police Department for investigation and follow-up.
- F. Luther College does not have theft insurance for personal property; however, many homeowners' insurance policies have coverage for personal property theft. A copy of the incident report will be provided, upon request, for an individual's insurance purpose.

VI. Confidentiality and Record

All incident reports will be kept on file with Security and Student Life to comply with federal guidelines of the Cleary Act for a predetermined time. All reports are held in strict confidentiality. Any questions can be directed to Security, ext. 2103, or Student Life, ext. 1482.