



POLICY

Category	Approval		
Series 100: Foundations and Basic Commitments	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	8/14/23		2027

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

MTC 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 Mitchell Technical College 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 MTC Administration Office.

PROCEDURES:

1. **EMPLOYEE:** To report a crime in progress, or other emergencies, call **911 or 605-995-8400 (Mitchell Police Department)**
2. **STUDENT:** To report a crime in progress, or other emergencies, contact an MTC employee or, if an employee is not readily available, call **911 or 605-995-8400 (Mitchell Police Department)**
3. If a crime is discovered after it has occurred, report the crime to the MTC Vice President for Operations & Human Resources Office
4. All crimes should be reported to the MTC Vice President for Operations & Human Resources Office as soon as possible.
5. Reports on all criminal activity will be kept in the MTC Vice President for Operations & Human Resources 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 College that all buildings shall be locked and unlocked by MTC employees either electronically or by manual locks. Employees are responsible for the safety of others.

PROCEDURES:

Electronic Locks

The MTC Campus Center, Muth Electric Technology Center, Energy Training Center, and Nordby Trades Center are secured by programmable electronic locking systems. These systems are scheduled so that all building main entrances unlock and lock during pre-set weekday campus hours. All other electronic doors remain locked unless otherwise requested for events or class-related activities. Building schedules are determined by the President or designee and programmed by the Chief Information Officer. Building schedules will be provided to students and employees prior to the start of each school year or as needed.

Locking and unlocking for special campus events may be scheduled by the Technology Department or other delegated MTC personnel. All buildings remain locked outside of campus hours unless otherwise scheduled.

Manual Locks

The Driver Training Center is secured with traditional manual locks. Personnel at this location are responsible for unlocking the building when in use and securing it when no longer occupied.

Facility Access by Outside Groups

In accordance with MTC Policy 1142, MTC facilities are available for use by outside groups. Access to buildings for these groups will be coordinated by the MTC Events Coordinator. Custodial staff may be available after the MTC staff have set up and provided orientation for the event organizers. These groups are given contact information for both technical and facility support during the event if no one is available in the building.

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

1. Four buildings (Campus Center, Muth Electric Technology Center, Nordby Trades Center, Energy Training Center) located at 1800 E Spruce Avenue
2. Driver Training Center located at 2021 E Spruce Avenue

(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: MTC employees are responsible for the safety of others. The MTC Vice President for Operations & Human Resources is the primary contact for campus safety and security and will maintain a working relationship with state and police agencies through participation in training, committees or workgroups, and by maintaining open communications.

PROCEDURES: Employees and students are instructed to call local law enforcement and MTC administration in case of criminal actions or other emergencies. (See (1) Policies & 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 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 Employee Handbook provided online to students and employees, respectively. Employees are reminded annually 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.

MTC has no off-campus student organizations.

6/27/11 – References to MTC buildings were updated.
8/10/15 – Campus buildings updated; amended to report crimes to Campus Operations.
6/10/19 – Campus buildings updated; revised procedures to include electronic locks; added “See Something” reporting.
8/14/23 – Campus buildings updated; removed “See Something” reporting; and updated job titles to align with current org chart.

REPORT OF CRIMINAL ACTIVITY ON MITCHELL TECHNICAL COLLEGE 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. MTC Administration
- _____ C. Other _____

Please Write In

Reporting Person's Signature: _____

mm/dd/yy

MTC Personnel Completing Form: _____

mm/dd/yy