

**SUBJECT:** 400 Human Resources

**Policy:** 405.4 Campus Security and Safety

**Effective:**

**Revised:** March 2011

**Reviewed:**

---

It is the policy and commitment of the Great Falls College Montana State University to provide its employees, students, and visitors with a campus environment that is as safe and free of crime as possible.

Employees, students, and visitors contribute to overall campus security and safety by reporting criminal activity, securing personal possessions, and being aware of personal safety at all times including entering and exiting campus buildings.

A brochure, which provides campus crime prevention information as well as statistics on the incidence of campus crime, is available from Student Central.

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, walk in pairs and stay in well-lighted areas with other foot traffic. When exiting the building alone after dark, anyone may request escort from their colleagues or the security officer on duty.

Employees, students, and visitors who are victims of criminal activity or who observe any criminal and/or suspicious activity in the College's building 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). There is no charge when dialing 911 from a pay telephone.

In the case of personal injury/violation requiring medical attention, Emergency Medical Services (911) should be called for assistance and instructions.

In addition, an Incident Report must be completed. The form is available at <http://intranet.msugf.edu/Forms/IncidentReport.pdf> or from the HelpDesk, Information Desk, or Business Office.

It is advised that the report be completed within 24 hours of the incident and returned to the office of the CFO in the Administration Suite.