

Title: Campus Safety and Security Policies -- Reporting Crimes and Other Emergencies
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Approved: WPL

Definition

Campus security authority is defined by the November 1, 1999, Student Assistance General Provisions Final Rule as (1) a campus police department or a campus security department of an institution; (2) any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under (1) of this definition, such as an individual who is responsible for monitoring entrance into institutional property; (3) any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; (4) an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor. Those individuals identified by Boston College as campus security authorities are as follows:

- All members of the Boston College Police Department.
- All academic Deans, Associate Deans, and Assistant Deans.
- All Advisors to student clubs and organizations.
- All Deans and Directors, Associate Deans and Directors, and Assistant Deans and Directors in the following units of the organizational area of Student Affairs: the Office of the Vice President for Student Affairs, the Office of the Dean for Student Development, and the Office of Residential Life.
- All Directors and Associate Directors, and all Head Coaches, in the Athletic Association.
- All Directors, Associate Directors, and Assistant Directors in the organizational area of Human Resources with significant responsibility for Employment and Employee Relations.
- All Directors, Associate Directors, and Assistant Directors in the organizational area of Facilities Services with significant responsibility for employment-related matters.

Policy

The Boston College Police Department is the official **reporting authority** at Boston College. All crimes and other emergencies are to be reported immediately to the Boston College Police. **Campus security authorities** are those individuals or organizations at Boston College with an affirmative obligation to bring crimes and other emergencies to the attention of the reporting authority. Residence hall staff have the responsibility to report **residence hall** crimes and other emergencies to the Boston College Police and the Student Affairs Administrator on Call (AOC). During the academic year and Summer Session, the AOC is available to respond to these reported incidents after 5 P.M. on weekdays/class days and 24 hours a day on weekends and holidays.

The Boston College Police Department accepts voluntary, confidential reports of crimes, and includes all applicable reports in the annual disclosure of crime statistics.

The Boston College Police Department is fully operational 24 hours a day, 7 days a week, 365 days a year. It is designed to remain operational during major emergencies, including those involving the loss of power and telecommunications.

Boston College Police emergency and nonemergency telephone numbers are listed in the print and electronic versions of the BOSTON COLLEGE COMMUNICATIONS DIRECTORY published by Information Technology and Human Resources. The telephone numbers are published in all literature disseminated by the Police, including official reports and educational brochures, and are displayed on bulletin boards in all residence halls. Boston College Police officers respond to and document all emergency calls and calls for service and, when necessary and/or required by law, the appropriate local police agencies are contacted for assistance. All telephone calls are recorded and available for immediate recall. These records are maintained for a minimum of 30 days.

Boston College Police Headquarters has a telephone system that is able to access external lines directly. This system, which is not routed through the campus switch, allows the Police to maintain telephone service when other campus systems are out of service or are experiencing busy circuits and other problems.

A Boston Area Police Emergency Radio Network, or BAPER, radio system is in operation which allows the Boston College Police to communicate directly with all other police agencies within its normal level of operations, as well as with a majority of the police agencies in the state. At Boston College Police Headquarters and in police cruisers, local police calls are monitored over the BAPER radio system. Additional police alerts are monitored over the Law Enforcement Agencies Processing Systems/National Crime Information Center, or LEAPS/NCIC, network, which also allows the Boston College Police to communicate with other police agencies locally and nationally regarding local problems. The on-campus Police operate on radio bands that enable direct communication with Facilities Services personnel, Residential Life staff, and an off-campus community liaison program, the Community Assistance Patrol, sponsored by the Office of Community Affairs. Direct radio communication with a local ambulance service is also available when the service is responding to calls from Boston College.

Emergency intercoms, identified by blue lights, are located at various sites on campus. Emergency intercoms are also located at the main entrance of each residence hall. The intercoms connect a caller directly to the Boston College Police without the need to dial or use coins, and they enable the Police to respond immediately to the scene of the call. The locations of emergency "blue light" intercoms are noted on a map that is provided by the Boston College Police to each freshman and to any other interested party upon request.

The Boston College Police Public Blotter, a listing of all reported crimes and other emergencies that occur on campus, is available at Police Headquarters for viewing by members of the University community and the public during normal business hours.

For additional information regarding the Boston College Police Department, please see policy [5-350-001](#), Boston College Police -- Function and Responsibilities. For related information regarding campus safety and security policies, please see policy [5-350-200](#), Crime Awareness and Campus Security Act.

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