

# **CPTC Procedure: Crime Awareness and Campus Security**

Any student or employee witnessing or being subject to any criminal act on campus or off-campus instructional site must report the incident immediately to the Security/Police Officer on duty. In the absence of a Security/Police Officer the incident must be reported to any available Vice President or supervisor.

Local authorities will be contacted and advised of any incident reported which involves a criminal action occurring on the College campus or off-campus instructional site. Coastal Pines Technical College facilities are accessible for staff, students, and visitors during regularly scheduled hours, which may vary by location. The College is also open on weekends occasionally for special functions. Coastal Pines Technical College does not have campus residences.

All crimes will be reported immediately and accurately to the College Police Chief and appropriate law enforcement agencies. Coastal Pines Technical College works closely with state and local police and law enforcement agencies in reporting all known campus crime.

## **Responsibility**

The Vice President for Economic Development has the overall responsibility of ensuring this procedure is implemented.

**Adopted:** April 28, 2014

**Reviewed:** October 7, 2020