

MUHLENBERG COLLEGE CAMPUS SAFETY AND POLICE POLICY  
Reviewed 08.2023

**I. Daily Crime and Fire Log:**

Any complaint which comes to the attention of The Department of Campus Safety and Police which requires an incident report (i.e. violation of College rules and regulations, criminal activity, noncriminal activity) will be reported in the Daily Crime and Fire Log. Information in the Daily Crime and Fire Log will include the nature of the incident, case number, the date and time reported, the date and time the incident occurred, general location, and the disposition or status of the incident. Names and addresses of involved persons will not appear in the Daily Crime and Fire Log.

**II. Right of Entry**

Authorized representatives of the College shall have the right to enter any room at any time for maintenance, repairs or inspections for health, security and safety hazards. In addition, the College's Department of Campus Safety and Police may conduct Administrative Searches of College-owned student residences if a Campus Safety Officer reasonably believes (i) that an Administrative Search may be advisable based on available information in connection with a potential violation of College policies or regulations; (ii) that an Administrative Search may be advisable to obtain evidence in connection with a College proceeding under the Student Code of Conduct or the Equal Opportunity and Nondiscrimination Policy; (iii) that an Administrative Search may be advisable in response to a request to check on the health and welfare of a student; or (iv) that there exists an emergency involving imminent danger to life, safety, security, health or property. In all non-emergency situations regarding maintenance, repairs or inspections for health, security and safety hazards, campus personnel will knock and identify themselves prior to entering a student's room. In regard to an Administrative Search of College-owned student residences, except in cases of exigent circumstances, the College will make every effort to notify students in advance of entry and will attempt to conduct a search in the presence of the student(s) in question and, if a search is being made in order to obtain evidence for a College judicial proceeding, a third party, preferably a professional staff person from Housing & Residence Life or their designee, shall be present.

**III. Investigation Policy**

The Department of Campus Safety and Police conducts investigations related to reported violations of the Code of Conduct and The Equal Opportunity and Nondiscrimination Policy and Title IX. It is important that these incidents are promptly investigated, therefore students are expected to fully cooperate with all Campus Safety investigators. Students contacted by Campus Safety via telephone or email regarding an investigation, should promptly return calls and respond to emails. While being interviewed or providing written statements, students are asked to be truthful and disclose all pertinent and relevant information. Muhlenberg College reserves the right to document interviews by way of video and/or audio recordings, depending

on the nature of the investigation. Non-compliance with Campus Safety investigations may be considered a violation of Muhlenberg College's Social Code and result in disciplinary action. Intimidation of any witnesses or interference with an investigation will not be tolerated. Campus Safety and Police Policy.

#### **IV. Found Property**

All found property that is brought to The Department of Campus Safety and Police is placed in a secure location. For security reasons, only designated property officers have access to the property area. Students must first contact Campus Safety to determine availability of a property officer before their property can be returned.

#### **V. Restricted Areas**

Students are specifically prohibited from entering restricted areas such as roofs, mechanical equipment rooms, attics, buildings closed for vacation, construction sites, etc. Additionally, windows should not be used as a regular means to exit or enter a room, especially at ground level. These offenses are punishable by disciplinary action and/or fines up to \$300.00

Contact: Director of Campus Safety Prosser Hall, 484-664-3112