

MUHLENBERG COLLEGE CAMPUS SAFETY AND POLICE POLICY

I. Daily Crime and Fire Log:

Any complaint which comes to the attention of The Department of Campus Safety and which requires an incident report (i.e. violation of College rules and regulations, criminal activity, non-criminal 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 the purpose of inspection, repair, maintenance, possible social code violations, or inspections for health, security and safety hazards. Furthermore, the College may enter student rooms for the purpose of obtaining evidence of an alleged violation of a College regulation. In all cases, the College will make every effort to notify students in advance of entry. If a search is necessary, the College will attempt to conduct a search in the presence of the student(s) in question. If a search is being made in order to obtain evidence for College judicial proceeding, a third party, preferably a professional staff person from Residential Services or his or her designee, shall be present except in cases of exigent circumstances. Authorized personnel are defined as people (1) reporting to the Dean of Students Office, Office of Residential Services, Plant Operations; and/or (2) Campus Safety.

III. Investigation Policy

Students are expected to fully cooperate with all Campus Safety investigations. Non-compliance with Campus Safety investigations may be considered a violation of Muhlenberg College's Social Code and result in disciplinary action.

A. Students contacted by Campus Safety by telephone regarding an investigation should promptly return calls.

B. While being interviewed or giving a written statement, students are asked to be truthful and disclose all pertinent and relevant information. The college reserves the right to document interviews by way of video and/or audio recordings, depending on the nature of the investigation.

C. Intimidation of any witnesses or interference with an investigation will not be tolerated.

IV. Found Property

All found property that is brought to Campus Safety 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