

will be pursued concerning a complaint. The complainant will be notified in a timely manner of the results of the investigation.

A public crime log of reported crimes is maintained by the department and shared with interested people or organizations on a daily basis. The public log will not include any personally identifying information about the victim of reported crimes. Additionally, the campus community will be notified immediately about any pattern of crimes or incidents that seriously threaten campus safety. Individuals who regularly receive information concerning reported crimes include:

Vice President for Student Services	562-3305
Dean of Students	562-3305
Dean of DeSoto Center	280-6122
Dean of Lafayette-Yalobusha Technical Center	238-7945

Individuals who become aware of incidents or individuals that threaten the safety of the campus community, should immediately contact Campus Police or one of the individuals listed above.

Individuals who wish to report incidents of inappropriate behavior by students, but who do not want the incident investigated as a criminal offense, should make such report to the Dean of Students.

Individuals who wish to report incidents of inappropriate behavior by staff or faculty, but who do not want the incident investigated as a criminal offense, should make such report to the appropriate department chairperson or supervisor.

Northwest Mississippi Community College Policy Addressing the Issuance of Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police and the Vice President for Student Services, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty and staff, Ranger Alert, and social media (Twitter, Instagram and Facebook).

Depending on the particular circumstances of the crime, but especially in all situations that could pose an immediate serious threat to our campus community, the Department of Campus Police may also post a notice on the campus police department’s Web page at www.northwestms.edu/index.php/?page_id=989.html.

Anyone with information warranting a timely warning should report the circumstances to the Campus Police Department immediately by phone at (662) 562-3314 or in person at the McLendon Student Center.

General Policies and Regulations

Missing Persons Policy

All concerns regarding a possible missing person (student, faculty, or staff) should be immediately directed to the Campus Police Office. Upon receipt of a missing person report, the Campus Police will initiate a priority investigation. An investigating officer will meet with the individual(s) making such a report and will gather the following information:

1. Essential information about the missing person—description, clothes last worn, possible location including last known destination, individuals the missing person might be with, known associates, and vehicle description. A recent photograph will also be secured.

2. The investigating officer will also gather information about the physical and mental well-being of the missing person. A current class schedule, class attendance information, job information and work schedule, or residence hall information sheet (if applicable), will be obtained.

3. Based upon information gathered in steps one and two, appropriate campus staff will be contacted and either questioned or notified regarding the missing person’s status.

4. If after the completion of steps one through three it appears that the person is actually missing, parents or an emergency contact person will be notified by the Vice President for Student Services or the Director of Campus Police. Each student may identify a contact person to be notified if the student is determined missing by Campus Police. The parents or guardian and contact person will be notified if the missing student is under 18 and not emancipated. Contact will be regis-

tered and maintained confidentially.

5. After consultation with the family of the missing person, the Campus Police will issue a regional welfare alert for the missing person through the National Crime Information Center. Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.

6. The Vice President for Student Services and/or Director of Campus Police will keep family apprised of the status of the investigation.

If You are Assaulted

If you are assaulted, call the Campus Police as soon as possible. Try to remember as much about the assailant as possible. Characteristics important in locating and identifying suspects include sex; race; hair color; body size; clothing; scars and other noticeable markings; mode of travel; and vehicle color, type and license plate number. In some incidents, the victim may already know the name of the person committing the assault. If you report an assault, the campus will be searched immediately for suspects, and neighboring police agencies may be notified.

If You See a Suspicious Person

If you see anyone acting suspiciously, call the Campus Police at once. Do not approach the person yourself. Report the type of activity you observed and describe the person or persons involved. Provide as much information as you can, such as the person's sex, race, location, type of clothing and type of vehicle. The Campus Police will investigate your report immediately. If all members of the campus community become security-conscious and report suspicious activity, thefts and related incidents will be reduced. Remember, preventing crime is your responsibility, too!

If You Receive a Bomb Threat

If you receive a bomb threat by telephone, obtain as much information from the caller as possible. Do not panic. Ask for (1) the location of the bomb, (2) the expected time of explosion, and (3) the type of bomb. Listen carefully to the caller's voice and any background noises. Such information may assist in identifying the caller. Call the Campus Police immediately. Campus Police, together with the building officials, will determine whether evacuation is required.

The most important thing to remember about preventing crime is that you should call police whenever you suspect that a crime has been or may be committed. You don't need proof in order to call. If you suspect a crime, call the Campus Police immediately.

Campus Security and Access to Campus Facilities

Although all Northwest campuses are open to the public, facility use is limited to educational and administrative activities and programs, and student or public events, approved by appropriate college authorities. Anyone requesting after-hours access to facilities must have the approval of the appropriate authority prior to the Campus Police allowing access. Unless authorized or attending an ongoing campus event, all non-students and commuter students must depart the Senatobia campus by 10 p.m.

College facilities and landscaping are maintained to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions should be reported immediately to the Physical Plant Department by calling 562-3438, or, after business hours, by calling Campus Police.

Residence halls are a special concern. The on-campus residence halls and apartments currently house nearly 1,100 men and women during the academic year. Each resident is provided with a key to his or her own room. Main entrances of the residence halls are locked in the evening. After closing time, students may enter residence halls with main entrances, by using an ID card in the card access reader system installed in the main door. Only designated exits may be used after hours. Windows are equipped with locks operable by the room occupants.

Residence Hall Door Security

1. A student who enters or leaves the residence hall after closing hours is responsible for securing the outside door.
2. A student may not prop open or alter a door so that it will not properly close and lock.