



**No 5.1.01**

# Reporting of Crimes/Incidents and Emergencies on Campus Process

Version: 1.01

Approved: Vice-Chancellor  
Date: 24 October 2007

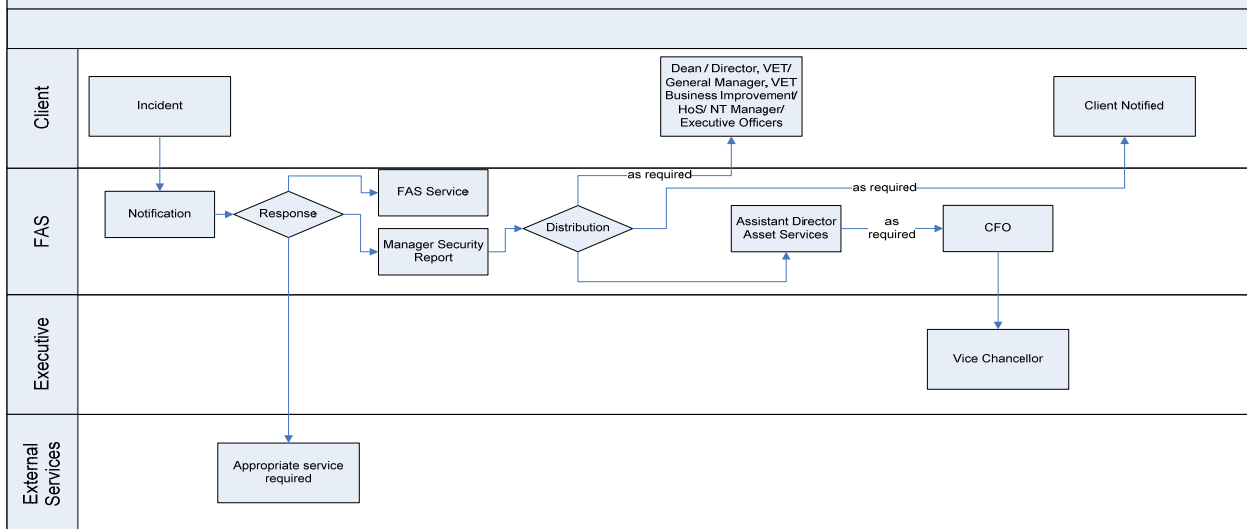
Administered: Governance

Next Review: October 2010

**Intent:**

In any large institution, there is a very real need to observe and report suspicious activities, crimes and emergencies that occur throughout campus.

**Reporting of Crimes / Incidents**

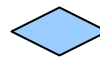


Key:

Process Step



Decision Step



<b>Process Step</b>	<b>Summary of Process</b>	<b>Responsibility</b>
Report incident to Security	Students, faculty and staff are encouraged to report all suspicious activities and/or persons observed on campus. Such calls should be made promptly to improve officers' ability to apprehend suspects and/or prevent further potential crimes and emergencies.	Client
If advising by telephone	Please call the 24 hour monitored security number on 8946 7777. If calling from within the University grounds on an internal phone, dial extension 7777.	Security
Security will respond and take appropriate action	Security Officers will attend and instigate appropriate action e.g. call Police if required or contact relevant services and Manager Security.	Security
Security Officer will complete a report in the Iris Database	At the completion of the incident the security officer will complete relevant entries in the Security Log Book and also create incident report in the Iris Database. Manager Security will create a report and distribute to relevant take holders.	Manager Security
Reporting	Manager Security sends report to Assistant Director, Asset Services and informs CFO/VC if required.	Manager Security/ Assistant Director Asset Services

<b>Document History and Version Control</b>			
<b>Version</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Comment</b>
1.00	24.04.07	Vice Chancellor	Original conversion to process
1.01	24 October 2007	Vice-Chancellor	Inclusion of new position titles in the document to reflect the new VET structure EG: NT Manager, General Manager VET Business Improvement and VET Director.