

Policy Number: 108.1

Policy: Annual & Required Reports

Effective Date: 08/01/2011

Revision Date: 10/01/2013

Approved by: Scott Forshee, Chief of Police

This policy establishes guidelines for reports and bulletins utilized by the University Police Department. The Department will have a management information system, including statistical and data summaries of agency activities and an administrative reporting program.

DEFINITIONS:

Shelter in Place or **Lock Down** - To immediately seek shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, or release of hazardous materials in the outside area during a civil disturbance. Alternatively, if you are outside and able to safely leave the hazardous area,

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