



Security and Incident Policy	Employee & Student Policies
	Effective Date: January 20, 2021
	Approved Date: January 20, 2021

- (1) Protection of property. Instructors are responsible for locking the doors to their program's labs which contain computers or equipment when the last class is finished for the day, and when the lab is not occupied.
- (2) Incidents. Whenever an injury, theft or damage to property takes place on campus, employees are required to contact Security immediately (after calling 9-1-1 if necessary) in order to enable Security to prepare an incident report and/or provide first aid. Students, employees, and guests are strongly encouraged to promptly and accurately report criminal and suspicious activity occurring on Dixie Tech property to Dixie Tech Security, any campus security authority, or the St. George Police Department. Preventing crime is everyone's responsibility, and suspicion of a crime does not require proof. Any individual that is a victim or witness of a crime should:
 - (a) Report the incident immediately to the police or campus security. See below for contact information.
 - (b) If possible, gather pertinent information such as
 - sex
 - race
 - hair color, length and texture
 - body size
 - height
 - clothing description
 - scars and other noticeable characteristics
 - modes of travel
 - type of vehicle, color, license information
 - direction of travel
 - (c) Contact information:

• Emergency	911
• Main Campus/Student Services/Building A	435-674-8400
• Campus Security	435-674-8647
• Campus Security Cell	435-272-6684
• Campus Emergency (After 4:00pm)	435-429-9793
• Police/Fire	435-627-4300
- (3) Phone, email and internet usage. Dixie Tech will monitor e-mail and Internet use, and may disclose the content of e-mail or internet activity, when, in the College's sole discretion, there is a business need to do so.
 - (a) Employees should not expect that College phones, e-mail or internet use is private or confidential. Use by employees of the College's communication systems constitutes consent to monitoring.
 - (b) Dixie Tech's communication systems should not be used to set up or run a personal business, transmit offensive, derogatory, obscene, or illegal materials, or download such material from the Internet.
 - (c) Occasional personal use is permitted, but the College reserves the right to monitor personal use to the same extent that it monitors business use.

- (4) Law Enforcement. Dixie Tech security officers are licensed armed security officers that comply with the training and licensing standards required by the Utah Division of Occupational and Professional Licensing (DOPL). Dixie Tech is within the jurisdiction of the St. George City Police Department which is responsible for law enforcement, investigations, and handling of reports of criminal activities occurring on campus. St George City Police officers are dedicated to the enforcement of state and federal laws without favoritism or bias. The St. George City Fire Department is responsible for responding to fire and HAZMAT emergencies on campus.
- (5) Accurate and Prompt Reporting. The safety and security of students, employees, and guests is very important to Dixie Tech. When a report is received that a crime may have been committed, campus security conducts a thorough investigation, and if appropriate, contacts the St. George Police Department for assistance.
- (6) Dixie Tech is required by law to gather and maintain crime statistics for use in an Annual Security Report. The Annual Security Report is compiled and prepared by the Dixie Tech Security and Director of Student Services in cooperation with many campus departments including
 - Student Services
 - Campus Security Authorities
 - Human Resources, and
 - Facilities ServicesSecurity reports and disciplinary referral statistics are collected from the above groups, while statistical information for reported criminal activity occurring on campus is retrieved from the St. George Police Department. For purposes of making timely warnings, emergency response notifications and the annual statistical disclosure required by the Clery Act, the campus community should report crimes to campus security, a campus security authority (CSA), or the St. George Police Department.
- (7) Reviews are conducted throughout the year in an attempt to identify issues and areas of concern with respect to building security, campus lighting, landscaping, and other potential health, safety, and security issues. Lighting and safety hazards identified during routine patrol of the campus are forwarded on an ongoing basis to the Security and Safety Coordinator.
- (8) During business hours, the Dixie Tech campus is open to students, employees, contractors, and guests for use in accordance with the college policies. During non-business hours, access to Dixie Tech facilities is restricted to those issued an official key or to those admitted for unscheduled access through the Dixie Tech Security Department or Facilities Services. The Dixie Tech Security and Safety Coordinator manages the building access and Campus Security closely manages campus keying and access. See the Campus Access Rule for details.
- (9) Dixie Tech Security monitors video cameras located throughout campus to enhance their ability to identify and respond to crimes, suspicious activities and emergencies on campus in accordance with the college's Video Surveillance policy.