

NUMBER: LESA 3.03
SECTION: Law Enforcement and Safety
SUBJECT: Reporting Disturbances
DATE: November 1, 2006
Policy for: All Campuses
Procedure for: All Campuses
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Issued by: Law Enforcement and Safety

I. Purpose:

To ensure the timely, effective, and appropriate reporting of all disturbances.

II. Policy:

The University requires that all disturbances be reported to appropriate officials as outlined by the following procedures.

III. Procedure

A. In the event of any type of disturbance, call the University Police Department on the emergency telephone line (7-9111).

B. When the desk officer answers the telephone, give the following information:

1. your name
2. names of persons involved
3. location and telephone number you are calling from
4. location of disturbance
5. type of disturbance
6. type of weapons involved, if any
7. the approximate number of persons involved in the disturbance.
8. description of persons involved

C. Members of the University Police Department will be dispatched to the area to determine what further action should be taken.

IV. Reason for policy changes:

A. Clarification

B. Identification of specific valuable information to law enforcement

Send Comments to [Ernie Ellis](#)