AIMS COMMUNITY COLLEGE PROCEDURE

INCIDENT REPORTING

Incident Defined: Any event, which is not part of the normal operations of Aims Community College, including but not limited to natural phenomenon.

Health and Safety: Designated Public Safety Officers or Security Officers are responsible for the filing of all internal Incident Reports. The responding officer is the contact official for external responding agencies. An incident may be reported by anyone. If a bodily injury has occurred, or is threatened, call 911 first. A 911 call is a direct dial call from campus that does not require dialing number nine to get an outside line. Use your best discretion when calling 911 first for incidents.

Initial Reporting: Call 911 or Aims campus security at one of the following numbers.

- College Safety and Security Coordinator - (970) 339-6474
- Greeley - (970) 539-2171  Windsor - (970) 744-0322
- Ft. Lupton - (303) 591-3164  Airport - (970) 356-0790
- Loveland - (970) 518-5137

Procedure: Once the phone call to the Public Safety Officer or Security Officer has been made the following procedures will be followed:

1. The responding officer will identify the action needed based on the incident.
2. If additional emergency response is needed the officer will verify emergency response is in route or will make the 911 call. As soon as feasible, contact the Safety and Security coordinator.
3. Upon the Completion of the incident, the officer will complete the report in the Maxient automated reporting system and submit copies with accompanying information, as applicable and when available to the following: The President, The Chief Administrative Officer, The Director of Facilities and Operations, and appropriate Dean. Other agency reports must be submitted as they become available.
4. If the incident is outside of normal daytime business hours, then Aims security personnel must be notified immediately. Security personnel will use his or her own discretion in notifying the President or other necessary individuals.
5. Employee incidents also follow the reporting procedures provided by Human Resources. An employee incident report must be submitted to Human Resources immediately so that the proper reports to the College’s insurance provider can be filed. Contact Human Resources at 970-339-6670
6. An incident involving a student offsite at a clinical site must also be reported to the appropriate Academic Dean.
Campus Security Authorities: Specific individuals on campus who are not Public Safety Officers could still have certain crimes disclosed to them. These individuals are considered “Campus Security Authorities” under the Clery Act. The Campus Security Authorities include but are not limited to the Director of Human Resources or his/her designee, the Director of Student Life or his/her designee, the Registrar or his/her designee, members of the Threat and Violence Assessment Team, and the Director of the Student Success Center or his/her designee. These individuals must report information on crimes disclosed to them to the Safety and Security Coordinator or College Resource officer.

Crimes can be reported in a number of ways, including contact with School Resource Officers, members of the campus security, or anonymously. Reports can also be accessed via the Aims website and going to the Public Safety webpage link at the bottom on the right column. Click report a concern. These can be made anonymously

False reports are those reports where fictitious information is disclosed in an attempt to thwart an investigation or alter facts of a crime or incident. False reports can be given in a number of ways, including, but not limited to, in person, through email, and using the online Report Form. All false reports will be investigated. If the report is found to be false due to intentional actions by that of the reporting party, appropriate disciplinary action will be taken. Making a false report to a Law Enforcement Officer is illegal and may result in criminal charges.

APPROVED: Dr. Marilynn Liddell  
Aims Community College President  
Date: August 20, 2007

Revised: November 9, 2009  
May 4, 2011  
October 29, 2012  
November 18, 2013

APPROVED: Dr. Leah L. Bornstein  
Aims Community College President  

Revised: September 21, 2015