

Monash University Procedure

Procedure Title	Contacting Police Procedures
Parent Policy	Contacting Police Policy
Date Effective	3 May 2017
Review Date	3 May 2020
Procedure Owner	Director, Services Buildings and Property Division
Category	Operational
Version Number	2.0
Content Enquiries	russell.gammie@monash.edu
Scope	<p>This policy applies to all staff and students of:</p> <ul style="list-style-type: none"> • Monash University at the university's Australian campuses, Residences and off-campus facilities; and • Monash College Pty Ltd business units at the university's Australian campuses.
Purpose	<p>To provide guidance to persons when considering contacting police and/or university security services regarding any matter affecting themselves, the university, its students, staff or others. The university retains an experienced and capable team of security professionals to help ensure that important security services, including security incident reporting, response and resolution, investigation, assistance and general advice, are available in support of the university's operation and environment at each campus.</p>
PROCEDURE STATEMENT	

- Any person who sees or suspects that an incident has or is occurring on university property shall immediately report such details to the nearest campus security office.

Responsibility

Any person who sees or suspects that an incident has or is occurring on university property.

- If an incident requires urgent police attendance person/s should immediately telephone 000. The decision to call police is that of the caller, based upon the circumstances being experienced at the time.

Responsibility

Any person who sees or suspects that an incident has or is occurring on university property.

- Where police have been called to attend a university site the caller should also advise the university security service as soon as practicable.

Responsibility

Any person who sees or suspects that an incident has or is occurring on university property.

- Campus security personnel will respond appropriately to reported incidents. The university resources and campus security staff, who are usually on site, can normally provide a rapid 'first' response to an incident. They are specifically trained, have procedures and have excellent local university knowledge.

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Responsibility

Campus security personnel.

5. Campus security personnel shall notify police and request their attendance where the victim of an incident requests such action, or where this is considered to be in the interests of the university.

Responsibility

Campus security personnel.

6. Where police attend they will usually take charge of the situation and all persons present, including security personnel, are required to obey their lawful instructions. Should police attend an incident on university property, campus security personnel shall offer appropriate assistance.

Responsibility

Police

All persons present at incident

7. Any staff member or student contacted by a law enforcement agency regarding a university related incident shall refer the inquiring agency to the nearest campus security office.

Responsibility

Any staff member or student contacted by a law enforcement agency regarding a university related incident.

Responsibility for implementation	Executive Director, Buildings and Property Division
Status	Revised
Approval Body	Name: Executive Director, Buildings and Property Division Date: 3 May 2017
Definitions	Campus Security Office: The main security office at or responsible for a university campus or other location. Campus Security Personnel: Persons appointed to the role by the university. Incident: Any act, omission or circumstance which appears to constitute an offence against the law. It includes reports of assault, theft and damage etc. University Security Service: The university appointed staff, including contractors, responsible for the delivery of security related services to the organisation.
Legislation Mandating Compliance	
Related Policies	Contacting Police Policy
Related Documents	