Reporting Procedures
If you observe a crime or suspicious incident, or if you notice a security problem, notify the Department of Campus Safety immediately at ext. 5111. Also, use ext. 5111 for police, fire, or medical emergencies. From a cell phone, call (562) 777 – 4000. For non-emergency officer assistance, call the switchboard at ext. 0. For business calls, please contact the Campus Safety Office at ext. 4877.

Any on-campus crime witnessed by a University student or employee must be reported to the Department of Campus Safety. The Department of Campus Safety is responsible for reporting and follow-up investigation when an incident is reported. All University students, employees, and visitors should exercise responsibility for their own safety while on campus.

Reporting to Community
The Student Right-to-Know and Campus Security Act requires that colleges and universities receiving federal funds publish campus security policies, crime prevention programs, and specific campus crime statistics on a yearly basis. This information is available to employees and applicants for employment upon request.

Campus Security Authorities
The Student Right-to-Know and Campus Security Act requires that colleges and universities receiving federal funds to notify community members as to who is considered a “campus security authority.” The U.S. Department of Education defines a campus security authority as:

1. A campus law enforcement unit;

2. An individual or organization specified in an institution’s statement of campus security policy as the individual or organization that has significant responsibility for student and campus activities, but does not have significant counseling responsibilities.

Examples of campus security authorities include Campus Safety personnel, Residence Life personnel, Faculty Advisors, Athletic or Academic Team Coaches, Directors, Deans, and Department Heads. Campus Safety authorities are required to report criminal occurrences to campus law enforcement unit (Department of Campus Safety) under the annual reporting and timely warning requirements of the Act. It shall be the responsibility of the Department of Campus Safety to investigate reports of criminal activities on campus.

When a serious crime occurs on the Biola campus, the campus community will be notified within a reasonable amount of time by one or more of the following methods: Campus Safety Alert Notices, posted at common building entry points; The Chimes, Inside Story, e-mail; or other methods as decided by the Chief of Campus Safety or his designee. In addition, all related policies and statistics are available at the Campus Safety Administrative Office.

The Campus Safety Daily Crime and Fire Safety Log is available for inspection online at www.biola.edu/offices/campus_safety/report/daily/ or at the Campus Safety Administrative Office on a daily basis. The daily log will list all crimes that have occurred on university property during the previous 60 days.
Campus Safety Information

Safety tips and emergency preparedness information can be found on the Campus Safety website at:
www.biola.edu/offices/campus_safety/