

convincing evidence to withhold information, the information will be disclosed when the adverse effect no longer exists.

**Timely Reports to the Campus Community on Crimes Considered to be a Threat to those on Campus** - In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued.

Timely warnings will be issued for any crimes that may pose a serious or continuing threat to the campus community. The warning will be issued through the college email system to students, faculty, staff and posted on the Darton State College web site.

A safety bulletin will usually be issued the same day of the incident or as soon as possible thereafter by the Darton State College Chief of Police. The bulletins will be posted on the main page for the Darton web site, on the public safety web page and sent to employees and students via email.

**Vehicle Assistance** – Officers can assist with jump starting your vehicle and in most cases, an officer can assist in entering a locked car. Proper identification and signing a waiver is all that is needed.

**Lost and Found Property** – The Darton Police Department is responsible for operating the central Lost and Found operations for the campus. Lost items from all areas of the campus are eventually turned over to the Police. If you have lost an item, a faculty or staff member can provide you with the Lost Property Affidavit or you may come to the station and fill out a form.

You may fill out the form at anytime, however, please make all inquiries at the station between the hours of 8:00 a.m. to 5:00 p.m. Monday thru Friday. A current log of all property that has been turned into the department is available on [SharePoint](#) and can be accessed by any faculty or staff member.

**All property turned into Lost and Found will be kept a minimum of 60 days. If known, every attempt will be made by our department to contact the owner. If items are unclaimed after 60 days, they will be disposed of appropriately.**

**Personal Property Registration** – The "Personal Property Registration Form" is designed to help identify your property in the event it is stolen, lost or destroyed.

Members of the campus community are encouraged to register laptops and bicycles at no cost. The serial number and pertinent data are recorded on the registration form and kept on file at the public safety office.

**Silent Witness Form** – If you have information regarding any crime that has occurred or is occurring on campus, we would like you to report it. Please fill out the form located under the forms section for the Public Safety webpage and click "Submit to Campus Police." ***You will be providing this information under condition of anonymity.*** Within the limits of the law, all information will be kept confidential.