

# UNIVERSITY POLICE DEPARTMENT

Albany State University Police Department is open Monday through Friday between the hours of 8:00 a.m. – 5:00 p.m. All crimes reported to the Albany State University Police will be listed in the daily crime Log. Logs remain open for sixty (60) days.

The Albany State University Police may withhold information from the crime log when there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual. In cases where there is clear and 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 Connect 5 Emergency Notification system, and the Emergency Siren system to students, faculty, and staff and posted on the Albany State University Website. (<https://www.asurams.edu>)

A safety bulletin will usually be issued the same day of the incident or as soon as possible thereafter by the Albany State University Chief of Police. The bulletins will be posted on the main page for the Albany State University, (<https://www.asurams.edu>) on the police department web page (<https://www.asurams.edu/presidents-office/police/>) 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 Albany State University 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 any time, however, please make all inquiries at the station between the hours of 8:00 a.m. to 5:00 p.m. Monday thru Friday.

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 campus police office.

Contact the Parking Service Coordinator for information at 229-500-3080.

## Anonymous Tip Line and Information Phone Number

If you have information regarding any crime that has occurred or is occurring on campus, we would like you to report it. Please call our tip line at 229-430-7963.

The Albany State University Police non emergency line is 229-430-4711.