



## INVESTIGATION OF CRIMES AND CRIME REPORTING POLICY

### PURPOSE

The purpose of this policy is to establish a plan for investigating any report of a crime, including a violent felony offense, occurring on its grounds.

### STATEMENT OF POLICY

Public Safety patrol vehicles and foot patrols are radio dispatched to handle emergencies, safety, security, and enforcement duties anywhere on campus. In addition, there are numerous well-marked emergency telephones located throughout the campus to facilitate the reporting of crimes, fires and other emergency situations.

*Policies Regarding Reporting a Crime Confidentially:* Persons wanting to report a crime or incident can do so confidentially by contacting the Department of Public Safety at Ext. 1078. The reporting person's name will be kept confidential, but the incident may be included in the annual crime statistic report without divulging the person's name or any other information that would infringe on his/her confidentiality.

*Response to Reported Incidents:* Public Safety Officers will complete written reports of any incidents that occur on campus or other mandated areas. Reports are kept on file in the Public Safety Office and copies are distributed to the appropriate Campus departments. Follow-up investigations are conducted, and the local law enforcement agency(s) are notified when appropriate.

*Crime Log:* The Department of Public Safety maintains a daily campus crime log. The log records incident number, date of crime, time of occurrence, general location, and disposition if known. The Department must make these entries, except where such disclosures are prohibited by law or would jeopardize the confidentiality of the victim. Said information may also be withheld if there was clear and convincing evidence that the release of the information would cause the suspect to flee or result in the destruction of evidence. The Department must disclose any information once the adverse effect described above is no longer likely to occur.

### PROCEDURES

The crime log is accessible to public view for the most recent 60-day period during normal business hours. The University will make available any portion of the log older than 60 days within two business days of a request for inspection.

**POLICY TYPE: OPERATIONS**