

Reporting Criminal or Suspicious Activities

Policy Title:	Reporting Criminal or Suspicious Activity
Tracking #:	
Issued By:	Department Safety and Security Services
Responsible Office:	Finance Office
Responsible Officer:	Senior Vice President & Chief Financial Officer
Effective:	September 15, 2018
Last Revised:	
Next Scheduled Review:	September 15, 2020

Policy Statement

Urbana University always seeks information that may lead to the arrest and conviction of an offender when violent crimes against persons or serious crimes against property have been reported. Information regarding any crime may be reported to Urbana University's Campus of Safety & Security Services (CSSS) or anonymously by using the tips@urbana.edu and the <https://www.urbana.edu/notify> systems.

Purpose

The purpose of this policy is to establish guidelines and provide protocols regarding the reporting of a crime or suspicious activity occurring on property owned or utilized by Urbana University.

Scope

This policy applies to all faculty, staff, students and visitors at all Urbana University owned or leased locations.

Definitions

- **Emergency (Immediate) Notification:**
 - Dissemination of critical emergency information,
 - regarding a significant emergency or dangerous situation,
 - occurring on campus,
 - involving an immediate threat to the health or safety of visitors, students or staff.
- **Mass Notification Communications Systems:**
 - Communications systems utilized by University officials to quickly disseminate emergency information across multiple communications channels. Including: the Urbana Alerts System-the One Call Now System, and simultaneous mass emailing. (Blast email).
- **Timely Warning Notification:**
 - Campus-wide dissemination of critical emergency information,
 - regarding a situation that arises, either on or off campus,
 - that, in the judgment of authorized University officials,
 - constitutes a serious or continuing threat,
 - to the safety of faculty, staff, students or visitors

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- **University Officials:**
 - Selected University employees afforded the delegated authority to provide leadership during designated hours and to manage unexpected events by adhering to established operational protocols.
 - University officials include: members of the University's Crisis Management Team (CMT).
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Policy Details

Urbana University always seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or serious crimes against property have been reported.

Reporting Crimes

Any person involved in or witnessing a life threatening emergency should dial "911" first before attempting to notify Urbana University Safety and Security personnel. All persons are strongly encouraged to report crime to their respective appropriate local law enforcement agency. Campus Safety & Security Services can be notified at (937) 772-9213 by any person desiring to report a crime or suspicious activity occurring on property owned or utilized by Urbana University.

Criminal incidents are referred to local law enforcement agency that have jurisdiction on the campus. The Campus Safety & Security Services at Urbana University maintains a professional working relationship with all law enforcement organizations having jurisdiction at any campus location. All crime victims and witnesses are strongly encouraged to immediately report any crime to the Campus of Safety & Security Services. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

CSSS personnel and/or the Campus Special Duty Officer are available to answer your call. In response to a call, CSSS or any on-duty Campus Special Duty Officer will take the required action to include summoning appropriate personnel or notifying the appropriate law enforcement agency. The CSSS will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to appropriate University or law enforcement resources.

Co-Location Notifications

At Urbana University any person involved in or witnessing a life threatening emergency should dial "911" first before attempting to notify the Host Institutions Security Department or Police Department. All persons are strongly encouraged to report crime to their respective Security Department or the appropriate local law enforcement agency.

Most states have laws requiring persons who have knowledge of a felony (a victim of or witness to the crime) to report the crime to the police. Failure to report a crime may itself be a crime.

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Working Relationship with Campus Security Personnel

The Urbana Campus Safety and Security Services maintains a close working relationship with local police agencies having jurisdiction over campus locations. CSSS staff occasionally works with other state and federal law enforcement agencies. Meetings are held between the leaders of these agencies on both a formal and informal basis. CSSS staff communicates regularly with local police agencies on the scene of incidents that occur in and around the campus area.

Campus Special Duty Officers work closely with the investigative staff at their respective agencies when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

There is written memorandum of understanding between Urbana University's Campus Safety and Security Services underway and local law enforcement agencies having jurisdiction over campus locations.

Campus Law Enforcement Authority

Campus Special Duty Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to campus locations. If minor offenses involving University rules and regulations are committed by an Urbana University student, the incident may be investigated through the Director of Student Life for potential Student Code of Conduct violations. While working on behalf of Urbana University, Campus Special Duty Officers are under the guidance of the University's Urbana Campus Safety and Security Services. As such, they are school officials with a legitimate educational interest.

This policy contains information about on-campus and off-campus resources in the event a person becomes a victim of a crime. This information is made available to provide Urbana University community members with specific information about community resources available in a particular area. Urbana University does provide on campus resources; Project Women @ Blackmer 5 Tuesdays and Wednesdays 1pm-4:30pm. If an employee of the University, the Employee Assistance Program is available for use; (800) 869-0276.

Authority of Non-Sworn DSSS Personnel

The Urbana Campus Safety and Security Services employs non-sworn safety and security personnel responsible for many administrative and operational functions to include access control, policy and procedure development, training, and various record keeping activities. As such, they are school officials with a legitimate educational interest. Urbana University non-sworn safety and security personnel have the authority to request identification from individuals on campus to determine whether individuals have lawful business at the University. Safety and Security personnel do not possess arrest powers outside of those granted to ordinary citizens.

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Timely Warning Reports

Crimes should be reported to the CSSS to aid in providing timely warning notices to the community when appropriate and ensure inclusion in the annual crime statistics. Clery reportable offenses that are known to the University are reported to the local police agencies. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted through the court systems of each jurisdiction in which the campus location resides.

Campus Special Duty Officers work closely with local, state, and federal police agencies and have direct radio communication with their agency's radio network.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. Websites such as; tips@urbana.edu and <https://www.urbana.edu/notify> along with Urbana university Employee EAP Hotline: (800) 869-0276, allows students, faculty and staff, the opportunity to file a report on the details of an incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep a record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

References

U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, Washington, D.C., 2016.

Associated Policies

None

Contacts

Manager of Safety & Security, (937) 505-7361

Review Timeline

The policy will be reviewed every two years, or as needed.

Revision History

August 24, 2018