



# Reporting Criminal or Suspicious Activities Policy

**Policy Title:** Reporting Criminal or Suspicious Activities

**Issued By:** Department of Safety and Security Services

**Responsible Office:** Campus Services

**Responsible Officer:** Vice President, Campus Services

**Effective:** September 1, 2015

**Last Revised:** July 2022

**Next Scheduled Review:** July 2025

**Policy Statement:** Franklin 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 Franklin University's Department of Safety and Security Services (DSSS) or anonymously by using the Lighthouse reporting system.

**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 Franklin University.

**Scope:** This policy applies to all faculty, staff, students and visitors at all Franklin 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 Franklin Alerts System, the InformaCast 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** – Any Director, Dean, Vice President, or President. This includes members of the Department of Safety and Security Services and Campus Special Duty Officers.

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**Policy Details:**

Franklin 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 Franklin University Safety and Security personnel. All persons are strongly encouraged to report crime to their respective Campus Special Duty Officer or the appropriate local law enforcement agency. Safety and Security Services can be notified at (614) 947-6902 by any person desiring to report a crime or suspicious activity occurring on property owned or utilized by Franklin University.

Criminal incidents are referred to the Campus Special Duty Officer or local law enforcement agency that have jurisdiction on the campus. The Department of Safety and Security Services at Franklin 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 Department of Safety and Security Services. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

DSSS personnel and/or the Campus Special Duty Officer are available to answer your call. In response to a call, the Campus Special Duty Officer will take the required action to include summoning appropriate personnel or notifying the appropriate law enforcement agency. The Campus Special Duty Officer and/or DSSS 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 Franklin University co-locations, 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.

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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.

## **Working Relationship with Campus Security Personnel**

The Department of Safety and Security Services maintains a close working relationship with local police agencies having jurisdiction over campus locations. DSSS 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. DSSS 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 or information, as deemed necessary.

There is no written memorandum of understanding between Franklin University's Department of Safety and Security Services and local law enforcement agencies having jurisdiction over campus locations.

## **Campus Law Enforcement Authority**

Franklin University's Main Campus Security Force is comprised of off-duty City of Columbus, Ohio police officers. Officers maintain all of the authorities granted them by the City of Columbus Police Department while on campus. All other Franklin regional locations employ off-duty police officers from their respective communities. They maintain all law enforcement powers granted by state law and their respective police agencies while on duty at these locations.

Officers are scheduled on main campus during all hours that the University is officially open for business. At the satellite locations, officers are only assigned for duty at times classes are being held at that particular location. At co-locations, Franklin University relies on the host institution's law enforcement or security department to establish operating hours.

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 a Franklin University student, the incident may be investigated through the Director of Community Standards for potential Student Code of Conduct violations. While working on behalf of Franklin University, Campus Special Duty Officers are under the guidance of the University's Department of Safety and Security Services. As such, they are school officials with a legitimate educational interest.



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## **Authority of Non-Sworn DSSS Personnel**

The Department of 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. Franklin 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. Non-sworn Safety and security personnel do not possess arrest powers outside of those granted to ordinary citizens.

## **Timely Warning Reports**

Crimes should be reported to the DSSS to aid in providing timely warning notices to the community when appropriate and ensure inclusion in the annual crime statistics. Clerly 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. Lighthouse 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 crimes 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.



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

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**Associated Policies & Procedures:** N/A

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**Contacts:** Safety and Security Services, (614) 947-6913  
University Regulations:  
VP, Campus Services, (614) 947-6080  
SVP Administration, (614) 947-6765

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**Review/Evaluation Timeline:** This policy will be reviewed every three years, or as needed.

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**Revision History:** August 24, 2015; November 16, 2020; July 2022

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**SharePoint:** <https://franklinu.sharepoint.com/:f:/r/sites/Community/Shared%20Documents/Documents%20and%20Resources/University%20Policies?csf=1&web=1&e=IVxkPI>

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