



**Policy Number:** 3.005

**Originating Office:** University of Police Department

**Responsible Executive:** VP of Admin. and Technology

**Date Issued:** 02/01/2016

**Date Last Revised:** 02/01/2016

# Incident Reporting

## Policy Contents

I. REASON FOR THIS POLICY.....	1
II. STATEMENT OF POLICY .....	1
III. DEFINITIONS .....	1
IV. PROCEDURES.....	1
V. RELATED DOCUMENTS, FORMS AND TOOLS .....	2

### I. REASON FOR THIS POLICY

All students, faculty, administrators, staff, volunteers, and visitors of the University of South Dakota should report all crimes, suspicious activity, and safety-related incidents in a timely manner. The timely reporting of information promotes the safety and security of the campus community.

### II. STATEMENT OF POLICY

When a crime, suspicious activity, or a safety-related incident is reported, the University Police Department will dispatch an officer to the appropriate location to conduct a preliminary investigation. If appropriate, the University Police Department will investigate the matter further, or will forward the report to the appropriate law enforcement agency for follow-up.

### III. DEFINITIONS

N/A

### IV. PROCEDURES

#### **Incidents that Occur On-Campus or in Off-Campus Property or Buildings**

Crimes, suspicious activity, or safety-related incidents that occur on campus or in any off-campus University of South Dakota building or property should be reported to the University Police Department as follows:

- In person in the Davidson Building, room 101
- By calling the University Police Department on (606) 677-5342

To facilitate the reporting of crimes under the Clery Act, certain individuals are identified as campus security authorities. Those individuals are required to report allegations of Clery crimes to the University Police Department. At USD individuals with responsibility for campus security who are not directly affiliated with the University Police Department include officials with significant knowledge and/or oversight of student events and activities, and campus life. These include but are not limited to officials in student services such as housing, programming and conduct.

### **Incidents that Occur Off-Campus in Non-Campus Property or Buildings**

Crimes, suspicious activity, or safety-related incidents that occur off-campus in a non-campus building or property should be reported to the Vermillion Police Department as follows:

- By calling 911 in case of an emergency
- By calling (605) 677-7070 in case of a non-emergency

### **Anonymous Reporting**

Individuals may also report incidents or information anonymously on the University Police Department website through the [Silent Witness Form](#). The Anonymous Report form is also designed to provide UPD with crime tips, along with reports in which complete anonymity is desired.

### **When Reporting**

When you report a crime, suspicious activity or safety-related incident:

- Remain calm
- Identify yourself and your location to the dispatcher.
- Report on all details of the incident.
- Describe the suspect's appearance, clothing, height, weight, coloring, scars, tattoos, or other noticeable features.
- Identify the location of the incident.
- Describe the suspect's vehicle, license plate number, and direction of travel.
- Stay on the telephone until the dispatcher tells you it is okay to hang up

## **V. RELATED DOCUMENTS, FORMS AND TOOLS**

Not Applicable