

March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 55

To: Vice Presidents, Deans, Directors, Department Chairs, and Other
Administrative Officials

From: Gordon H. Lamb, President

Subject: Case Referrals to Outside Authorities

The Department of Public Safety is the law enforcement agency with primary jurisdiction and responsibility, to provide police service to the University community, in accordance with Chapter 144, Section 1008, paragraph 10 of the Illinois Revised Statutes.

Students, staff and faculty should report all crimes occurring on campus to the Department of Public Safety. All criminal offenses where the University and or State is the victim must be reported to Public Safety in a timely manner. In those instances where an individual (student, faculty, staff, or visitor) is the victim of a criminal offense, a report should be made with Public Safety. The victim may choose to sign a Criminal Complaint, or request to have the matter handled administratively, if such option is possible; e.g., the Student Conduct Code.

The following procedure shall govern referral of cases to external authorities:

- a. In all instances, the first step is to notify Public Safety to ensure that a General Offense Case Report is completed by that University department.
- b. The Department of Public Safety will refer certain felony offenses, as requested by the State's Attorney, to the Area 5 Violent Crimes unit of the Chicago Police Department.
- c. Other criminal offenses may be referred to outside law enforcement agencies as deemed necessary by the Director of Public Safety in conjunction with the Office of the President and the Vice President for Administrative Affairs.
- d. These procedures have no effect upon internal disciplinary action which may be taken in addition to referral to external authorities.