

Revised: 12/01/2005

Reporting Criminal Offenses
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UPPS

Review: June 1 E4Y

*01. POLICY STATEMENT

01.01 This UPPS sets forth university policy for reporting criminal offenses that result in a financial loss to the University, or harm to visitors or members of the University.

02. REPORTING OBLIGATIONS AND PROTECTIONS

02.01 All Texas State employees have an obligation to report actual or suspected crimes such as physical harm, theft, fraud, embezzlement, destruction of property or other irregularities resulting in the loss of cash, property or other assets of the University to the University Police Department.

*02.02 Employees are expected to cooperate with police and internal audit investigations. Investigations conducted by these offices are confidential.

*02.03 Section 554.002 of the Government Code prohibits retaliation against employees who in good faith report violations of law to appropriate law enforcement authorities.

03. PROCEDURES FOR REPORTING CRIMINAL OFFENSES

03.01 Employees who believe that a criminal offense has been committed involving any guest or member of the university community should notify the University Police. The University Police will notify the Director, Audit & Compliance, in cases involving theft, fraud, embezzlement, and irregularities resulting in the loss of cash or other assets of the University.

03.02 The Director, Audit & Compliance, will report criminal offenses to the University Police.

04. INVESTIGATIVE PROCEDURES

04.01 The University Police will use an internal auditor to determine whether university assets have been misappropriated and, if so, the amount of the loss.

04.02 Police investigators may want to have internal auditors present when they interview employees.

05. INVESTIGATIVE PROCEDURES - CRIMES NOT INVOLVING INTERNAL AUDIT

*05.01 The University Police Department will investigate and process crimes against persons and other criminal offenses according to law and standard practice.

06. DISPOSITION

06.01 The police and internal audit reports will follow established procedures. The police will forward copies of their report to the appropriate District Attorney.

06.02 Directors and chairs should coordinate with the Director of Human Resources, the dean, if appropriate, and Director of University Police, prior to initiating any personnel action against an employee who is a suspect to preclude the possibility of impeding an investigation.

06.03 The Director, University Police and Director, Audit & Compliance, will send copies of their summary report to the vice president in whose division the infraction occurred.

07. REVIEWERS OF THIS UPPS

07.01 Reviewers of this UPPS include the following:

<u>Position</u>	<u>Date</u>
Director, University Police Department	June 1 E4Y
Director, Audit & Compliance	June 1 E4Y
University Attorney	June 1 E4Y

08. CERTIFICATION STATEMENT

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director, University Police; senior reviewer of this UPPS

Vice President for Student Affairs

President