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**POLICY TITLE:** Policy on Crime Reporting

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**POLICY PURPOSE:** Reporting incidents affecting personal safety and property, and property of the State of Kansas

**BACKGROUND:**

**APPLIES TO:** Faculty, staff, students, visitors

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:** Incidents affecting personal safety and property, and property of the State of Kansas must be reported to the University Police Department on a timely basis. If you are the victim or a witness to a crime or a circumstances which you believe may constitute a crime, call 911 to reach police assistance, emergency medical treatment and fire response.

For non-emergencies, the University Police Department may be contacted at 628-5304 during normal operating hours, which are 8 am to 4:30 pm, Monday-Friday. After hours, or on weekends or holidays, contact the Hays Police Department Dispatch Center, which provides dispatch services for the University Police Department, at 625-1011.

Additionally, kiosk phones connected to dispatch are located throughout campus. Pursuant to statutory requirements, crimes reported to the University Police Department are submitted to the Kansas Bureau of Investigation, the Central Repository for the State of Kansas. UPD electronically submits the required data using the Kansas Incident Based Reporting System. Data collected within those submissions do not represent all criminal incidents committed at Fort Hays State University, as they are dependent on victims reporting crimes to the University Police Department. The collection of this data is designed to support the "Crime in the U.S. Report" published annually by the FBI.

Additionally, data collected by UPD and the city police department are used by the University to prepare the annual Fort Hays State University Security Report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crimes Statistics Act. The Fort Hays State University Police Department makes no provision for including confidential reports of crime in this Annual Security Report. The University Police Department depends on these reports to allocate its resources and maximize crime prevention efforts to provide a safe environment.

**EXCLUSIONS OR  
SPECIAL**

**CIRCUMSTANCES:**

**RELATED DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:**

Personal safety, property, UPD, police assistance, dispatch, emergency

**RESPONSIBLE OFFICE:**

University Police Department

**RESPONSIBLE UNIVERSITY OFFICIAL:**

Director

**ORIGINATION DATE:**

6/17/09

**REVIEW CYCLE:**

3 years

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**POLICY ADDRESS:**

**LAST APPROVED ON:**

09/02/16

**REVIEW/CHANGE HISTORY:**

Adopted by ELT 08/02/16

Adopted by President's Cabinet 06/17/09

**NEXT REVIEW DATE:**

09/2019

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