



Policy 4.68

Theft & Other Criminal Incidents

Responsible Official: VP for Human Resources

Administering Division/Department: Employee Relations

Effective Date: March 30, 2007

Last Revision: September 25, 2014

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Policy Details

All thefts of university property, thefts of property of individuals who are members of the university community, and all other criminal incidents should be immediately reported to the Emory Police Department for investigation. No one should make any commitments relating to restitution, prosecution, or otherwise pending investigation. When university funds are involved, Internal Audit and the Finance Office also should be notified.

If either (1) the victim of a theft or other criminal incident taking place at Emory or involving Emory property or (2) an individual aware of such a crime, elects not to or is unable to make a report to the Emory Police Department, members of the Emory community with knowledge of the incident are encouraged to make an accurate and prompt report of the crime to the Emory Police Department. The wishes of a victim or an individual reporting a crime concerning anonymity, if known, should be respected in reporting a crime.

To report a crime to the Emory Police Department, call (404) 727-6111 or the EPD TIPS LINE (404) 727-8477). The TIPS line is not for emergencies, If you witness a crime in progress please call 911 or EPD at (404) 727-6111 . A crime may also be reported in person at the EPD office: 1784 North Decatur Road, Suite G-01, Atlanta, GA 30322-0550. .

In the case of thefts of university property, or other criminal incidents in which the university is the victim, decisions on whether or not to prosecute will be made by the Chief of Police and/or the Executive Vice President for Business and Administration in consultation with the Office of the General Counsel. No other official of the university or employee, other than the President or his or her designee, has the authority to make such decisions.

In the case of thefts of Emory Healthcare property, or other criminal incidents in which Emory Healthcare is the victim, decisions on whether or not to prosecute will be made by the Chief of Police and/or the Executive Vice President for Health Affairs or CEO of Emory Healthcare, or his or her designee, in consultation with the Office of the General Counsel. No other official of Emory Healthcare or employee has the authority to make such decisions.

In the case of thefts of Oxford College property, or other criminal incidents in which Oxford College is the victim, decisions on whether or not to prosecute will be made by the Chief of Police and/or the Dean and CEO of Oxford College in consultation with the Office of the General Counsel. No other official of Oxford College or employee has the authority to make such decisions.

In case of thefts of property from individuals, or other criminal incidents in which an individual is the victim, the decision on whether or not to prosecute will be made by the individual victim. The Emory Police Department will assist the victim in making an informed decision.

A decision on whether criminal prosecution is appropriate for a theft or other criminal act does not determine whether or not an accused employee should be terminated or otherwise disciplined. Such a decision also is not determinative of whether an accused student should face Conduct Council proceedings.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.68>
- <http://policies.emory.edu/4.68> (http://)
- [Emory Police Department](http://www.campserv.emory.edu/epd/) (http://www.campserv.emory.edu/epd/)

Contact Information

Subject	Contact	Phone	Email
Director, Employee Relations	Jeanne D. Thigpen	404-727-7644	persjdt@emory.edu

Revision History

- Version Published on: Sep 03, 2009
- Version Published on: Sep 03, 2009 (*No previous versions of this policy were found.*)
- Version Published on: Jun 20, 2007 (*Original Publication*)

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