Policy 4.68
Theft & Other Criminal Incidents

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.68 for the current version.

Responsible Official: VP for Human Resources
Administering Division/Department: Employee Relations
Effective Date: March 30, 2007
Last Revision: September 03, 2009

Policy Sections:

I. Policy Details
II. Related Links
III. Contact Information
IV. Revision History

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.

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 finance 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://)
Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divisional Director, Organizational Development/Employee Relations</td>
<td>Jeanne D. Thigpen</td>
<td>404-727-7644</td>
<td><a href="mailto:persjdt@emory.edu">persjdt@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.