



## CRIME REPORTING

<b>Authority:</b>	University Police
<b>History:</b>	Revised August 21, 2012, Revised June 20, 2008; Established September 14, 2006
<b>Source of Authority:</b>	34 CFR 668.46(b)(2) Jeanne Clery Act N.C.G.S. 116-40.5 <i>The Handbook for Campus Safety and Security Reporting</i> , U.S. Department of Education 2011
<b>Related Links:</b>	
<b>Responsible Office:</b>	University Police

---

### **I. Purpose**

To provide clear guidance to members of the UNCW community regarding the reporting of crime and emergencies.

### **II. Scope**

Applies to personnel, offices, and departments as indicated.

### **III. Reporting Crimes and Emergencies**

A. Students, employees, and visitors on campus should report all crimes to the UNCW Police Department. The University Police department is the point of origin for all emergency services on campus. The department is open 24-hours a day, each day of the year providing around the clock police and security services.

B. The police department monitors emergency call boxes as well as emergency telephones located on university properties. Elevators are equipped with an emergency telephone, and some locations within some buildings have intercoms that connect directly to the University Police Department. The police department monitors telephone lines and email accounts, C (2) and C (3) below. Students, employees, and visitors may contact the police department by using their own or university phones.

C. Report all crimes to the UNCW Police Department:

1. Emergency – 911 (Through contractual agreement, the New Hanover County 911 Center provides dispatching services to UNCW)
2. Non-Emergency – (on campus) ext. 2-2222, (off campus) (910) 962-2222; Anonymously – (on campus) ext. 2-8477 (TIPS); (off campus) (910) 962-TIPS (8477)
3. Anonymous email from the Police Department Web page: [www.uncw.edu/police](http://www.uncw.edu/police)
4. TEXT-A-TIP Anonymous online reporting (in cooperation with Wilmington Police Department) at [www.tip708.com](http://www.tip708.com) or by text:
  - a) Begin message with “Tip 708”
  - b) Type message
  - c) Send to “CRIMES” (274637)

D. The UNCW Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the UNCW Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other UNCW campus security authorities as identified below in IV, or anonymously as described above in C.

**IV. Certain Personnel Required to Notify Police of Certain Offenses**

The following university officials or members of designated offices, by virtue of their title and position, are required to notify the police department of the incidents of offenses occurring in certain geographic locations associated with UNCW.

- A. University Police; All personnel
- B. Office of Housing and Residence Life; All Professional Staff, Resident Assistants, and Desk Receptionist, including contracted security guards.
- C. Office of the Dean of Students; All Professional Staff
- D. Athletic Department; Athletic Director and other Administrators, Trainers, and Coaching Staff
- E. Campus Recreation; All Professional Staff

- F. Campus Life; All Professional Staff
- G. UNCW faculty/staff advisors to registered student organizations
- H. UNCW Title IX Coordinator.

Upon receipt of such information, the above-referenced individuals should notify University Police as soon as practical so that timely notification or warning can be given and for inclusion in the *Campus Crime and Security Report*, [www.uncw.edu/ba/police/crime.pdf](http://www.uncw.edu/ba/police/crime.pdf), published annually by the police department in compliance with federal regulations. Notification should include if the crime occurred in a residence hall, dormitory, or other residential facility for students on campus.

#### **V. University Police Will Include Certain Reported Offenses in the Annual Campus Crime and Security Report**

The following offenses will be included in the annual *Campus Crime and Security Report*: Murder & Non-negligent manslaughter; Negligent manslaughter; Sex Offenses, Forcible and Non-Forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson; any of the aforementioned offenses, plus Larceny-theft, Simple assault, Intimidation, Destruction/damage/vandalism of property when committed against a person or property and the offense is motivated, in whole or in part, by the offender's bias based on race, gender, religion, disability, sexual orientation or ethnicity/national origin, the offense will also be included as a Hate Crime in the *Campus Crime and Security Report*; arrests and referrals for Liquor Law Violations, Drug Law Violations, and Illegal Weapons Possession. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug law violations, and weapon law violations, are excerpted in part from the FBI's *Uniform Crime Reporting Handbook*. The definitions of forcible and non-forcible sex offenses are excerpted in part from the *National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook*. Hate Crimes will be determined according to the FBI's *Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection*.

The locations associated with UNCW which are required to be included in the *Campus Crime and Security Report* fall within one of three categories of properties: **On-Campus**, **Non-campus**, or **Public**. The definitions for these categories are adopted from the 2011 edition of *The Handbook for Campus Safety and Crime Reporting* published by the U.S. Department of Education.

A. On-campus includes any building or property owned or controlled by UNCW, within the same reasonably contiguous geographic area, and used by UNCW in direct support of, or in manner related to the university's

educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the UNCW main campus, 601 South College Road, Wilmington, NC, that is owned by UNCW but controlled by another person, is frequently used by students, and supports institutional purposes. Examples of properties that may fall within this category are Center for Marine Science, Center for Marine Science Research; Park and Ride 632 South College Road, Wilmington, NC; Park and Ride 5335 Oleander Drive; 620 South College Road; 737 St James Drive; 720 St. James Drive and any additional properties fitting this description.

B. Non-Campus includes any building or property owned or controlled by a student organization that is officially recognized by UNCW; or any building or property owned or controlled by UNCW that is used in direct support of, or in relation to, UNCW's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Examples of properties that may fall within this category are certain classrooms located at Coastal Carolina Community College 444 Western Boulevard, Jacksonville, NC; Eve Henwood 6150 Rock Creek Road, Town Creek, NC; ; and research vessels owned by UNCW when carrying students participating in university programs and any additional properties fitting this description.

C. Public Property includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Examples of properties that may fall within this category are 600 block of South College Road; portions of Pine Hills Drive, Rose Ave, and College Acres Drive, the 5100 block of Masonboro Loop Road and any additional properties fitting this description.

## **VI. Timely Warnings**

A. In an effort to provide timely notice to the university community notifications to the community are usually made when a crime poses an ongoing threat to students and employees. Notice will usually be given when one of the following incidents is reported to the UNCW Police Department: Arson, Aggravated Assault, Murder/Criminal Homicide, Robbery, Sex Offenses, and other incidents as deemed appropriate. In all cases, including in instances of a violent crime occurring between two individuals who know each other, police personnel will assess the circumstances that have been reported or are available to determine if the suspect poses an on-going threat to the campus community and issue a warning where appropriate.

Notifications may be disseminated by any of the following methods:

1. E-mail
2. Broadcast Voicemail
3. Web Site Postings
4. Community Meetings
5. Print Media
6. Televised Media
7. Public Postings
8. Telephone
9. Personal Communication
10. Text Messages

B. The UNCW Police Department maintains a daily crime log through the following link: [www.uncw.edu/police](http://www.uncw.edu/police). The information in the Crime Log typically includes the following as it relates crimes: date reported, date and time of occurrence, nature, , general location, and disposition. The Crime Log is normally updated within two business days, excluding days UNCW is closed. Hardcopies of the log are available for public inspection, upon request, during normal business hours.