

SUBJECT: Communication with Prosecuting Authority	Effective Date: 6/3/2016	Policy Number: 2-106.1	
	Supersedes: 2-106	Page 1	Of 2
	Responsible Authority: Vice President and General Counsel		

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 4/21/2010

APPLICABILITY/ACCOUNTABILITY

This policy applies to all university departments and units, including all university direct support organizations.

POLICY STATEMENT

The Office of the General Counsel represents the University of Central Florida Board of Trustees with regard to criminal matters involving the university. The Office of the General Counsel is the only office authorized to communicate to any prosecuting authority whether the university will press or waive criminal charges where the university is the victim of a crime.

DEFINITIONS

Prosecuting authority. For purposes of this policy, the term “prosecuting authority” includes any office or individuals with authority to pursue criminal charges against alleged perpetrators. This would include offices such as the State and U.S. Attorney’s Offices.

PROCEDURES

The Office of the General Counsel must be informed of any and all criminal matters where the university or any of its departments or units is the victim of a crime. If a department or unit head learns of an arrest or a criminal matter, he or she must alert the Office of the General Counsel.

The Office of the General Counsel will serve as the university’s representative in dealing with prosecuting authorities. Only the Office of the General Counsel can communicate whether or not

the university will press charges against an individual or entity who is alleged to have committed a crime against the university or any of its departments or units.

CONTACTS

Office of the General Counsel: (407) 823-2482; gcounsel@mail.ucf.edu

INITIATING AUTHORITY Vice President and General Counsel

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>2-106.1</u>	
Initiating Authority: <u>Ad. Kent Cole</u>	Date: <u>5/31/16</u>
University Policies and Procedures Committee Chair: <u>Ronda Bishop</u>	Date: <u>5/27/2016</u>
President or Designee: <u>John C. Hill</u>	Date: <u>6/3/16</u>