

<b>Volume E2:</b> Environment, Health, Safety and Security	<b>E2.12</b> <b>Arrest by Outside          Law Enforcement on Campus</b>  <b>Effective Date:</b> 07/15/2015 <b>Last Revised:</b> 7/25/2017	<b>Responsible          Office:</b> University Police
		<b>Responsible          Officer:</b> Chief of University Police

## POLICY STATEMENT

Northeastern Illinois University (the "University") establishes this policy to address situations that require an outside law enforcement agency to arrest a student, faculty or staff member of the University.

## PURPOSE OF THE POLICY

This policy establishes the proper procedures to follow in situations requiring an outside law enforcement agency to arrest a student, faculty or staff member of the University.

## WHO IS AFFECTED BY THIS POLICY

Students, faculty and staff members of the University.

## DEFINITIONS

**Warrant:** A document issued by a legal or government body authorized official permitting the law enforcement agency to make an arrest, search premises, or carry out some other action relating to the administration of justice.

## PROCEDURES

When information is received by University Police that an outside law enforcement agency wishes to make an arrest of a student, faculty, or staff member, alumni or guest of the University, the following steps will be taken:

### **1. Arrest with Warrant**

1. The Chief of University Police or designee will attempt to ensure that the member of the law enforcement agency has a properly executed warrant from a court with the proper jurisdiction and is within the counties where extradition is permissible.
2. The assigned officer will accompany the outside agent during the process of serving the warrant and will remove the person(s) in question from the physical location and present the person(s) to the authorized bearer of the warrant for the actual arrest.
3. The Watch Commander will ensure that a detailed information report concerning the arrest is submitted, to include the arresting agency and warrant information.
4. After the arrest is made, the Chief of University Police will notify the appropriate Vice President and University Counsel that an arrest has been made by an outside law enforcement agency, if the status of the person(s) being investigated is known. The Vice President for Finance and Administration will be notified when the status of the concerned person(s) is unknown or when a request for confidentiality is made by the investigating agency.



5. The Chief of University Police will notify the Director of Public Relations of any arrests to ensure that any media requests for information are handled properly.

## **2. Arrest through Direct Pursuit**

1. Any outside law enforcement agent(s) in direct pursuit of an offender will be given all aid and assistance required to apprehend the offender, with every effort to minimize any disruption of the educational process at Northeastern Illinois University.
2. The Chief of University Police will notify the appropriate Vice President as soon as practical of the pursuit and subsequent arrest.
3. The assisting officer(s) will file a detailed information report concerning the arrest. The report will include the identity of the person arrested, the pursuing officer(s) including agency, and the offense for which the offender was arrested.

## **3. Arrest without a Warrant**

1. When information is received that an arrest has been made on University property involving either student, staff, faculty, alumni or guest and that the arrest was not made with a verified warrant or as a result of direct pursuit, the University Police officer will gather information from the arresting officer sufficient to complete a University Police information report, and to provide sufficient information to the appropriate Vice President(s).
2. Once this information is gathered, procedures in section 2, items 1 through 3 will be followed.
3. All efforts will be made to avoid disrupting operation of the University as long as those efforts do not jeopardize the arrest.

## **HISTORY**

7/25/2017 – Revised: added related policy and updated contact email address.  
Formerly Administrative Memorandum No. 53 Arrest by Outside Police Agencies on Campus, effective 3/1/1995.

## **RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL**

Northeastern Illinois University PD IL Policy Manual: Policy 415 Procedures for Incidents Regarding Citizenship Status available in the Police Department Office.

## **CONTACT INFORMATION**

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
University Police	(773) 442-4100	<a href="mailto:police@neiu.edu">police@neiu.edu</a>

## **DISCLAIMER**

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.