

What to Expect when Reporting a Crime on FSU Campus

If the Incident being reported is an emergency, please call 911 immediately.

If the incident is not an emergency, please call FSU Police Department at 850-644-1234.

Patrol Officer Response

- The Dispatcher will ask questions to get basic information from the reporting person (Victim, Witness, other):
 - o The dispatcher will ask for your name, phone number, location, timeframe of incident, injuries, weapons, suspect clothing description and any other relevant information, which may be needed at the time.
 - o Officer(s) will be dispatched to your location or the location where the incident occurred, depending on the situation.
- When Officer(s) arrive on the scene, they will do the following (in no particular order, depends on the situation):
 - o Officer(s) will ensure the incident scene is safe by separating involved parties and ensuring there is no ongoing danger.
 - o Officer(s) will check to see if anyone has injuries or needs medical treatment.
 - o Officer(s) will want to identify everyone involved and will ask for identification (Driver's License, ID Card, etc.). This is needed to verify who was on the scene, who was involved in the incident and is critical for follow-up investigations. Verification of identities is critical to a criminal case.
 - o Officer(s) will ask specific questions relating to the incident and take notes-
 - May include: Who was involved (description of suspect(s), number of suspect(s), direction of travel), what happened, when the incident occurred, location where the incident occurred, etc.
 - o Officer(s) will attempt to find and collect evidence (if applicable)-
 - May include: Photographs, fingerprints, locate any video footage of incident and collect written statements from the involved parties (victim, suspect, witnesses).
 - o If a suspect is located, the victim or witnesses may be asked to identify them-
 - The victim or witness would be asked to identify the suspect in a discreet manner, so the suspect cannot see the person identifying them.
 - The victim or witness may be asked to pick out a suspect from a picture line-up at a later date, but this would normally be done by the Investigations Division.
 - o Victims and witnesses will be offered additional resources-
 - Medical Treatment
 - Victim Advocate
 - Victims' Rights Brochure
 - Marsy's Law (for Victim's identity protection)
- The Officer(s) working the case write a report containing all the information gathered during their investigation.
- If an arrest is made or the incident does not require further investigation, the Police Department's investigation process will end at this point.
- If an arrest was made, the case will be forwarded to the State Attorney's Office for prosecution.

Investigator Follow-Up

- If the case requires additional investigation, it gets assigned to an Investigator for follow up.
- The Investigator reviews the report and any evidence associated with the incident.
- The Investigator develops an investigative strategy for the case.
- The Investigator will reach out to the victim and inform them of the process and answer questions.
- The Investigator may ask the involved parties clarifying questions concerning the investigation. Involved parties may be called back several times during an investigation for additional questioning.
- The Investigator will follow up and collect any additional evidence needed to prove the case.
- The Investigator will not update witnesses or outside parties with the progress or outcome of the case.
- The Investigator will stay in touch with the Victim throughout the investigative process and will keep them updated on how the case is progressing and the results of the investigation. The Investigator will only be contacting the Victim with major updates. They will not be contacting them every day.
- On large cases, the investigative process can take weeks or months to complete. This is often due to the number of subjects involved, the evidence involved and requesting other evidence from subpoenas or other resources.
- If there is not enough evidence to substantiate a crime was committed, the case will be closed and the involved parties will be notified.
- If a case does not rise to the level of a criminal violation, it will be forwarded to the proper department in the University for Administrative Review.
- If the Investigator finds enough evidence to support a crime was committed, they will prepare an arrest warrant to submit to the State Attorney's Office.
- Once an arrest warrant is approved by the State Attorney's Office, it is submitted to a judge for approval.
- When the judge approves the arrest warrant, it is submitted to the Leon County Clerk of Court to make the warrant active.
- Once an arrest warrant is active, an arrest can be made.
- Once the arrest is made, the case will be transferred to the State Attorney's Office for prosecution.
- This process can take months and even years, depending on the type of case.
- Cases involving the arrest of a student will also be forwarded to the appropriate department in the University for Administrative Review.

State Attorney's Office Process

- Once the arrest is made and the case has been transferred to the State Attorney's Office, the defendant will have the opportunity to post bond if provided on the warrant or they will have a First Appearance before a judge to determine bond, pre-trial release and any special conditions.
- Most offenses are listed on a bond schedule and judges tend to follow the schedule amounts. Typically, the judge will also order the defendant to have no contact with the victim or witnesses in the crime.
- If you are the victim of a crime, you will be contacted by a Victim Advocate from the State Attorney's Office to discuss any concerns you have. You will also receive a letter and a Victim Loss Form requesting information about any medical or other crime related expenses you incurred; information about how the crime has impacted you and information requesting notification and other protections under Marsy's law.

- The State Attorney's Office also has investigators that may contact you for further information about what happened, to request a signed medical release, so we can obtain documentation of your injuries; and/or to discuss a subpoena for court proceedings.
- Once the case is assigned to an Assistant State Attorney, they will contact you before any plea offers are extended to the defendant to obtain your views and answer any questions you have.
- There are several possible resolutions to cases including a plea, a Diversion or Deferred Prosecution agreement or a trial; all of which will be relayed to you throughout the process. The State Attorney's office will frequently mail or e-mail letters keeping you informed of the status of the case.
- Victim Advocates from The State Attorney's office and from FSU are available to assist you throughout this process.

FSU Campus Resources

If the Incident being reported is an emergency, please call 911 immediately.

FSU Police Department: 850-644-1234 (24/7)

FSU Victim Advocate Office: 850-644-7161 or Text 850-756-4320 (24/7)

FSU Counseling & Psychological Services (CAPS): 850-644-TALK (8255) (24/7)

FSU Student Support and Transitions: 850-644-2428

FSU Student Conduct and Community Standards: 850-644-5136

FSU Title IX Office: 850-645-2741

Off Campus Resources

If the Incident being reported is an emergency, please call 911 immediately.

Consolidated Dispatch Agency: 850-606-5800 (24/7)

Tallahassee Police Department: 850-891-4200 (24/7)

Leon County Sheriff's Office: 850-606-3300

State Attorney's Office (2nd Judicial Circuit): 850-606-6000

Tallahassee Fire Department: 850-891-6600

Leon County Emergency Medical Services: 850-606-2100

Refuge House: 850-681-2111 (24/7)