

	<b>SFASU POLICE DEPARTMENT</b>	
	<b>Policy 9.2 Emergency Notification, Timely Warnings &amp; Safety Notifications</b>	
	<b>Effective Date: 11/01/2020</b>	<b>Updated: 04/30/2021</b>
	<b>Approved: John Fields, Jr. Chief of Police</b>	
	<b>Reference: IACLEA 16.3.2a – b, 17.1.4a – f,</b>	

## I. POLICY

A. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), Stephen F. Austin State University (SFASU) shall notify the campus community about all serious or critical incidents. Notifications will be made by issuing:

1. Emergency Notifications upon confirmation of a significant emergency or dangerous situation on campus that creates an immediate threat to the health or safety of students or employees.
2. Timely Warnings when the University determines that a Clery Act crime represents a serious or continuing threat to students and employees.
3. Safety Notifications when a crime or other significant incident occurs that is not subject to either a timely warning or emergency notification, but the University determines the information may enhance the safety of the campus community.

## II. PURPOSE

SFASU will take all efforts to provide a reasonably safe environment for faculty, staff, students, and visitors by notifying the campus community of incidents that threaten the community.

## III. PROCEDURES FOR ISSUING EMERGENCY NOTIFICATIONS

A. Specific procedures for issuing emergency notification during normal business hours include:

1. The handling of the Emergency Notifications process are outlined in the University's Emergency Operations Plan under the Response (#6) section, letter c., titled Early Alert (page 6).
2. SFASU is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees. It is imperative that UPD dispatchers immediately notify the on-duty supervisor if they learn of a situation fitting the description above (IACLEA 17.1.4e).
3. The significant emergency may consist of a Clery Act crime that is reported to a Campus Security Authority (CSA) or the local police.
4. UPD may learn of incidents in several ways:
  - a. UPD employee observed incident;
  - b. community member called dispatch to report incident;
  - c. Campus Security Authority (CSA) incident report received by dispatch;
    - i. anonymous Tip Report;
    - ii. RAVE Guardian App text or text sent to 67283 received by dispatch; and
    - iii. any other reporting method.
5. UPD dispatchers will contact the Chief of Police and/or Deputy Chief of Police who will work with the responding on-duty supervisor to confirm the reported incident represents a significant emergency or dangerous situation (IACLEA 17.1.4c).
6. If the Chief of Police or designee verifies that a legitimate emergency or dangerous situation exists, UPD will take the following steps (IACLEA 17.1.4a):
  - a. The Chief of Police or designee will direct the police dispatcher to issue an emergency notification using the most appropriate template emergency notification message via the emergency messaging system. The Chief will work with the on-duty supervisor and/or police dispatcher to determine the content (IACLEA 17.1.4d), the segment of the campus community that should receive the message (typically, the message will be sent to

the entire campus community); and the method(s) of its distribution.

- b. Immediately upon issuing the emergency notification, the Chief of Police or designee will notify the Vice President of University Affairs of the initial emergency notification message.
- c. The Chief of Police, Vice President of University Affairs, Director of Emergency Management and Executive Director of University Marketing Communications will determine the content of subsequent messaging (IACLEA 17.1.4f).

B. Specific details for issuing emergency notifications after normal business hours include:

1. The on-duty supervisor will review the circumstances surrounding the incident to confirm if it represents a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees on campus (IACLEA 17.1.4a).

Incidents may be reported in several different ways:

- a. UPD employee observed incident;
- b. community member calls dispatch to report an incident;
- c. Campus Security Authority (CSA) incident report received by dispatch;
- d. anonymous tip report received by dispatch;
- e. RAVE Guardian or text sent to 67283 received by dispatch; and
- f. any other reporting method.

2. If the on-duty supervisor or other responsible party determines that the incident represents a significant or dangerous situation to the campus community, UPD will take the following steps:

- a. The on-duty supervisor will ensure that the dispatcher utilizes and issues the most appropriate template emergency notification message via the emergency messaging system (IACLEA 17.1.4d).
- b. The Chief of Police or designee will determine what segment(s) of the campus community will receive the message and the systems UPD will use to disseminate the emergency information. Generally, SFASU releases all emergency notifications to the entire campus community.
- c. The on-duty supervisor or designee will immediately notify the Chief of Police and/or Deputy Chief of the emergency notification so that the Critical Incident Response Plan can guide administrative

notification and on-going communications with the SFASU community (IACLEA 17.1.4e).

- d. The Chief of Police, Vice President of University Affairs, Director of Emergency Management and Executive Director of University Marketing Communications will determine the content of subsequent messaging (IACLEA 17.1.4f).

#### **IV. PROCEDURES FOR ISSUING TIMELY WARNINGS**

A. Specific details for determining whether the University should issue timely warnings during normal business hours include:

1. The basic responsibilities for Timely Warnings are delineated in the university's Emergency Operations Plan (page 7, #6. Response d. Timely Warnings):
2. SFASU University has designated UPD as the primary department responsible for determining whether the University will issue a Timely Warning Report (TWR) in response to a reported Clery Act crime.
3. UPD will make this determination and issue the TWR as soon as pertinent information is available.
4. When the dispatcher receives a report of any Clery Act crime, (including CSA and other reports received by dispatch), regardless of how the report is received, the dispatcher will immediately notify the on-duty supervisor. The on-duty supervisor will immediately notify the Chief of Police and/or Deputy Chief.
5. The Chief of Police and/or designee(s) will conduct an initial review of the reported information and determine if the situation represents a serious or continuing threat to the campus community (IACLEA 16.3.2a).
6. When time permits, the Chief of Police or designee will confer with the Vice President of University Affairs for a final determination on the timely warning.
7. The Chief of Police or designee will select the most appropriate TWR template for the timely warning.

8. The Chief of Police, Vice President of University Affairs, Director of Emergency Management and Executive Director of University Marketing Communications will determine the content of the subsequent messaging and its distribution.

B. Specific details for the issuing timely warnings after normal business hours include:

1. The basic responsibilities for Timely Warnings are delineated in the university's Emergency Operations Plan (page 7, #6. Response d. Timely Warnings).
2. UPD will issue timely warnings as soon as pertinent information is available and following the University's analysis of whether the reported incident represents a serious or continuing threat to the campus community.
3. The dispatcher will immediately notify the on-duty supervisor when they receive a report of a Clery Act crime, including via a CSA or other report, regardless of how the report was received.
4. The on-duty supervisor will conduct an initial review of the reported information to determine if the incident represents a serious or continuing threat to students and employees. The requirement for timely warning analysis of reported crime includes all Clery Act crimes.
5. If the on-duty supervisor believes the incident requires a timely warning, based on the established elements listed above, i.e. the incident is a Clery Act offense that occurred in Clery Act geography and it represents a serious continuous threat, they will notify the Chief of Police and/or Deputy Chief, who will confirm the need for a timely warning.
  - a. The on-duty supervisor does not need to notify the Chief of Police or Deputy Chief of Police if the following factors indicate that a timely warning is not warranted:
    - i. The report does not indicate SFASU Clery geography location and/or the facts available makes it impossible to determine the incident occurred in Clery geography.
  - b. UPD will consider the potential impact on law enforcement operations during its timely warning analysis and avoid

compromising law enforcement efforts by revealing inappropriate details of the incident or the response.

C. The timely warning report must include the following elements:

1. Concise statement of the incident that triggered the warning;
2. date, time and location of the incident;
3. if applicable, possible connection to previous incidents;
4. physical description of the suspect(s); and
5. all information that would promote safety and that would aid in the prevention of similar crimes.

## **V. SAFETY NOTIFICATION**

- A. UPD will issue a SFASU Safety Notification to the campus community when an incident or non- Clery Act crime has occurred that may affect members of the campus community, but an emergency notification or timely warning is not required.
- B. UPD will apply a similar decision-making analysis when determining whether to issue a Safety Notification. The same process used for timely warnings will be used to determine the necessity of issuing a safety notification, its content, and the segment of the community to receive the notification.

## **VI. DISTRIBUTION / NOTIFICATIONS**

- A. SFASU must distribute emergency notifications, timely warnings and safety notifications in a manner reasonably likely to reach the targeted and/or entire campus community. While the Clery Act permits institutions to determine the appropriate segment or segments of the campus community to receive an emergency notification, SFASU will generally distribute its notifications and warnings to the entire campus community.
- B. Depending on the circumstances, any of the following methods, or combination thereof, may be used for distribution / notifications:
1. Email using the Rave Alert System;
  2. text and voice message using the Rave Alert System;
  3. social media;

4. voice message; and
5. siren notification over public-address system (Federal Signals).

C. UPD will update notifications and warnings and as necessary based on situational changes, including termination of the situation (IACLEA 16.3.2b and 17.1.4b).

## **VII. CLERY ACT CRIMES (must take place in a Clery Act geography)**

- A. Criminal Offenses: Criminal homicide, murder and non-negligent manslaughter, manslaughter by negligence; sexual offenses, including rape, fondling, incest and statutory rape; robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- B. Hate Crimes: Any of the above-outlined offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/ vandalism of property that were motivated by bias;
- C. VAWA Offenses: Any incidents of domestic violence, dating violence and stalking (Note that sexual assault is also a VAWA offense, but is included in the criminal offenses category for Clery Act reporting purposes); and
- D. Arrests or disciplinary referrals for weapons, drug abuse, and liquor law violations.