University Policy 12090

Timely Warning for Crime Prevention

Effective Date

September 2014

Responsible Party

Department of Public Safety (208) 426-6911

Scope and Audience

This policy applies to all employees, students, and visitors.

Additional Authority

- 20 U.S.C. §1092(f); 34 CFR 668.46(e)
- University Policy 8100 (Institutional Messaging)
- University Policy 12110 (Emergency Notification)

1. Policy Purpose

This policy was created to establish the University’s responsibilities and procedures for issuing a timely warning to the university community about criminal activity to help them avoid a continuing threat and aid in the prevention of similar crimes.

2. Policy Statement

It is important for Boise State to provide timely warning to the university community when criminal activity occurs on its campus or property it owns or controls. It may also be important to provide timely warning when such activity occurs off campus where the activity poses a serious or continuing threat to students, faculty, staff, and visitors.
3. Definitions

3.1 Emergency Notification

Communication triggered when there is confirmation of a dangerous situation or emergency with immediate impact to life or property at Boise State University.

3.2 Timely Warning

Communication triggered when a crime is reported and the University determines there is a continuing threat to faculty, staff, students, or visitors. Crime reports do not always require immediate notice (an Emergency Notification), but are released once the pertinent information is available.

4. Responsibilities and Procedures

4.1 Timely Warning Procedures

4.1.1. Circumstances Requiring the University to Issue a Timely Warning

a. The University will issue a Timely Warning if a crime is reported that is considered by the University to represent an ongoing threat to students and/or employees. Whether the circumstances warrant a Timely Warning is determined on a case-by-case basis. The decision to issue a warning will include consideration of the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. (If there is an immediate threat to the health or safety of students and/or employees occurring on campus, the University will follow its Emergency Notification procedures, in Policy 12060).

b. The following list of crimes includes examples of situations that may warrant a Timely Warning, but the list is not all-inclusive:

- Murder
- Manslaughter
- Sex offenses
- Robbery
- Aggravated assault
• Burglary
• Motor vehicle theft
• Arson
• Hate crimes

c. Other crimes may warrant a Timely Warning, as determined on a case-by-case basis.

d. The Department of Public Safety may decide not to issue a Timely Warning for a reported crime:

   (i.) If the subject(s) has been apprehended and the threat of danger for members of the Boise State community has been relieved by the apprehension.

   (ii.) If a warning would thwart apprehension of the subject(s) and compromise law enforcement efforts.

   (iii.) If a crime was not reported to the University or the police in a manner that would allow the University to “timely” warn the campus community.

   (iv.) If a crime was reported to a pastoral or professional counselor.

4.1.2 Who Determines if a Situation Requires a Timely Warning

a. The following individuals or their representatives will assess a situation and decide if it a circumstance warrants a Timely Warning:

   (i.) Associate Vice President of Public Safety; or

   (ii.) Manager of Emergency Preparedness and Continuity Planning.

b. This determination will be made in consultation with the university president or one of the vice-presidents. If a vice-president or the president is not available, then an individual listed in Section 4.1.2. a (i) or (ii) above may make the final call to begin the Timely Warning process.
4.1.3 Who Authorized the Issuance of a Timely Warning

Any vice-president or the president may authorize a Timely Warning. If a president/vice-president is not available, then an individual listed in 4.1.2. a (i) or (ii) above may authorize its issuance.

4.1.4 Who Creates the Timely Warning Message

a. The Department of Public Safety will create the Timely Warning message for distribution in consultation with one or more of the university vice-presidents or the president, and the Office of Communications and Marketing.

b. If the president, or a vice-president, or a representative from the Office of Communication and Marketing is not available, then the Department of Public Safety may create the message without consultation.

4.1.5 Content of the Timely Warning

The warning will include as much information as possible about the crime that triggered the warning, as well as safety tips that would aid in the prevention of similar crimes. The content will be determined on a case by case basis to possibly include but not be limited to the nature of the crime, the number of individuals involved, the location, and time of day the crime allegedly occurred. Names of victims, if any, will be treated as confidential and withheld.

4.1.6 Who Sends the Timely Warning/Method of Distribution

a. The Department of Public Safety Dispatch may send Timely Warnings to faculty, staff and students through University email, social media and websites. Please read Annex G of the Emergency Operations Plan (EOP) for the latest communication tools used for a Timely Warning.

b. The Office of Communications and Marketing may send the warning via official means to the general public and the media.

c. The Department of Public Safety may also post Timely Warnings in campus buildings when deemed necessary.
5. Related Information

Additional details for Timely Warning are outlined in Annex G of the Emergency Operations Plan (EOP)
https://www.boisestate.edu/publicsafety-emergencymanagement/

Revision History