



BOISE STATE UNIVERSITY

University Policy 12090

Timely Warning for Crime Prevention

Effective Date

September 2014

Last Revision Date

June 30, 2021

Responsible Party

Vice President for University Affairs and Chief of Staff, (208) 426-1417
Department of Public Safety, (208) 426-6911

Scope and Audience

This policy applies to all students, faculty, staff, and visitors.

Additional Authority

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. §1092(f)
 - 34 CFR 668.46(e), Reporting and Disclosure of Information
 - University Policy 8100 (Institutional Messaging)
 - University Policy 12000 (Clery Act Compliance)
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1. Policy Purpose

To establish the University's responsibilities and procedures for issuing a Timely Warning about criminal activity to help the University community avoid a continuing threat and to help aid in the prevention of similar crimes.

2. Policy Statement

Boise State University recognizes the importance of providing a Timely Warning to the University community when criminal activity occurs on its campus or property it owns or controls. The University also recognizes the importance of providing a Timely Warning when such activity occurs off campus and where the activity poses a serious or continuing threat to students, faculty, staff, and visitors.

3. Definitions

3.1 Emergency Notification

A 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

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

4. Timely Warning Procedures

4.1 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, faculty, staff, and/or visitors. Whether the circumstances warrant a Timely Warning is determined on a case-by-case basis.
- b. 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 risks of sending a notice such as 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 the procedures in University Policy 12110 – Emergency Notification).

- c. The following list of crimes warrant an assessment of whether a Timely Warning should be issued,:
- Murder
 - Manslaughter
 - Sex offenses
 - Robbery
 - Aggravated assault
 - Burglary
 - Motor vehicle theft
 - Arson
 - Hate crimes
- d. Other crimes may warrant a Timely Warning as determined on a case-by-case basis.
- e. The Department of Public Safety may decide to not issue a Timely Warning for a reported crime:
- If apprehension of or cooperation by the subject(s) relieves the threat of danger to other members of the Boise State community;
 - If a warning would create a greater risk than the benefit to the campus community of being warned (such as thwart apprehension of the subject(s) or otherwise compromise law enforcement efforts);
 - 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;
 - If a crime was reported to a pastoral or professional counselor; or
 - If other circumstances, as determined on a case-by-case basis, indicate that a warning would create a greater risk to a victim or other individual(s) than the benefit to the campus community of being warned.

4.2 Who Determines if a Situation Requires a Timely Warning

- a. The following individuals will assess a reported crime and decide if it warrants a Timely Warning:
 - Associate Vice President of Public Safety; and/or
 - Director for Police, Security, and Event Operations; and/or
 - Clergy Compliance Officer
- b. This determination will be made in consultation with the University president and/or one of the vice presidents. If a vice-president or the president is not available, then an individual listed in Section 4.2. may alone determine if a reported crime requires a Timely Warning.

4.3 Who Authorizes the Issuance of a Timely Warning

Any vice-president or the University president may authorize a Timely Warning. If the president/vice president is not available, then an individual listed in Section 4.2. may authorize its issuance.

4.4 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 and/or the president and the Office of Communications and Marketing.
- b. If neither the president, a vice president, nor a representative from the Office of Communication and Marketing is available, then the Department of Public Safety may create the message without consultation.

4.5 Content of the Timely Warning

- a. The warning will include as much information as possible about the crime that triggered the Timely 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. If known, the Timely Warning will include: the nature of the crime, the number of individuals involved, the location, the date, and the time of day the crime allegedly occurred. Names and identifying information of victims, if any, will be treated as confidential and withheld.

- b. The warning will specifically state that it is being provided as a Timely Warning pursuant to the Clery Act.
- c. If the warning is sent via email, the subject of the email will indicate that it is about criminal activity.

4.6 Who Sends the Timely Warning/Method of Distribution

- a. The Department of Public Safety may send Timely Warnings to students, faculty, and staff through University email, social media, and websites. Individuals should consult [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 University buildings when deemed necessary.

5. Other Crimes and Safety Communications (“Safety Bulletins”)

The University may provide Safety Bulletins about criminal activity and/or safety information not specific to a reported crime, or when it determines that a Timely Warning is not necessary or appropriate but desires to provide information to the campus community.

6. Related Information

Additional details for Timely Warning are outlined in Annex G of the Emergency Operations Plan (EOP)

<https://www.boisestate.edu/publicsafety-emergencymanagement/>

University Policy 12110 (Emergency Notification)

Revision History

June 30, 2021