

<p>The University of North Texas at Dallas Policy Manual</p>	<p>Chapter 12.000</p>
<p>12.001 Timely Warning</p>	<p>Campus Safety & Security</p>

Policy Statement. In accordance with the Jeanne Clery Act, UNT Dallas will issue warnings to the university community of crimes which may represent a serious or continuing threat to the university community in a manner that is timely and will aid in the prevention of similar crimes.

Application of Policy. This policy applies to all crimes reported to University Police Officers or other local law enforcement agency which may represent a serious or continued threat to the university community and includes any Clery Act reportable crime.

Definition(s).

Clery Act reportable crime. “Clery Act reportable crime” means any potentially dangerous criminal situation, as defined by the Jeanne Clery Act, for which the institution must issue a timely warning to the campus community for certain crimes which include: criminal homicide, including murder and non-negligent manslaughter, sex offenses, including forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor law violations, drug law violations, and illegal weapons possession, any crime determined to be a hate crime, or other crimes determined to represent a continued threat to the campus community. The Clery Act does not require the institution to provide a timely warning for crimes reported to a pastoral or professional counselor.

PROCEDURES AND RESPONSIBILITIES.

Decision to Issue a Warning. The CFO/Vice President for Finance and Administration or designee, in consultation with University Police Officers, are responsible for making the decision to issue timely warnings to the university community. The decision to issue a timely warning will be made on a case-by-case basis taking in consideration factors such as: the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Timely warnings may be issued about any serious crime, whether reportable under the provisions of the Clery Act or not.

Responsible Party: CFO/Vice President for Finance and Administration or designee;
University Police Officers

Distribution of Warnings. When a determination has been made that a timely warning should be issued, the CFO /Vice President for Finance and Administration or designee will inform the Executive Director of Marketing and Communications or designee to allow for appropriate distribution of the warning. The timely warning will be issued using a combination of methods that allow for the prompt notification of the university community. Such methods may include, but are not limited to: sending campus e-mail, posting a message on the UNT Dallas website and campus bulletin boards, sending a Jag Alert message, or informing the news media.

Content of Warnings. Timely warnings will include sufficient information about the nature of the threat to allow members of the university community to take protective action. The following information typically will be provided in a timely warning; unless it is determined by law enforcement that publishing such information could possibly compromise law enforcement efforts:

- i. A succinct statement of the incident, including date, location, and time of occurrence;
- ii. Any connection to previous incidents, if applicable;
- iii. Physical description of the suspect, if available;
- iv. A photograph or composite drawing of the suspect, if available;
- v. Date and time the warning was released;
- vi. Other relevant and important information; and,
- vii. Appropriate safety tips.

Responsible Party: CFO/ Vice President for Finance and Administration or designee; Executive Director of Marketing and Communications or designee

Emergency Notification and Timely Warning. If there is an immediate threat to the health or safety of the students or employees occurring on-campus, whether related to a crime or other hazard, the University will issue an emergency notification in accordance with procedures set forth in its Emergency Management Plan. As long as UNTD follows its emergency notification procedures, it is not required to issue a timely warning based on the same circumstances. However, adequate follow-up information must be provided to the university community, as needed.

Responsible Party: CFO/ Vice President for Finance and Administration or designee; Executive Director of Marketing and Communications or designee

References and Cross-references.

20 USC § 1092(f)

34 CFR § 668.46(e)

UNT Dallas Emergency Management Plan

Forms and Tools.

UNT Dallas Annual Security Report

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Revised: