

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Timely Warning Policy
TIU POLICY #: P-731
STATUS: Approved, September 2013
Updated, November 2016

I. PURPOSE:

The purpose of this policy is to clarify procedures for the issuance of Timely Warnings to the campus community for violent crimes against a person, substantial crimes against property, or emergency situations on or near campus that represent a serious or ongoing threat to the campus community.

II. SCOPE:

This policy applies to all campuses of Trinity International University (University).

III. POLICY:

Timely Warnings are intended to heighten safety awareness and may also seek information that may lead to the arrest and conviction of an offender.

It is the responsibility of the Vice President of Student Life to prepare and oversee the distribution of Timely Warnings to the campus community. Should information concerning a crime with a potential of a Timely Warning be obtained by Campus Security, that information will be passed on to the Vice President of Student Life. Information that is received or observed will be evaluated to determine whether partial segments or the entire campus population should be notified, as well as the content of such message(s).

Local law enforcement agencies will contact the University if any outside threat jeopardizes the wellbeing of individuals on campus so that the appropriate Timely Warning may be made.

Timely Warnings are triggered when the University determines that a crime for which it must report statistics is:

1. Reported to Campus Security Authorities or local police agencies.

2. Considered by the University to represent a serious or continuing threat to students and employees at the University or its adjoining property.

These crimes include, but are not limited to:

- Arson
- Burglary
- Aggravated assault
- Criminal homicide
- Motor vehicle theft
- Robbery
- Forcible and non-forcible sex offenses

Each report must be evaluated on a case-by-case basis. Every Clery Crime must be evaluated to determine if a warning should be issued. Timely Warnings also may be issued for other crimes as deemed necessary. Upon receipt of all relevant information such warnings will, as circumstances warrant, be issued in a manner to best protect the University community.

Timely Warnings will be disseminated in any or all of the following methods:

- University text messaging alert system (RAVE)
- Mass email
- Popup computer message
- University telephone speaker alert
- University website emergency alert page
- Outdoor speaker activation
- Local media outlets

To the extent that information is known and permitted by law enforcement, Timely Warnings will typically include the following:

- A succinct statement of the incident, including the nature and severity of the threat, and locations of persons who might be affected;
- Any connection to previous incidents;
- A physical description and/or composite drawing of the suspect;
- Date and time the warning was released;
- Other relevant and important information, such as any bias motive, the gender of the victim, and/or student/non-student status;
- Appropriate safety tips.

This information may come from a prewritten message or edited as determined by the Communications Office or Safety and Campus Services.

The emergency notification process involves the receipt of the information, the confirmation of a significant emergency or dangerous situation, the verification of this information, and the evaluation of the information. Once these steps have taken place, the following actions are set in motion:

- Determination about whether the entire campus community, or just an affected portion, will receive the emergency alert notification;
- Compilation of the content of the emergency alert message;
- Activation of the University text messaging alert system (RAVE).