



Standard Operating Procedures: Timely Warning

Effective Date: September, 2017

Office: *If detailed questions, which
office is best contact?* Campus
Police

PURPOSE: *This section should include reason or rationale for the policy.*

The purpose of this policy is to ensure the issuance of timely warnings regarding crimes posing a serious or ongoing threat to the campus community.

**REFERENCE DOCUMENTS/
RELATED INFORMATION:** *List
any other policies or information
that should be cross referenced.*

SCOPE: *Who is affected by this policy or needs to read it?*

Students, Faculty and Staff

POLICY HISTORY: *Include any
information about previous versions
or whether this replaces an existing
policy.*

POLICY STATEMENT: *State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know that the policy is and how it extends to the university. If procedures are short in nature, please include in policy. If procedures are lengthy, please provide separate document.*

The University of Indianapolis Chief of Police or a designee will develop timely warning notices for the University Community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the UIndy community.

These warnings will be distributed if the incident is reported either to the University PD directly or to University PD indirectly through a campus security authority or surrounding police agencies.

The department issues/posts Crime Alerts for incidents of

- Criminal Homicide
- Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger UIndy community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case by case basis)
- Sexual Assault (considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the University Police Department)
- Major incidents of arson
- Other crimes as determined necessary by the Chief of Police, or his or her designee in his or her absence A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:
 - Date and time or timeframe of the incident
 - A brief description of the incident
 - Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
 - Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
 - Police/Public Safety agency contact information
 - Other information as deemed appropriate by the Chief or his/her designee

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert. UIPD will draft an email containing the proposed Crime Alert and forward it to the Vice President for Student Affairs & Campus Affairs and Dean of Students will review and revise the text as needed, and then transmit the email containing the Crime Alert to the University Community as a blast email. Updates to the UIndy community about any particular case resulting in a crime alert also may be distributed electronically via blast email or posted on the University's Web site. Crime Alerts may also be

posted in campus buildings, when deemed necessary. When a Crime Alert is posted in campus buildings, it shall be printed on orange paper and be posted in the lobby/entrance area of the affected SOP 9.3.01 building(s) for seven (7) days. A list of the buildings where Crime Alerts may be posted is maintained by the UIndy Police Department. Crime Alerts are filed in the case jacket with the corresponding incident report.

The department does not issue Crime Alerts for the above listed crimes if:

1. The department apprehends the subject(s) and the threat of imminent danger for members of the UIndy community has been mitigated by the apprehension.

2. If a report was not filed with UIPD or if UIPD was not notified of the crime in a manner that would allow the department to post a “timely” warning for the community. A general guideline will include a report that is filed more than five days after the date of the alleged incident may not allow UIPD to post a “timely” warning to the community. This type of situation will be evaluated on a case by case basis. Public Safety Advisories may be distributed for crimes (ex. a pattern of larcenies or vandalism cases) that do not rise to the level of causing a serious or continuing threat to the University Community. In addition, they may be distributed for other safety concerns (mulch fires, etc). The department also maintains a daily crime log which is normally updated each business day and contains all crimes reported to UIPD. The information is posted on the university’s Web site.

