



## **Timely Warning**

### **Purpose**

A Campus Crime Alert/Timely Warning (A/TW) is designed to provide students, faculty and staff with timely notification of significant events that represent a serious and/or continuing threat to the campus community at Stephen F. Austin State University (SFASU). The alert issued relative to a crime and/or suspect may seek information that will help lead to the arrest and conviction of an offender.

### **Persons Affected**

This policy applies to all SFASU employees, faculty, students, visitors, volunteers, contractors, or vendors.

### **Definitions**

Timely: Prompt, expeditious; appropriately proximate to the event, with the appropriate sense of urgency.

### **Policy**

The Stephen F. Austin State University Police Department (UPD) is responsible for determining if an emergency exists, then preparing and issuing Alerts/Timely Warnings. As no two incidents are alike, the decision to issue an A/TW will be made on a case-by-case basis, considering the facts surrounding an event and the perceived continuing danger to the campus community. Upon learning of an incident that could potentially require issuing an alert, the UPD supervisor on duty will brief the chief and the emergency management coordinator, who will make a determination regarding issuance of an A/TW. Should the chief and emergency management coordinator be unavailable, the supervisor on duty should brief an available highest ranking UPD supervisor who will make the issuance decision. Should contact not be possible with any of the police officials described above, the vice president for finance and administration may be contacted to make the issuance decision. An A/TW may be reasonably delayed if law enforcement officials determine that such an alert would risk or compromise law enforcement efforts to deal with the emergency or rescue a victim.

Information may originate with law enforcement agencies or law enforcement officers other than UPD that may require an A/TW. Such information may indicate an incident has occurred, or is likely to occur, that represents a serious or continuing threat to campus safety. When notified by an external agency, the decision to issue an A/TW will be made in the same process described above.

### **Procedures**

The Campus Crime Alerts will include the following, at minimum, unless it is determined by law enforcement that such information would compromise law enforcement efforts to deal with the emergency or rescue a victim:



1. A concise description of the incident and type of crime, including location, date and time of occurrence
2. A physical description of the suspect, including gender and race
3. Composite drawing of the suspect, or photograph, if available
4. Apparent connection to previous incidents, if applicable
5. Race of the victim, but only if there were an apparent bias motive
6. Sex of the victim, if relevant
7. Injury sustained by the victim
8. Date and time the campus alert was released
9. A notice to the campus community to exercise caution

The name of the victim is confidential and will not be released in Campus Crime Alerts. Alerts/Timely Warnings may be delivered using one or more of the following systems:

1. Outdoor alert system
2. Mobile alert system (Jack Alert Emergency Notification System)
3. Rave Guardian Safety App
4. E-mail to students' and employees' campus accounts
5. Web page banners on all pages hosted on the primary SFA Web server, linked to the campus alert Web site
6. Social media (Facebook, Twitter)
7. Television alert broadcast (television connected to the campus cable TV provider)
8. Public address speaker from a marked university police vehicle

Information included for a severe weather or significant emergency A/TW will include the following:

1. Type of weather event or emergency
2. Safety precautions persons should take

Alternative methods for distributing Campus Crime Alerts/Timely Warnings may include, but are not limited to, media releases, campus newspaper, flyers posted in university buildings and phone message boards.

Any or all methods may be activated depending on the emergency and its circumstances.

### **Cancelation Procedures**

When the incident causing the A/TW to be issued no longer poses an imminent threat to the campus community, the alert may be terminated by the chief of police. In the absence of the chief of police, the emergency management coordinator or the deputy chief of police can terminate the notification alert. Should these positions be unavailable, the alert may be terminated by an available supervisor or the vice president for finance and administration. Upon termination of an alert, an "All Clear" message will be transmitted to the campus community.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

20 U.S.C. § 1092(f)



SFA HOP 05-501 Annual Disclosure of Crime Statistics

**Responsible Executive**

Vice President for Finance and Administration  
Executive Director of Public Safety/Chief of University Police

**Revision History**

September 1, 2023 (original)