

UW Whitewater Police



Timely Warning and Emergency Notifications

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Special Instructions:			
Approved By: Chief Kiederlen	Effective Date: 9/1/2017	Revised Date: 10/04/2024	Revision number: 4

I. Purpose

The purpose of this General Order is to provide direction in the issuance of Emergency Notifications and Timely Warnings as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

II. Definitions

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act):

Requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

Emergency Notifications: Sent out in situations with an immediate/impending threat to health or safety of students or employees.

Timely Warnings: Sent out in situations that involve Clery reportable crimes that represent a serious or continuing threat to the safety of students or employees.

III. Policy

As required by the Clery Act, UW-Whitewater Police Department (UWWPD) will notify the campus community of threats via Emergency Notifications or Timely Warnings.

IV. Procedure

A. Emergency Notifications

1. Under the Clery Act, UW-Whitewater is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees. An “immediate” threat includes an imminent or impending threat, such as an approaching tornado, or a fire currently in a campus building. These are normally developing situations, but may sometimes require escalation to Emergency Notification status. Some other examples of significant emergencies or dangerous situations may be:
 - a. Outbreak of meningitis, norovirus or other serious illness;
 - b. Approaching tornado, or other extreme weather conditions;

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- c. Earthquake;
 - d. Gas leak;
 - e. Bomb threat;
 - f. Civil unrest or rioting;
 - g. Explosion;
 - h. Nearby chemical or hazardous waste spill.
2. An Emergency Notification will normally be distributed by UWPPD in conjunction with Communications (UMC) via mass email and social media following the guidelines of the "University of Wisconsin-Whitewater Crisis Communication Plan".
 3. The decision to distribute an Emergency Notification is generally through consultation between the University Police, the Clery Coordinator, and University Marketing and Communications (UMC).

B. Timely Warnings

1. The Clery Act requires institutions to distribute Timely Warnings regarding Clery reportable crimes that represent a serious or continuing threat to the safety of students or employees. Institutions are required to publish their policies regarding Timely Warnings in their Annual Campus Security Report. Timely Warnings will typically be issued for the following offenses:
 - a. Murder/Non-Negligent Manslaughter;
 - b. 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 UW-Whitewater community);
 - c. 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);
 - d. 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 UWPPD);
 - e. Major incidents of arson;
 - f. Other crimes as determined necessary by the Chief of Police, or his or her designee in his or her absence.
2. The following factors should be considered when determining whether to issue a Timely Warning:
 - a. The nature of the crime (serious/non-serious, violent/non-violent);
 - b. The nature of the threat (general threat versus limited threat to a specific person);
 - c. Whether or not there is a continuing danger to the community or a continuing crime pattern.
3. When issuing a Timely Warning notice, some information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime.

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4. When UWSPD becomes aware of a situation that meets the criteria for a Timely Warning, the Supervisor On-Duty or On-Call (12.3 On-Call Communications and Department Cell Phones) or designee develops the content of the warning and has the authority to authorize the distribution of a Timely Warning to the community. While UWSPD works with UMC to send these messages, the on-duty or on-call supervisor can also send the message if there is an emergency and time does not permit contacting UMC.
5. In the event a Timely Warning is needed, consideration must be given to the most appropriate means to be used to disseminate the information to the affected community. The most common method used is a campus wide email blast to the UWSPD community.
6. A Timely Warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:
 - a. Date and time or timeframe of the incident;
 - b. A brief description of the incident;
 - c. Information that will promote safety and potentially aid in the prevention of similar crimes;
 - d. Suspect description(s) when deemed appropriate and if there is sufficient detail. 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;
 - e. Police agency contact information;
 - f. Other information as deemed appropriate by the Chief or designee.
7. The department does not issue Timely Warnings for the above listed crimes if:
 - a. UWSPD apprehends the subject(s) and the threat of imminent danger to members of the UWSPD Community has been mitigated by the apprehension.
 - b. UWSPD has not apprehended the subject(s) but the Supervisor On-Call or designee determines there is no threat of imminent danger to the members of the UWSPD Community;
 - c. If a report was not filed with UWSPD or if UWSPD was not notified of the crime in a manner that would allow the department to post a “timely” Timely Warning to the community. A general guideline will include a report that is filed more than 7-10 days after the date of the reported incident. This will be evaluated on a case-by-case basis and may fall under the Emergency Notification section of this policy.
8. A hard copy of any issued Crime Alerts are filed in the Clery File housed within UWSPD. Electronic copies are housed within the appropriate archive.