

TEXAS STATE TECHNICAL COLLEGE  
**STATEWIDE OPERATING STANDARD**

<b>No. GA 1.6.11</b>	<b>Page 1 of 4</b>	<b>Effective Date: 04/29/16</b>
<b>DIVISION:</b>	<b>General Administration</b>	
<b>SUBJECT:</b>	<b>Timely Warnings/Emergency Notifications</b>	
<b>AUTHORITY:</b>	<b>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) 20 USC § 1092(f)</b>	
<b>PROPOSED BY:</b>	<b>Tom Hooker</b>	
<b>TITLE:</b>	<b>Executive Director, Governance, Risk, and Compliance</b>	<b>Date: 04/29/16</b>
<b>RECOMMENDED BY:</b>	<i>Original Signed by Ray Rushing</i>	
<b>TITLE:</b>	<b>Vice Chancellor &amp; Chief Legal Officer/General Counsel</b>	<b>Date: 04/29/16</b>
<b>APPROVED BY:</b>	<i>Original Signed by Mike Reeser</i>	
<b>TITLE:</b>	<b>Chancellor</b>	<b>Date: 04/29/16</b>

**STATUS:** Approved by VCs 04/29/16

**HISTORICAL STATUS:** Proposed New 03/2016

**POLICY**

Compliance

**DEFINITIONS**

**Timely Warning:** Notice to all members of the college community when a specific crime, as defined by the Clery Act, has occurred on or in close proximity to the campus, and the crime represents a serious or continuing threat to members of the campus community. Examples of crimes that require a Timely Warning Notice are:

- a. Murder / Non-Negligent
- b. Negligent Manslaughter
- c. Sex Offenses / Forcible and Non Forcible
- d. Robbery
- e. Aggravated Assault
- f. Burglary
- g. Motor Vehicle Theft
- h. Arson

**Emergency Notification:** an announcement to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus.” An emergency notification may be used for Clery crimes and other types of emergencies (examples: a fire, active shooter, infectious disease outbreak, natural disaster, weather emergency, terrorist attack)

**Campus Security Authorities (CSA):** individuals at the college who, because of their function for the college have an obligation under the Clery Act to notify the college of alleged Clery crimes that are reported in good faith, or alleged Clery crimes that they may personally witness. These individuals, by virtue of their position due to official job duties, ad hoc responsibilities or volunteer engagement, are required by federal law to “report” crime when it has been observed by, or reported to them by another individual. They typically fall under one of the following categories:

1. A member of a campus police/ security department.
2. Individual having responsibility for campus security in some capacity, but are not members of a campus police /security department (e.g., an individual who is responsible for monitoring the entrance to college property.
3. People or offices that are not members of a campus police /security department, but where policy directs individuals to report criminal offenses to them or their office.
4. Officials having significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

**Strategic Communications Department:** A team of writers and media/social media specialists who have the expertise to craft internal and external messages and have media contacts that can help in the alerting of students, parents and surrounding community of a Clery crime, weather emergency, or impending natural disaster. Communications specialists work closely with Campus Security Authorities to determine messaging and timing of emergency notifications.

## **PERTINENT INFORMATION**

Higher Education Opportunity Act or HEOA (Public Law 110-315), 2008

The Handbook for Campus Crime Reporting, 2005

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 1998

## **OPERATING PROCEDURES**

- A. When a crime, an emergency or other threatening situation is reported to a CSA, the designated CSA’s of the affected campus will consult with each other (if time allows) and local law enforcement to determine whether to communicate such information to the campus community via a timely warning notice or an emergency notification.
  1. The designated CSA’s for initiating both timely warnings and emergency notifications for each campus are identified within the TSTC Emergency Operation Plan.
  2. Timely Warning Notice: Considerations, Timing, Content, Distribution

- a. The decision to issue a timely warning notice will be decided by the designated CSA's on a case-by-case basis after considering all of the facts related to the crime, including factors such as the frequency, nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts to investigate the crime or apprehend suspects.
  - b. A timely warning notice will be issued as soon as pertinent information is available. The intent of a timely warning notice is to alert the campus community of continuing threats, particularly those concerning safety, thereby enabling the campus community to protect themselves.
  - c. A timely warning notice will include: the date of the incident, location of the incident, offense classification, summary, suspect description, contact information for anyone with information about the suspect(s) or crime, and other pertinent information.
  - d. The TSTC Strategic Communications Department disseminates timely warning notices to members of the campus community via methods that may include, but are not limited to:
    - i. Email
    - ii. Text messaging
    - iii. Posters and Flyers
    - iv. TSTC Portal and open website at <http://www.tstc.edu>
    - v. [TSTC](#)- related social media sites
3. Emergency Notification: Considerations, Timing, Content, Distribution
- a. An emergency notification will be issued when it is determined by a designated CSA that a significant emergency or dangerous situation on campus poses an immediate threat to the health or safety of students or employees, unless notification will compromise efforts to assist the victim, or to contain, respond to, or otherwise mitigate the emergency.
  - b. An emergency notification will be issued as soon as reasonably necessary and without delay.
  - c. The emergency notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community. The emergency notification will contain at minimum the following information in this order: nature of incident, location, and actions to be taken by affected populations.
  - d. The TSTC Strategic Communications Department will distribute the initial emergency notification through the College's Emergency Notification System (ENS) as well as any follow-on messages related to the emergency as directed by designated CSA's.

- B. The TSTC Strategic Communications Department, will test the ENS at least once each academic term (fall, spring, and summer).

**PERFORMANCE STANDARDS**

1. TSTC implements this SOS for the safety of TSTC employees and students.
2. This SOS is reviewed and updated annually by the TSTC Risk Manager, Campus Police Chiefs, Campus Provosts and the Strategic Communications Department.