Georgia State University Policy

1.00.13 Public Safety Timely Notice

Policy Summary

In the event that a situation comes to the attention of the University Police Department and is considered by the University to represent a serious or continuing threat to the campus community, the Chief of the University Police Department, or his/her designee, in consultation with senior administrators and any other campus departments or other law enforcement agencies offering expertise believed necessary to making an appropriate decision, will issue a campus-wide "Timely Notice."

Full Policy Text

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the "Clery Act") requires the University to have a timely notice policy for issuing warnings to the campus community of certain criminal activities and a means to promptly distribute such warnings when such crimes occur and are considered to represent a serious or continuing threat to campus community members. Crimes about which warnings may be required include: homicides/murders, manslaughter, sex offenses (forcible and non-forcible), robbery, burglary, aggravated assault, motor vehicle theft, and arson.

The Georgia State University Police Department works closely with the City of Atlanta Police Department, and other law enforcement agencies, to comply with the requirements of the Clery Act by reviewing current criminal activity and information, both on-campus and on the University’s adjacent public properties.

In the event that a situation comes to the attention of the University Police Department and is considered by the University to represent a serious or continuing threat to the campus community, the Chief of the University Police Department, or his/her designee, in consultation with senior administrators and any other campus departments or other law enforcement agencies offering expertise believed necessary to making an appropriate decision, will issue a campus-wide Timely Notice.

Administration of Policy

Mandating Authority:
Administrative Council

Responsible Office(s):
University Police, 15 Edgewood, 3-2100

Responsible Executive(s):
Policy History

Approving Body: Administrative Council

Rationale or Purpose

Compliance with the Clery Act.

Additional Information

Timely Notice Procedure

Timely Notices will be distributed to all necessary members of the University community as soon after the incident as is reasonable; provided, the University may release an alert to the community prior to all information being gathered about an incident when doing so would best serve the safety of the University community. Timely Notices may be communicated via: 1. Broadcast email to the campus community, including students, staff, and faculty. 2. Posting on the University Police Department’s web page and Safety and Security listserv. 3. Posting of written alerts in relevant campus buildings and appropriate surrounding areas when deemed advisable by the University Police Department. Timely Notices typically will include the information set forth below; provided, when circumstances are such that safety will best be served by sending out a Timely Notice before complete information is known, the University may initially distribute a Timely Notice compromised only of a description of the incident and appropriate safety recommendation: 1. A succinct statement of the incident; 2. Appropriate safety recommendations; 3. Physical description of the suspect; 4. Any connection to previous incidents; 5. Other relevant and important information; and 6. Date and time the Timely Notice was released. Broadcast emails to the University community shall be first authorized by the Chief of the University Police Department, or his/her designee. The Chief shall then distribute the email Timely Notice to the University’s (1) Assistant to the Provost, (2) Assistant Vice President for University Relations, and (3) Vice President for Student Affairs, or their authorized designees. Any of these three individuals may immediately implement the posting of the Timely Notice to the appropriate University listservs. Anyone with information they believe warrants a Timely Notice should report the situation to the University Police Department, by phone (404-413-3333 off-campus/3-3333 on-campus) or in person at the Police Department, 15 Edgewood Avenue, Atlanta, Georgia 30303 (at the corner of Edgewood Avenue and Park Place Street).

Administrative Council March 8, 2008

Additional Helpful Resources

http://safety.gsu.edu/safety-you/safety-net/