



Clery Notifications

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Rescinds:	None		
IACLEA Standards:	16.3.2		

I. Purpose

To ensure information about reported crimes and other dangerous situations are reported to students and employees in a timely manner to aid in the prevention of similar crimes and/or to provide students and employees with information to protect themselves.

II. General Order

The Office of Public Safety & Institutional Assurance, in conjunction with the Indiana University Police Department, Emergency Management and Continuity, and Environmental Health and Safety will send notification of reported crimes and other dangerous situations to the campus community¹. The sending of these notifications is in compliance with the Jeanne Clery Act. All Clery reportable crimes and immediate threats to the campus community must be evaluated for any notification requirements. There are three (3) types of notifications: Emergency Alerts, Crime Notices, and Public Safety Advisories.

III. Emergency Alerts

- A. Emergency Alerts may be sent for a wide range of any significant emergency or dangerous situations, including Clery reportable crimes.
 - 1. Initiate Emergency Alert procedures for **any significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community** occurring on or imminently threatening the campus.
 - 2. Emergency alerts should be sent immediately upon confirmation that a dangerous situation or emergency exists, or threatens campus.
 - a. Exceptions to this requirement would include situations where sending an Emergency Alert will, in the professional judgment of responsible authorities, compromise efforts to:
 - i. Assist a victim.
 - ii. Contain the emergency.
 - iii. Respond to the emergency.

¹ IACLEA 16.3.2 – Procedures – Timely Warnings



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iv. Otherwise mitigate the emergency.

- B. The IUPD is primarily responsible for determining the appropriate template and content of an Emergency Alert. See *G16.3.2a Notification Message Distribution* for additional information.
- C. For non-police emergencies (fire, gas leaks, laboratory emergencies, etc.) either Emergency Management and Continuity or Environmental Health and Safety will send follow-up messages and “All Clears” as appropriate.
 - 1. In the event that either Department is unable to do so, IUPD and/or the Communications Center will assist with follow-up messages as requested.
- D. If an Emergency Alert will be sent, University and campus administration should be notified as soon as possible, but must not cause a delay initiating the emergency notification process. See *IV.E.1.a-f.* below for a listing of this group.

IV. Crime Notices - Timely Warnings

- A. Crime Notices, also referred to as timely warnings, may be sent for any Clery reportable crime.
 - 1. Crime Notices are triggered by crimes that have already occurred, but represent a **serious or continuing threat** to the campus community. Issue a Crime Notice for any **Clery crime** (Murder, Non-negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Domestic Violence, Dating Violence, Stalking, Hate Crime or Weapon, Drug or Liquor Law Violation) **committed on your Clery geography** considered by the IUPD to represent a serious or continuing threat to students and employees.
 - 2. Applies to Clery crimes that occur anywhere on Clery geography. The definitions for the Clery Geography categories may be found in *G01-02 Department Authority and Jurisdiction*. Clery Geography includes:
 - a. On Campus.
 - b, On Campus Residential.
 - c. Public Property.
 - d. Non-Campus.



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- B. Every Clery reportable crime occurring on Clery reportable geography must be evaluated for a Crime Notice. *See VI. Notification Decision Tree* section below.
- C. Situations in which any Clery reportable crimes may be considered a serious or continuing threat include, but are not limited to, one or more of the following factors depending on the specific circumstances of the incident:
 1. The suspect is unknown.
 2. The suspect’s whereabouts is unknown.
 3. There is pattern of activity the same or similar to the reported crime. This may include incidents happening just outside of the Clery reportable geography.
 4. The situation does not appear to be an isolated incident.
- D. The IUPD is primarily responsible for evaluating Clery Act reportable crimes and determining the level of threat to students and employees occurring on Clery Act geography. If it is determined a Crime Notice should be sent, the Notice should be written and issued by IUPD as soon as pertinent information is available.
- E. If it is determined that a Crime Notice will be sent:
 1. The Notification Review Group (NRG) (alertreview-1@list.iu.edu) should be sent a draft of the notice for review. If the NRG is not available, unresponsive, or if it is determined too much time has elapsed since the incident, the NRG consultation may be skipped. The NRG consists of:
 - a. Superintendent and Deputy Superintendent of Public Safety.
 - b. Director of Public Safety Compliance or their designee.
 - c. Communications Manager, PSIA.
 - d. Representative from VP for General Counsel, and
 - e. University Chief Title IX Representative.
 - f. Campus and Division personnel may be added separately for review, as they are not included as part of the university listserv address, alertreview-1@list.iu.edu.
 2. The NRG is responsible for proofreading messages and ensuring notification language is consistent with federal requirements and university policy, and



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communication practices. The IUPD Division Chief or designee is primarily responsible for making the decision to send or not send a message.

3. If possible, university and campus administration should be notified prior to sending a Crime Notice. This group includes:
 - a. Superintendent and Deputy Superintendent of Public Safety.
 - b. Associate Vice President of Public Safety & Institutional Assurance.
 - c. Executive Vice President for University Academic Affairs.
 - d. Communications Manager, PSIA
 - e. Campus administration.
- F. Prior to sending the Crime Notice to students and employees, an effort will be made to alert the victim(s) of the reported crime or offense that a notification will be sent.
- G. Information contained in a Crime Notice should promote safety and aid in the prevention of similar crimes. Information released from the IUPD should follow established processes and follow the appropriate chain-of-command for each Division, including information released to upper administration.

V. Public Safety Advisories

- A. Public Safety Advisories may be sent for any non-Clery reportable crimes or any situation where it is determined there is a threat to the safety of students or employees.
 1. Public Safety Advisories are triggered by non-Clery crimes that have already occurred but are considered by the IUPD to represent a **serious or continuing threat** to students and employees whether or not they occur on Clery geography.
 2. Examples of non-Clery crimes: bicycle thefts, car break-ins, peeping toms, student apartment break-ins that occur off campus, flash flooding, etc.
 3. Public Safety Advisories may also be triggered for any crime that has occurred off Clery geography that is considered by IUPD to represent a serious or continuing threat to students and employees.
 4. Public Safety Advisories may also be triggered for incidents or events that are non-criminal in nature, but still threaten the safety of students and



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employees, but do not rise to the level of an emergency alert. Examples include, hazardous driving or walking conditions caused by flooding, extreme cold weather, among others. Situations in which any non-Clery reportable crimes may be considered a serious or continuing threat include, but are not limited to, one or more of the following factors depending on the specific circumstances of the incident:

- a. The suspect is unknown.
 - b. The suspect’s whereabouts is unknown.
 - c. There is pattern of activity the same or similar to the reported crime. This may include incidents happening just outside of the Clery reportable geography.
 - d. The situation does not appear to be an isolated incident.
- B. The IUPD is primarily responsible for evaluating non-Clery Act reportable crimes and determining the level of threat to students and employees regardless of where they occur. If it is determined a Public Safety Advisory should be sent, the Advisory should be issued as soon as pertinent information is available.
- C. If it is determined that a Public Safety Advisory will be sent:
1. The Notification Review Group (NRG) (alertreview-l@list.iu.edu) should be sent a draft of the advisory for review. If the NRG is not available, unresponsive, or if it is determined too much time has elapsed since the incident, the NRG consultation may be skipped. The NRG consists of:
 - a. Superintendent and Deputy Superintendent of Public Safety.
 - b. Director of Public Safety Compliance or their designee.
 - c. Communications Manager, PSIA.
 - d. Representative from VP for General Counsel, and
 - e. University Chief Title IX Representative.
 - f. Campus and Division personnel may be added separately for review, as they are not included as part of the university listserv address, alertreview-l@list.iu.edu.
 2. The NRG is responsible for proofreading messages and ensuring advisory language is consistent university policy communication practices. The IUPD



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Division Chief or designee, is primarily responsible for making the decision to send or not send a message.

3. If possible, university and campus administration should be notified prior to sending a Public Safety Advisory. This group includes:

- a. Superintendent of Public Safety.
- b. Associate Vice President of Public Safety & Institutional Assurance.
- c. Executive Vice President for University Academic Affairs.
- d. Associate Vice President of University Communications.
- e. Chief of Staff for the Office of the President.
- f. Communications Manager, PSIA and
- g. Campus administration.

D. Prior to sending the Public Safety Advisory to students and employees, an effort will be made to alert the victim(s) of the reported crime(s) or offense(s) that an Advisory will be sent.

E. Information contained in a Public Safety Advisory should promote safety, provide students and employees enough information to make decisions about their own safety, and aid in the prevention of similar crimes, if applicable. Information released from the IUPD should follow established processes and follow the appropriate chain-of-command for each Division, including information released to upper administration.

VI. Notification Decision Tree

A. The Notification Decision Tree (NDT) outlines the thought and decision-making process used to evaluate incidents for Emergency Alerts and Crime Notices, and must be completed for all Clery Act criminal offenses (Murder, Non-negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Domestic Violence, Dating Violence, and Stalking & Hate Crimes). Although Weapon, Drug or Liquor Law Violations should also be evaluated, an NDT is not required for those three categories.

1. The NDT is located in [SharePoint](#) and is completed and saved electronically.

B. **Every Clery reportable crime** must be evaluated for a Crime Notice and/or an Emergency Alert. Once the IUPD has been made aware of a Clery Act



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reportable crime, occurring on Clery Act reportable geography, there is an obligation to evaluate the incident to determine if it poses a serious/continuing threat or dangerous situation to the campus community.

- C. Incidents that pose a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, on campus, should be evaluated for an Emergency Alert, even if the incident may not be a Clery reportable crime.

VII. Notification Message and Distribution

- A. If an Emergency Alert, Crime Notice, or Public Safety Advisory will be sent, refer to *G16.3.2a Notification Message Distribution* for steps on drafting message content, modalities, and choosing the appropriate templates.
- B. Notifications will be sent using IU’s approved notification system.
- C. Crime Notices and Public Safety Advisories will also be posted to the appropriate IUPD Division website with the Daily Crime Logs. Notices will be posted for approximately two weeks before removal.

VIII. Post-Notification Review

- A. Any time an Emergency Alert or Crime Notice is sent, an After Action Review must be completed. The review will be completed in accordance with General Order *G05-09 After Action Reports*.

IX. Related Information

Indiana University Police Department:

G01-02 Department Authority and Jurisdiction

G166.3.2a Notification Message Distribution

G05-09 After Action Reports

Notification Decision Tree (NDT)

Department of Education Clery Handbook

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