**Purpose**

To provide the Indiana University Police Department (IUPD) the procedure for providing timely warnings, referred to as crime notices, to the campus community.

**General Order**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the IUPD will conduct a timely review of all Clery crimes that are brought to the attention of the IUPD to determine if the reported offense represents a serious or continuing threat to students and employees. The IUPD will initiate the notification process as soon as pertinent information is available.

**Definitions**

- **Clery crime** – Certain crimes specified in the Clery Act to include:
  - Criminal Offenses (Murder and non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson);
  - Hate Crimes (any of the above listed criminal offenses and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias);
  - Violence Against Women Act Offenses (domestic violence, dating violence, and stalking);
  - Arrests and Referrals for Disciplinary Action for state weapons law violations, drug abuse violations, and liquor law violations.

- **Clery geography** – Certain geographic areas specified in the Clery Act meeting the definitions of on campus, on campus residential, non-campus and public property found in G1.1.2 Jurisdiction and Service Boundaries.

**Timely review of offenses (16.3.2 a)**

Every Clery crime that is brought to the attention of the IUPD that was reported to have occurred on Clery geography will be evaluated to determine if it represents a serious or continuing threat to students and employees requiring the issuance of a crime notice. Situations in which any Clery crime may be considered a serious or continuing threat include, but are not limited to, the following factors depending on the specific circumstances of the incident:

- The suspect or their whereabouts are unknown.
- The nature of the crime.
- The nature and level of the threat.
- There is a pattern of activity the same or similar to the reported crime. This may include incidents that have been reported just outside Clery geography.
- The situation does not appear to be an isolated incident.
When a Clery crime that falls into the Criminal Offenses, Hate Crimes, or Violence Against Women Act Offenses categories is reported to the IUPD, the responding officer will gather pertinent information so that a determination on whether to issue a crime notice can be made. In most circumstances, the shift supervisor will perform the initial evaluation and document in the Notification Decision Tree (NDT). If the IUPD receives a report through the Campus Security Authority reporting form or from local law enforcement agencies, the IUPD personnel who receive those reports are responsible for completing an NDT. Although the Arrests and Referrals for Disciplinary Action violations are evaluated, an NDT is not required for these offenses. Final determination on whether to issue a crime notice will be made by the division chief of police or their designee, and in consultation with the superintendent for public safety’s office.

If there is any uncertainty on whether a crime notice is required, the Notification Decision Group (NDG) will be utilized to discuss the reported information. The NDG will meet as soon as possible to expedite the decision process. The NDG consists of the following:

- Superintendent for Public Safety
- Deputy Superintendent for Public Safety
- Director for Public Safety Compliance or their designee
- Communications Manager for Public Safety
- Representative from the Office of the Vice President & General Counsel
- University Director of Institutional Equity & Title IX Coordinator
- Representative from Indiana University Studios
- Representatives from the appropriate IUPD division and IU campus for the specific situation

The issuance of a crime notice may be delayed only to collect or confirm pertinent information required to make the crime notice meaningful.

**System of notification (16.3.2 b)**

Once a determination is made to issue a crime notice, the IUPD will immediately begin to draft the notice. A crime notice will typically include the following, unless issuing any of this information would compromise law enforcement efforts to investigate and/or solve the crime, or would identify the victim:

- Reported offense and brief description of the incident
- Date and time or timeframe of reported incident
- Location of offense
- Suspect description if there is sufficient detail that would provide a meaningful description and assist in the identification of the suspect
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips)
- IUPD contact information
- Other information as appropriate
Law enforcement efforts will be considered when drafting the crime notice. Information that would compromise these efforts will be avoided. The risk of compromising law enforcement efforts is not a valid reason to decide to not issue a crime notice. The names of victims will never be included in a crime notice. The location used in the crime notice will be consistent with the location used in the daily crime log. The determination on whether to use a general or specific location will be made based on the totality of the circumstances to protect the identity of the victim.

Once the notice is drafted, it will be sent to the NDG to review for content and accuracy. If the NDG is not available or unresponsive, or if it is determined too much time has elapsed since the incident, the NDG review may be skipped.

Crime notices are sent using IU’s approved notification system to the entire campus community in a manner that is timely, that withholds the identity of victims as confidential and with the goal of aiding in the prevention of similar crimes through the inclusion of relevant safety information. Email is the primary method of distributing crime notices. Crime notices will also be posted on the appropriate IUPD website for two weeks.

### Related Information

**Indiana University Police Department**
- G1.1.2 Jurisdiction and Service Boundaries

**Indiana University**
- UA-16 Clery Act Compliance

**US Department of Education**
  [https://www2.ed.gov/admins/lead/safety/handbookfsa.pdf](https://www2.ed.gov/admins/lead/safety/handbookfsa.pdf) (Rescinded October 9, 2020)

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