Overview

The Clery Act, enacted by the Congress and signed into law by the President in 1990 as the Crime Awareness and Campus Safety Act of 1990, requires all institutions of higher education “to make timely warning reports to the campus community on certain crimes that represent a continuing threat to students and employees and that were reported to officials with significant responsibilities for student and campus activities, campus police or local police”. These reports, according to the legislation, will be “disseminated in a manner that will aid in the prevention of similar occurrence”.

To meet the provisions of this portion of the legislations and to fulfill our duty to monitor and to reduce campus crime and the fear of crime, the Office of Campus Police maintains a campus alert system. Campus alerts are used when crimes reported to the Campus Safety represent an imminent or continuing threat to students and employees.

The Director/Inspector General of Campus Police consults with members of the alert team, as deemed necessary, to determine if a report represents such a threat. Members of the campus alert team include, but not limited to, the Director/Inspector General of Campus Police, either the Dean of Students or the Associate Dean of Students, either the Executive Assistant to the Campus President, or the Special Assistant to the Campus President for Campus Relations, and the Director of Communications, (four persons). When warranted, the campus alert is written by the Director of Communications or his/her designee and a draft is approved by the campus alert team.

The alert typically contains the following information about the event: date, time, location, criminal activity. Description of the suspects involved in the alleged criminal activity are used only when the witness or victim is certain about the information and there are multiple and specific descriptions provided that can aid in the identification. The alert is signed by the Director of Campus Police and posted on campus building bulletin boards, and emailed to the Morton College Campus community within one day of the occurrence of the crime or the determination that a crime trend that poses a threat.

1. Purpose

The purpose of this policy and procedure is to establish and describe formal written guidelines pertaining to the Jeanne Clery Disclosure of Campus Police Policy and Campus Statistics Act of 1998, “Timely Warning” and Emergency Notification requirements as it relates to the main campus of Morton College.
MORTON COLLEGE CAMPUS POLICE DEPARTMENT ALERT POLICY

2. POLICY

It is the policy of Morton College and the Morton College Police Department to alert the campus community to certain crimes and safety/security issues occurring on campus, or in the immediate vicinity of the campus. Generally, this area will include the streets adjacent and/or adjoining campus property. However, nothing in this policy is intended to prevent notifications about incidents occurring outside of this area when they are likely to have a significant impact on members of the college community.

A. Alerts are required for all incidents that constitute Clery Act Crimes and are considered to represent a serious or continuing threat to the campus community. These crimes include: Murder and Non- Negligent Manslaughter, Sexual Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Hate Crimes, Domestic Relationship Violence (including Domestic Violence and Dating Violence) and Stalking.

B. Alerts may also be issued for:

- Crimes other than “Clery Act” crimes that pose a serious or continuing threat to the campus community (e.g. kidnapping)
- Non-criminal emergencies that pose a significant or continuing threat to the campus community or a segment of the campus community (e.g. weather related emergencies, maintenance issues, environmental health and safety issues, etc.).

C. Emergency Notifications are required for all significant emergency or dangerous situations that pose an immediate threat to health or safety of some or all of the members of our campus community (e.g. an armed intruder is present in a campus building, several random arsons have occurred in a single night in occupied areas on campus, etc.).

D. Emergency Notifications may be labeled Crime Alert, Safety Alert or Emergency Notification.

E. Faculty or staff who learn of information which may warrant the issuance of a “Crime Alert”, “Safety Alert” or Emergency Notification should notify the Morton College Campus Police as soon as possible.
3. TYPES OF ALERTS

A. Crime Alert – A campus-wide notification regarding a crime determined to present an ongoing or continuing threat to the safety of the campus community.

B. Safety Alert – A notification issued under circumstances which may or may not be criminal in nature but still pose a significant or continuing threat to the campus community or segments of the campus community. Safety Alerts are not always issued campus-wide and may be issued selectively to affected areas.

C. Emergency Notification – A notification issued for a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all of the members of our campus community.

D. Information Bulletin – An informational notice regarding incidents that may not pose an immediate or continuing threat but are serious enough in nature that it is deemed appropriate that the campus community or a segment of the campus community should be informed.

4. AUTHORITY and RESPONSIBILITY

A. Alerts and Notifications are issued at the discretion of the:

- Executive Director/Inspector General or Designee
- Chief of Police
- Sergeant
- College President
- Emergency Management Coordinator
- Dean of Students

Consultation is expected among the authorizing authorities available at the time of the incident.

B. Exception – The Morton College Police Director/Inspector General or designee may issue alerts and emergency notifications without authorization from the individuals listed above in emergency situations for in-progress life-threatening situations, if they are not otherwise detained at the incident.

C. The Morton College Police Department personnel who learn of information or recognize an event which may warrant the issuance of an alert or emergency notification must notify the Executive Director/Inspector General or Chief of Police as soon as possible. Should the Executive Director/Inspector General or Chief of Police be unavailable one of the authorizing individuals from Section 4.A of this Policy and Procedure must be notified.
D. Those authorized to issue alerts will determine the type of alert to issue and the dissemination method. Dissemination methods may include but are not limited to the following:

- Campus-wide email
- Morton College Alert Notification System
- Alert poster or flyers
- Homepage (www.morton.edu)
- On/off campus media releases
- Morton College Center digital display/marquee
- Patrol car PA announcement

5. PROCEDURES

A. Authorizing individuals will determine if sufficient and accurate information exists to warrant the issuance of an alert.

B. When issuing an alert or emergency notification, authorized individuals will include the following, as appropriate:

- Title: Crime Alert, Safety Alert, Emergency Notification, Information Bulletin
- Authorizing authority
- Date of issuance
- Date, time and location of offense or situation
- Description of crime or situation
- Description of suspects
- Suspect’s direction and mode of travel when fleeing incident
- Safety instructions/advice

C. The person who initiates an alert, emergency notification or bulletin will create the alert/bulletin and complete the Timely Notification Action Report which will be included with the police incident report, and forwarded to the Executive Director/Inspector General and the Chief of Police via email with a copy of the alert/notification that was activated. The Executive Director/Inspector General and/or Chief of Police will be responsible for authorizing the final Timely Notification Action Report, which will then be saved in the Clery Act folder and a copy of the alert/notification and the police incident report which states the circumstances initiating the alert be attached to it.