
	Florida State University Police Department	
Crime Bulletins & FSU Alert		
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Policy

Crime Bulletins & FSU Alert

It shall be the policy of the FSU Police Department (FSU PD) to comply with all aspects of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (*Jeanne Clery Act*), formerly known as the Crime Awareness and Campus Security Act of 1990. The FSU Police Department shall initiate and distribute Crime Bulletins in a timely manner to the campus when such information can assist the campus community in making important and informed decisions affecting safety.

Procedure

A. Responsibilities of the Deputy Chief or Designee/Ranking Officer on Duty

The Deputy Chief or designee shall be responsible for reading and analyzing all police and incident reports of the preceding 24-hour period.

1. During weekends and state and federal holidays, where command staff are normally not on duty, it shall be incumbent upon the ranking police officer on duty to notify his/her Chain-of-Command superior and Deputy Chief or designee of any crime having occurred or is occurring on campus that could affect the safety and security of the campus population. *i.e. when an incident presents a significant danger to campus security and individual safety.*
2. When the reported crime or incident present a serious or on-going threat to campus security and individual safety, the Deputy Chief, Lieutenant for Support Services, or other designee will prepare and disseminate a *Timely Warning* in the form of a Crime Bulletin.
3. Whenever possible, the Chief of Police and FSU Office of Media Relations will be advised on an impending Crime Bulletin distribution.
4. In extreme emergencies, the *FSU ALERT Emergency Notification System* may be activated if a threat to campus safety is so imminent or immediate that information distribution is necessary for recipients to take immediate protective action. (See Section E below).

B. Responsibilities of the Person(s) Preparing a Crime Bulletin

1. The Deputy Chief, Lieutenant for Support Services, shall prepare a Crime Bulletin consisting of the following:
 - a) The nature of the criminal offense or significant incident.

- b) The date, time, and location of the criminal offense or significant incident.
 - c) Description of the suspect(s).
 - d) Safety tips.
 - e) Request that information be provided to the FSU PD and/or other criminal justice agencies.
2. The Deputy Chief, Emergency Management Director, Lieutenant for Support Services, or in their absence, another member of Command Staff, shall disseminate the Crime Bulletin via the FSU Alert Emergency Notification System, but only through limited delivery methods: E-mail, Alerts Page, and social media channels.
 3. Other locations, including both public and University media channels and web pages as deemed appropriate. This may include limited distribution to specific locations and populations in need of notification; however, this does not include the campus as a whole (e.g., FSUS, Panama City Branch Campus, etc.). Limited distribution of a Crime Bulletin will be carefully analyzed to ensure distribution is reasonable and adequate for informing the target audience.
 4. Nothing in this General Order shall be construed to prohibit the Chief, Deputy Chief, or designee(s) from preparing a distributing a Crime Bulletin when such Bulletin refers to a crime or incident not specified as mandatory for distribution under the Clery Act.

D. Duration or Delay of Crime Bulletins

Crime Bulletins shall be maintained on the FSU Alert Page until irrelevant or the associated danger subsides.

1. Crime Bulletins may be updated as new information becomes available to further inform the community (e.g., sketch of subject, additional suspect information).
2. Upon arrest of a suspect, when the danger has subsided, or when a need to update the Bulletin exists, the Deputy Chief, or in their absence, designee may the removal and/or update of the Crime Bulletins on the FSU Alert Page.
3. In the event the release of a Crime Bulletin is determined to increase the danger to the community, of if it would compromise the successful investigation of a crime, the distribution of a Crime Bulletin may be delayed upon approval of the Chief or Deputy Chief. In cases where a Crime Bulletin is being considered, the first consideration shall be to distribute the Bulletin (even if some necessary information is necessarily withheld) in order to inform the campus community.

E. FSU ALERT Emergency Notification System

The University maintains an emergency notification system called the *FSU ALERT Emergency Notification System*. The *System* is intended to provide information on an emergency basis for events that are of a criminal or non-criminal nature and which represent an imminent, immediate, and/or on-going life safety threat to the campus community. *FSU ALERT* notifications often include instructions for immediate protective actions on the part of recipients.

1. Coordination with the *FSU ALERT Emergency Notification System* is the primary responsibility of the FSU Emergency Management (EM). The FSU PD is an authorized user of the *System* with designated persons trained in its use.

2. Use of the *System* is delineated by the *FSU ALERT Emergency Notification System Policy and Protocol* as developed by EM.
3. *System* notification distribution shall take precedence over Crime Bulletin distribution under the assumption that an *FSU ALERT Notification* and associated protocols are engaged during an immediate and imminent life safety emergency to the FSU campus population.
4. In the event the *FSU ALERT Emergency Notification System* is activated for a criminal act occurring on the campus disseminated information includes, *in total*, information required by the Clery Act, the requirements of this General Order shall be considered to be fulfilled.
5. In the event an *FSU ALERT* notification does **not** meet the information requirements as dictated by the Clery Act Timely Warning requirements, a follow-up Crime Bulletin per this General Order may be issued if it is determined that a threat to campus still exists.

Glossary

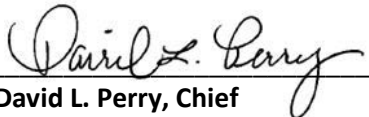
Crime Bulletin—An informational announcement, either in hard-copy or electronic format, alerting the University community of a crime or incident that poses a serious or on-going threat to campus security and individual safety as delineated by the Clery Act.

FSU Alert - emergency notification system. If there is a condition which threatens the health and safety of persons on campus, university officials will warn the campus community using one or more delivery methods.

Index

Clery Act
Crime Bulletins
FSU ALERT Emergency Notification System
Timely Warnings

Attachments—None

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