

**Section 5.00**  
**CRIME ALERT BULLETIN (*Timely warnings*)**

Crime Alert Bulletins are used when the police department needs to make the campus community aware of a situation or threat where:

- We need the campus community to avoid an area where an emergency is occurring
- We need people in a stated area to evacuate a building and leave the area,
- We need people to “shelter in place” at their facility.

Whenever a violent or a major property crime occurs on campus; and the police department believes that the safety of the campus community is at-risk, a Crime Alert will be issued. The alert process will be sent in these ways:

- 1) All- campus electronic mail;
- 2) Posting on the [UMBC Police Department web page](#).
- 3) Physical postings of bulletins in designated campus residential areas by residential life personnel may be an option depending upon the circumstance.

Campus Crime Alerts are distributed as soon as possible subject to the availability of accurate information during an emergency.

**5.01 TIMELY WARNINGS**

The UMBC Police Department makes the decision to issue a crime alert. All members of the Department have been trained in how to send a timely warning. The Chief of Police, Deputy Chief of Police, or the On-Duty Shift Commander will make the determination of when a timely warning should be made.

The following items shall be included (but not limited to) in the alert, if available:

- Description of the incident (type of crime, time, date and location, etc.)
- Physical description of the offender
- Safety notice (when practical) specific to the incident  
[Sample Crime Alert](#)

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**5.02 DISTRIBUTION PROCEDURES**

There is no (single) best method to distribute a Campus Crime Alert; however, depending upon the circumstances of the particular case, crime alert bulletins will often be limited to a Campus- wide electronic mail distribution and/or E2Campus text notification. Other situations may necessitate the physical posting of bulletins in designated campus areas. All Campus crime alerts are posted to MyUMBC and Alertus Desktop software.