

**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 specific 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.

**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](#)

**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.