Section 5.00
CRIME ALERT BULLETIN (Timely warnings)

Policy: UMBC will determine, without delay, the content of a community notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Office/ individual responsible: Police Department/ Chief Paul Dillon

Location where documentation is kept: Police Department/ Planning Section

Date policy and procedures were last updated: April 2018/ pending review

Procedure:

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 available time and circumstance.

If a situation arises that dictates that the surrounding community needs to be notified of an incident at UMBC, the determination to use the Baltimore news media will be made by the Crisis Management Executive Team (CMET).

5.01 TIMELY WARNINGS

Who makes the determination:
The UMBC Police Department makes the decision to issue a crime alert. Every full-time member of the Department has 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.
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How the timely warning is 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

Click here for a 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 OMNILERT text notification. Other situations may necessitate the physical post of bulletins in designated campus areas. All Campus crime alerts are posted to MyUMBC and Alertus Desktop software.

Distribution to

other agencies:

In the event that a situation requires a broader response/distribution of information of an event on campus, the Chief of Police or designee may make notification to those agencies that would be impacted by the event.