

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 05/02, 02/11, 05/17

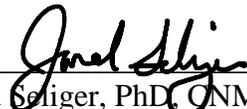
No: 2-C-100-04

Last Review Date: April 2019

Required Review Date: February 2023

Administrative Unit: Administration

Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Crime Alert Policy

PURPOSE: To set guidelines to be followed to issue a crime alert.

EFFECTIVE FOR: Faculty, Associates, Staff, Students, and Guests on the Allen College campus

POLICY: When knowledge is obtained of any criminal or dangerous activity related to the campus or its adjacent area that will present a possible future threat to the students and employees of the college, a crime alert will be issued in accordance with the Student's Right to Know legislation.

PROCEDURE:

1. Once knowledge of a criminal or potentially hazardous incident has been identified by Security, security personnel will notify the college Executive Director of Business & Finance and /or president's office to issue a crime alert for all students and employees.
2. If a criminal or dangerous activity has been reported to the college administration, security should be notified immediately if they are not already involved to start the crime alert procedures.
3. Security will assist the college with the content of the crime alert notification as far as what should be said and how much of the details can be given so as not to violate any confidentiality rule.

The crime alert will be sent to students, faculty and staff as soon as feasible, and within any timeframe(s) established by law, via the College's emergency notification system through Blackboard Connect which includes, but is not limited to, texts, voice messages and e-mail.

4. Notices should contain what offense was committed, where the offense took place, when it happened and other important information such as description of the suspect or vehicle, etc.
5. Notices shall also contain information on precautions to take and general safety rules to follow.
6. Notices shall be kept electronically on file in the Compliance Folder on the College Shared Drive U:/Allen College Leadership/Compliance/Crime Alerts for four years or for the timeframe established by law, whichever is greater.
7. In addition, any publication that is produced containing the crime alert information should also be electronically saved in the U:/Allen College Leadership/Compliance/Crime Alerts folder.