

Fairmont State University
POLICE DEPARTMENT

Timely Warning General Order

The Fairmont State Campus Police Department Clery Coordinator or a designee will develop timely warning notices for the University Community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the institutions community. These warnings will be distributed if the incident is reported either to the institutions Campus Police Department directly or to any other Law Enforcement Agency indirectly through a campus security authority.

The department issues/posts Crime Alerts for incidents of

- Criminal Homicide
- Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger institution community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case by case basis)
- Sexual Assault (considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Fairmont State University Campus Police Department)
- Major incidents of arson
- Other crimes as determined necessary by the Clery Coordinator, or his or her designee in his or her absence

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- Police/Public Safety agency contact information
- Other information as deemed appropriate by the Clery Coordinator or his/her designee

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

Campus Police will draft an email containing the proposed Crime Alert and forward it to the Communications Department. The Communications Department will review and revise the text as needed, and then transmit the email containing the Crime Alert to the institutions community as a blast email. Updates to the institutions community about any particular case resulting in a crime alert also may be distributed electronically via blast email or posted on the institutions web site.

At the same time Campus Police Department forwards the email containing the proposed Crime Alert to the Communications Department, it will also be forward it to Vice President for Fiscal Affairs, or his/her designee, and to the President, for their review and possible distribution to Trustees, Officers or Staff as they deem necessary and appropriate.

Crime Alerts may also be disseminated to those individuals who chose to sign up for our “Emergency Text Message Program.”

The department does not issue Crime Alerts for the above listed crimes if:

1. The department apprehends the subject(s) and the threat of imminent danger for members of the institutions community has been mitigated by the apprehension.
2. If a report was not filed with Campus Police Department or if Campus Police Department was not notified of the crime in a manner that would allow the department to post a “timely” warning for the community. A general guideline will include a report that is filed more than five days after the date of the alleged incident

may not allow Campus Police to post a “timely” warning to the community. This type of situation will be evaluated on a case by case basis.

The department also maintains a daily crime log which is normally updated each business day and contains all crimes reported to Campus Police Department.