

Timely Warning Policy

A timely warning is provided to give students, faculty and staff timely notification of crimes that may represent a serious or on-going threat to the university community and to heighten safety awareness. The timely warning may also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

The Mayville State University Emergency Management Team is responsible for issuing a timely warning about specific Clery Act crimes (as described below) that have been reported to the Campus Security Office or a campus security authority member and that have occurred within the university's Clery geography, where after review and assessment it is determined that the incident may pose a serious or on-going threat to the safety of members of the university community.

Information for a timely warning may also come from other law enforcement agencies. Every attempt will be made to distribute the Alert within reasonable amount of the time the incident is reported to Campus Security Office; however, the release is subject to the availability of accurate facts concerning the incident, and investigation restraints. Alerts are created by Emergency Management Team and distributed by the Campus Security Office. Crimes that occur outside the campus' primary Clery geography, as stipulated or other non-Clery specific crimes, will be evaluated on a case-by-case basis. Information related to these crimes may be distributed to the campus as an Emergency Notification Alert.

Timely warning notices are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties and will be evaluated on a case-by-case basis to determine if there is believed to be an ongoing threat to the campus community)
- Robbery involving force or violence (some cases may not typically result in the issuance of a Timely Warning Notice, 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 of information known by the Campus Security or law enforcement). In cases involving sexual assault, that is reported long after the incident occurred, there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non- stranger/acquaintance cases, will be assessed for potential issuance of a timely warning notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Campus Security.

Timely Warning Procedure

Campus Security Office may issue a timely warning whenever a report is received of a violent crime against a person or a substantial crime against property on campus that represents a serious or ongoing threat to the safety of students, faculty and staff. Warnings may be assigned the same number as the corresponding report and provide details of the crime, a description of the suspect if known, information on whom to contact with information and safety tips.

Timely warnings are provided to the university community via text message, email, and calls to cell phones or office lines using the Emergency Notification System which is available to students, faculty, and staff.

A timely warning may be delivered via call, text message, email, bulletin boards or other available means, as reasonably and timely as possible to faculty, staff, and students, distributed throughout campus, posted on the Mayville State University website and, if appropriate, posted in off-campus areas frequented by students.

If the Traill County Sheriff's Department issues a news release about an off-campus crime that represents a serious or ongoing threat to the safety of students, faculty, and staff, the university may assist in publicizing the crime on campus.

A timely warning typically includes the following information:

1. A concise statement of the incident.
2. Any connection to previous incidents.
3. Physical description and/or composite drawing of the suspect, if appropriate.
4. Date and time the bulletin was released.
5. Other relevant and important information.
6. Appropriate safety tips.

MSU employees are enrolled in the Emergency Notification System upon hire. Students are encouraged to 'opt in' and participate in the system. Each campus member must register or can confirm their enrollment and contact information on the Campus Connection site.

The Emergency Notification System may be used for situations that pose immediate danger or the closing of an entire campus.

The Emergency Notification System is also used to send information and details related to weather-related emergencies and closures.

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Sponsored by: Dean of Student Affairs