

## TIMELY WARNING POLICY

### *I. PURPOSE*

It is the responsibility of the Longwood University Police Department (LUPD) to notify the University community in a timely manner when a reported crime or incidents occurs on or near the University campus which represents an ongoing or serious threat to the University community.

This policy seeks to ensure that the university community is notified promptly with accurate information in the event of a reported crime in which there could be an ongoing or serious threat to the community or additional incidents in the future.

### **II. TIMELY WARNING/ CRIME ALERT INCIDENTS**

The university shall issue a timely warning when the Longwood University Police Department identifies a reported crime or incidents in the core campus geography or areas immediately adjacent to the campus that poses an ongoing threat to students, faculty and staff and guests. The decision to inform the university community shall be based upon known facts of an incident. A map of the core campus geography can be found at <http://www.longwood.edu/about.htm> then click on maps and directions.

The Vice-President of Student Affairs, in consultation with the Chief of Police or designee, shall decide whether to issue a timely warning.

The university shall notify the university community of crimes that represent an ongoing threat to students, faculty and staff and guests 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. They may stem from reports to university police or other state or local agencies. Those crimes that prompt a timely notification include, but are not limited to:

- a. Murder
- b. Non-Negligent Manslaughter
- c. Forcible sexual Offenses
- d. Robbery
- e. Aggravated Assault
- f. Arson
- h. Burglary
- i. any emergency situation that may pose a threat to the health and safety of the students, faculty, staff and visitors of the Longwood community.

## Notification Process

1. The Chief of Police and/or designee will inform the Vice-President of Student Affairs of any crime that may pose an ongoing threat to the personal safety of students, faculty, staff or visitors.
2. The Chief of Police and/or designee will contact the Longwood University Public Information Officer and draft the message that will be sent out and coordinate any updates as needed.
3. Timely warning notices shall include the following information:
  - a. nature of the crime or immediate threat;
  - b. location, date and time of crime or immediate threat;
  - c. description of any suspect(s);
  - d. action recommended for university community;
  - e. Crime prevention information, and;
  - f. Contact number for the Longwood University Police Department and the Farmville Police Department.
4. When issuing a timely warning one or more of the following communication channels may be used as appropriate:
  - An email message sent to everyone with a university e-mail account.
  - Posting on the university emergency communications website at <http://alerts.longwood.edu/> which will be updated with information and instructions about how to respond in an emergency situation.
  - Text messaging, which is also the primary communications channel for any closings and delays for inclement weather.
  - Social media such as Twitter and Facebook.