

CRIME ALERTS AND EMERGENCY NOTIFICATIONS

POLICY SUMMARY

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (hereinafter, the “Clery Act”), Northern Arizona University issues Crime Alerts and Emergency Notifications to help inform the University community regarding health and safety concerns. The NAU Police Department is primarily responsible for issuing Crime Alerts and Emergency Notifications for the Flagstaff mountain campus. Local Clery Act Notification Officials are responsible for ensuring that Crime Alerts and Emergency Notifications are appropriately issued at each of the University’s other extended campus locations.

REASON FOR THIS POLICY

This policy supports the University’s commitment to promoting a safe campus environment and compliance with Clery Act notification and disclosure requirements.

ENTITIES AFFECTED BY THIS POLICY

- Campus Health Services
- Facility Services
- NAU Communications
- Office of the Dean of Students
- Residential Life

WHO SHOULD KNOW THIS POLICY

- All students, faculty, and staff at all locations

DEFINITIONS

Active NAU Population: this demographic consists of students currently enrolled or scheduled to attend in the next subsequent semester and current employees.

Campus Security Authority: as set forth in 34 CFR 668.46(a)—

- a. A campus police department or a campus security department of an institution;
- b. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property;
- c. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; or
- d. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings (if such an

official is a Pastoral Counselor or Professional Counselor, the official is not considered a Campus Security Authority when acting as a Pastoral Counselor or Professional Counselor).

Clery Act Notification Official: the local official at each non-Flagstaff mountain campus location who bears the responsibility for ensuring the issuance of Crime Alerts and Emergency Notifications in accordance with this policy and applicable procedures.

Crime Alert: a “timely warning” issued in accordance with the Clery Act to the affected campus community that communicates pertinent information intended to help community members protect themselves or aid in the prevention of similar crimes. Crime Alerts primarily involve non-emergency situations that do not pose an immediate danger to life or personal safety but are considered to represent a threat to students and employees. Crime Alerts are triggered when Clery Act crimes (as listed in 34 CFR 668.46(c)) are reported as having occurred within the University’s “Clery geography” (as defined in 34 CFR 668.46(a)). The University may also issue Crime Alerts when non-Clery Act crimes are reported.

Emergency Notification: an immediate notice issued in accordance with the Clery Act to the affected campus community upon confirmation of a significant emergency or dangerous situation occurring on campus that communicates pertinent information involving an immediate threat to the health or safety of students or employees.

Incident Commander: the individual responsible for on-scene incident activities, including developing incident objectives and ordering and releasing resources. The Incident Commander has overall authority and responsibility for conducting incident operations.

Pastoral Counselor: a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor: a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of the counselor’s license or certification.

POLICY

A. Scope and Applicability

This policy sets forth the University’s requirements and procedures for issuing Crime Alerts and Emergency Notifications. This policy applies to the University’s Flagstaff mountain campus and its extended campus locations.

B. General

1. The University will issue Crime Alerts and Emergency Notifications in accordance with 34 CFR 668.46(e), this policy, and applicable procedures. When Emergency Notifications are issued, a Crime Alert covering the same incident or information is not required.
2. The University’s Crime Alerts and Emergency Notifications will withhold as confidential the names and other identifying information of victims as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. § 13925(a)(20)).
3. The NAU Police Department Director for Clery Compliance and the University’s Emergency Manager are available to assist all Clery Act Notification Officials at all University campus locations with questions or issues regarding the issuance of Crime Alerts and Emergency Notifications.

C. Responsible Entities and Officials

1. For the Flagstaff mountain campus, the NAU Police Department is responsible for issuing Crime Alerts as set forth in this policy and the applicable procedure.
2. For the Flagstaff mountain campus, the NAU Police Department, NAU Communications, Campus Health Services, and Facility Services are responsible, as circumstances may warrant, for confirming relevant information for and issuing Emergency Notifications as set forth in this policy and the applicable procedure.
3. For each of the University's extended campus locations, the local Clery Act Notification Official is responsible for issuing, or causing the issuance of, appropriate Crime Alerts and Emergency Notifications as set forth in this policy and the applicable procedures.
4. Building Managers, Residential Life, and the Office of the Dean of Students are responsible for ensuring that Crime Alerts are appropriately distributed or posted in visible and accessible locations throughout the facilities for which they are responsible.

D. Crime Alerts

1. In the manner described in the *Issuing Crime Alerts* procedure that accompanies this policy, the NAU Police Department and Clery Act Notification Officials will issue, or cause to be issued, an appropriate Crime Alert when a Clery Act crime, or a non-Clery Act crime that is considered to represent a threat to students and employees, is reported to have occurred within the Clery geography for which it or they are responsible.
2. When determining whether to issue a Crime Alert, the responsible officials will consider:
 - a. The nature or seriousness of the crime;
 - b. Any continuing danger to the campus community (*i.e.*, are students or employees at risk of becoming victims, does the incident appear to be a one-time occurrence or does it fall into a pattern of reported crimes); and
 - c. Any possible risk of compromising law enforcement efforts.
3. The issuance of Crime Alerts is not limited to violent crimes or crimes against persons. Crime Alerts may be advisable when property crimes or non-Clery Act crimes are reported.

E. Emergency Notifications

In the manner described in the *Issuing Emergency Notifications* procedure that accompanies this policy, upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees, the responsible officials at each University campus location will without delay issue, or cause to be issued, an Emergency Notification as necessary to inform the local students and employees of the significant emergency or dangerous situation. In furtherance of this effort, all students and employees in the Active NAU Population are enrolled by the University to receive Emergency Notification SMS text messages or emails via the mobile telephone number or NAU email address they list in their LOUIE directory information.

F. Distribution Methods and Responsibilities

1. The University's methods of distributing Crime Alerts and Emergency Notifications, or the information they contain, include but are not limited to:
 - The NAU Safe mobile device computer application;
 - Electronic mail issued to University or other email addresses;
 - SMS text messages;

- Postings on social media and the NAU Police Department or other University websites; and
 - Posters, flyers, handbills, or similar printed notices.
2. Building Managers, Residential Life, and the Office of the Dean of Students at the Flagstaff mountain campus and Clery Act Notification Officials at extended campus locations will ensure that Crime Alerts are appropriately distributed or posted in visible and accessible locations throughout the facilities for which they are responsible. Generally, Crime Alerts should remain posted for a minimum of seven (7) days, unless the concern has been mitigated (e.g., an arrest is made or a crime report is determined to be unfounded).

G. NAU Safe Application

The NAU Safe mobile device application is one of the University's primary means of distributing Emergency Notifications. Additional features include access to campus maps, a request a safety escort function, safety tips, methods to contact the NAU Police Department to report a crime, and other resources. The NAU Safe application is available for download from the major mobile device computer application stores. Visit the NAU Safe application [website](#) for additional information.

H. Campus Security Authority Responsibilities.

1. NAU Police Department. Pursuant to the Clery Act and University policy, upon receiving information regarding Clery Act-reportable crimes, all NAU Police Department Campus Security Authorities must follow established internal departmental reporting procedures to ensure the Director of Clery Compliance is made aware of incidents in a timely fashion so that the institution may fulfill its responsibility to disclose accurate crime statistics.
2. Non-NAU Police Department Campus Security Authorities. Pursuant to the Clery Act and University policy, upon receiving information regarding Clery Act-reportable crimes, all non-NAU Police Department Campus Security Authorities must report incidents to the NAU Police Department in a timely fashion. Non-NAU Police Department Campus Security Authorities may complete the *Campus Security Authority Crime Report Form* through the NAU Police Department [website](#). Campus Security Authorities other than the NAU Police Department do not conduct investigations and should not attempt to apprehend alleged perpetrators or attempt to convince alleged victims to submit criminal reports if the alleged victims choose not to do so.

I. Media Inquiries

NAU Communications is solely responsible for responding to inquiries from news or media organizations or representatives. Accordingly, all such inquiries will be forwarded to NAU Communications for the proper response. Clery Act Notification Officials are not authorized to speak with news or media organizations or representatives on the University's behalf.

RESPONSIBILITIES

Building Managers, Office of the Dean of Students, Residential Life: ensure that Crime Alerts are distributed or posted appropriately in visible and accessible locations throughout the facilities for which they are responsible.

Campus Health Services: as circumstances may warrant, confirms relevant information and supports the issuing of Emergency Notifications for the Flagstaff mountain campus.

Campus Security Authorities Other Than the NAU Police Department: receive and report information about Clery-reportable crimes to the NAU Police Department in accordance with this policy and its accompanying procedures.

Clery Act Notification Officials: ensure that Crime Alerts and Emergency Notifications are appropriately issued at the University's non-Flagstaff campus locations; ensure that Crime Alerts are appropriately distributed or posted in visible and accessible locations throughout the areas or facilities for which they are responsible.

Director for Clery Compliance and the Emergency Manager: assist and support Clery Act Notification Officials with questions or issues regarding the issuance of Crime Alerts and Emergency Notifications.

Facility Services: as circumstances may warrant, confirms relevant information and supports the issuing of Emergency Notifications for the Flagstaff mountain campus.

NAU Communications: as circumstances may warrant, confirms relevant information and supports the issuing of Emergency Notifications for the Flagstaff mountain campus and extended campuses; is solely responsible for responding to all media inquiries regarding emergencies or criminal activity.

NAU Police Department: receives and processes *Campus Security Authority Crime Report Forms* as appropriate; issues Crime Alerts and Emergency Notifications for the Flagstaff mountain campus; serves as the University's Clery Act reporting body.

PROCEDURES

Issuing Crime Alerts (Flagstaff Mountain Campus)

Issuing Crime Alerts (Extended Campuses)

Issuing Emergency Notifications (Flagstaff Mountain Campus)

Issuing Emergency Notifications (Extended Campuses)

RELATED INFORMATION

Forms or Tools

[Campus Security Authority Crime Report Form](#)

[Clery Act Crime Definitions](#)

Cross-References

[Electronic Mail](#)

[Nondiscrimination and Anti-Harassment](#)

[Sexual Misconduct in Violation of Title IX](#)

Sources

[20 U.S. C. § 1092\(f\)](#)

[34 CFR 668.46](#)

APPENDIX*

[National Incident Management System](#)

[NAU Campus Security Authority Crime Reporting Website](#)

[NAU Clery Act Website](#)

[NAU Safe Application](#)

[Reporting Crime to NAU Police Department](#)

[U.S. Department of Education, Campus Safety and Security Informational Website](#)

*Disclaimer: all documents, links, or other materials included in this policy's appendix are provided solely for the user's convenience and are not part of official University policy.