

ISSUING CRIME ALERTS (EXTENDED CAMPUSES)

Capitalized terms defined in the [Crime Alerts and Emergency Notifications](#) Policy are used herein.

- A. The local Clery Act Notification Official – alone or in consultation with the Director for Clery Compliance or designee – will review the circumstances and information surrounding the criminal incident. Crime Alerts are usually distributed for the following Clery Act reportable crimes:
1. Murder
 2. Robbery
 3. Arson
- B. All other Clery Act crimes (e.g., Sexual Assault, Burglary, etc.) are considered for Crime Alerts on a case-by-case basis, depending on the facts of the case and the information known by the Clery Act Notification Official. It is important to note that the Clery Act Notification Official is not required to issue a Crime Alert for every crime reported but must, at minimum, follow Clery Act guidelines. The University may also issue Crime Alerts when non-Clery Act crimes are reported.
- C. When issuing a Crime Alert, the Clery Act Notification Official must balance the need to include pertinent information about the crime that triggered the warning, while also protecting the confidentiality of the victim to the maximum extent possible. Crime Alerts will also provide information that promotes safety and aids in the prevention of similar crimes. Names of victims or any personally identifying information about victims will not be placed in Crime Alerts. Using the “Crime Alert Template”, the Clery Act Notification Official may include the following information in the Crime Alert, if available and appropriate to the situation:
1. Campus Name (e.g., North Valley Campus).
 2. Date the Crime Alert bulletin was issued.
 3. A succinct statement of the incident.
 - a. **For sex offenses only:** A generalized location, such as “on-campus residence hall,” should be used in lieu of the specific hall name for most situations to provide more anonymity to the sex offense victim. Specific hall names can be used when there is a potential pattern or targeted location.
 4. Any connection to a previous incident.
 5. Physical description, composite drawing, or photograph of the suspect.
 6. Name and contact information for the Clery Act Notification Official.
 7. Police Agency and Non-Emergency phone number.
 8. Local crime tip hotline, if available.
 9. Safety tips.
- D. Upon completion of the “Crime Alert Template,” the Clery Act Notification Official will contact the NAU Police Department Communications Center – available 24 hours a day – and provide the completed “Crime Alert Template.”
- E. Crime Alerts are distributed by the NAU Police Department in the form of bulletins. The NAU Police Department will post the Crime Alert on the NAU Police Department web page at <https://in.nau.edu/police-department/timely-warning-crime-alerts/> and send an email to the campus community (i.e., based on primary campus affiliation as listed in LOUIE; students, faculty, and staff with

valid email addresses in the LOUIE directory), which will include an active URL to the individual Crime Alert bulletin. The Clery Act Notification Official will ensure that the Crime Alert is appropriately distributed or posted in visible and accessible locations throughout the facilities for which they are responsible.

- F. Every effort will be made to complete, email, and post the Crime Alert bulletin as soon as pertinent information regarding a criminal incident that represents a serious and continuing threat to students and employees is available, even if the Clery Act Notification Official does not have all of the facts surrounding the incident.
- G. Other methods available as part of the NAU Emergency Notification System may be utilized in addition to or in place of Crime Alerts to distribute timely warnings.
- H. The Director for Clery Compliance is responsible for ensuring that a copy of the Crime Alert bulletin is placed in NAU's Clery Act files.