IRM-018

Issuance of a Safety Advisory (Timely Warning)

Effective Date Tuesday, September 29, 2015

Status Final

Last Revised Thursday, September 25, 2025

Policy Type University

Contact Office Assistant Vice President for Clery Act Compliance (Office of the)

Oversight Executive
Associate Vice President for Safety & Security and Chief of Police

Applies To Academic Division, the Medical Center, and University-Associated Organizations.

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Reason for Policy

In the event of a Clery Act crime that may pose a serious or ongoing threat to members of the University community, the University's Department of Safety and Security may issue a *Safety Advisory* generally for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; rape, fondling, incest, statutory rape; and hate crimes. A *Safety Advisory* may be issued for other Clery Act crimes as deemed necessary. The purpose of a *Safety Advisory* is to notify the campus community of the incident and to provide information that may enable community members to better protect themselves from similar incidents.

Definition of Terms

Campus Community

Description

Refers to faculty, staff, employees, students, patients, and visitors on or near campus; consisting of the administrative units and twelve Schools in Charlottesville, the Medical Center, and all Academic Centers.

Campus Security Authority (CSA)

Description

Individuals at the University who, because of their function for the University, have an obligation under the Clery Act to notify the University of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may personally witness. These individuals, by virtue of their position due to official job duties, ad hoc responsibilities, or volunteer engagements, are required by federal law to report crime when it has been observed by or reported to them by another individual. These individuals typically fall under one of the following categories:

1. A member of a campus police/security department.
2. Individuals having responsibility for campus security in some capacity, who are not members of a campus police/security department (e.g., an individual who is responsible for monitoring the entrance to University property).
3. People or offices that are not members of a campus police/security department, but where policy directs individuals to report criminal offenses to them or their office.
4. Officials having significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings.

Official: Any person who has the authority and the duty to take action or respond to particular issues on behalf of the University.

Common examples of CSAs include (but are not limited to):
Police and Security personnel
Athletic Directors
Athletic Coaches
Faculty advisors to student organizations
Housing & Residence Life Staff
Director of Emergency Management
Medical Center Risk Management
Directors of Women's Center
Coordinators of Fraternity & Sorority Life
Title IX Coordinators
Medical Center Employee Relations

CSA's are determined by criteria established in United States Department of Education's The Handbook for Campus Safety and Security Reporting, pgs. 109-115 (2016 Edition).

Clery Act Crimes (Clery Crimes)

Description

Crimes required by the Clery Act to be reported at least annually to the University community, including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, statutory rape, and incest); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); hazing; dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying or possessing illegal weapons.

Clery Reportable Location

Description

Property that is owned, leased, or controlled by the University which includes: (1) on campus; (2) on public property within or immediately adjacent to the campus; (3) in or on non-campus buildings or property that the University owns, controls, or leases, is frequented by students and used in support of educational purposes; and (4) University separate campus locations.

Physical Violence

Description

Exerting control over another person using physical force, including hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.

Safety Advisory

Description

A timely warning notification triggered when the University determines that a crime which has already been committed but presents a serious or continuous threat (e.g., a homicide, sex offense or robbery) must be reported to the campus community. (Previously referred to as a *Community Alert*.)

Policy Statement

In the event of a Clery Act crime that may pose a serious or ongoing threat to members of the University community, the University's Department of Safety and Security (DSS) may issue a *Safety Advisory* generally for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; rape, fondling, incest, statutory rape; and hate crimes. *Safety Advisories* may be issued for other Clery Act crimes as deemed necessary. The purpose of a *Safety Advisory* is to notify the campus community in a timely manner of the incident and to provide information that may enable community members to better protect themselves from similar incidents.

1. **Criteria for Issuing a *Safety Advisory*:**
   DSS will issue a *Safety Advisory* if the following criteria are met: 1) a Clery Act crime is reported; 2) the crime occurred in a Clery Reportable Location; 3) the perpetrator has not been apprehended; and 4) there is a serious or ongoing threat to the campus community because of this crime. A *Safety Advisory* will be issued on a case-by-case basis using the following criteria as factors in that determination:
   - Was the suspect identified?
   - Was the suspect apprehended?
   - If known, does the suspect have prior arrests, reports or complaints, or any other history of violent behavior?
   - If known, does the suspect have a history of failure to comply with a University No-Contact Directive, other protective measures, or judicial protective order?
   - Did the incident involve physical violence?
   - Has the suspect threatened to commit physical violence?
   - Did the incident involve multiple victims?
   - Does it appear to be an isolated incident involving a specifically “targeted” victim?

- Does the report reveal a pattern of behavior (e.g., by suspect, by a particular group or organization, around a particular recurring event or activity, or at a particular location)?
- Did the suspect use "date-rape" or similar drugs or intoxicants?
- Did the incident occur while the victim was unconscious, physically helpless or unaware that it was occurring?
- Was the victim under 18 years of age?
- Were there other aggravating circumstances or signs of predatory behavior that may constitute a serious or ongoing threat?

To make a *Safety Advisory* consideration, all Campus Security Authorities (CSAs) and local law enforcement agencies are directed to immediately report Clery Crimes to University Police, the Assistant Vice President for Clery Compliance, or through *Just Report It*.

The Associate Vice President for Safety & Security and Chief of Police and/or the Assistant Vice President for Clery Compliance (or their designees) are responsible for making a *Safety Advisory* consideration using the criteria previously listed. If the Timely Warning criteria are met, a notice will be drafted using crime-specific templates and issued by the Associate Vice President for Safety & Security and Chief of Police and/or the Assistant Vice President for Clery Compliance (or their designees) as soon as pertinent information is available. *Safety Advisories* are generally issued via email, but may also be distributed through press releases, text messages, posters, desktop alerts, and with messages on DSS's website, or other means, when appropriate. The University may not use all distribution methods for every incident. (For more information, see University Alerts.)

2. **Content of a *Safety Advisory*:**
   The following information is typically included in a *Safety Advisory* if available:
   - A statement of the incident, including the nature and severity of the threat and the persons or locations that might be affected.
   - Any connection to a previous incident(s).
   - Description(s) of the suspect(s).
   - Date, time, and location of the incident.
   - Other relevant and important information (e.g., affiliation of the suspect).
   - Appropriate safety tips and resources.

   When issuing a *Safety Advisory*, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime.

3. **Issuance of a *Safety Advisory* for Incidents not Occurring in UVA Clery Geography:**
   In certain circumstances, an incident may not meet the criteria of a Clery Reportable Crime occurring in Clery Reportable Location but may constitute a serious or ongoing threat to the campus community. For instances that a *Safety Advisory* is not required, the Associate Vice President for Safety & Security and Chief of Police and/or the Assistant Vice President for Clery Compliance (or their designees) may choose to issue a *Safety Advisory* notifying the campus community of the threat. The content of a *Safety Advisory* may vary depending on the type of incident reported and the location in which it occurred.

4. **Compliance with Policy:**
   Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination in accordance with relevant University policies.

Direct questions about this policy to the Office of the Assistant Vice President for Clery Act Compliance.

Procedures

Critical Incident Management Plan
Critical Incident Notification
Report a University Student Living in University Housing Missing
U.Va. Alert Sign-up

Related Information

HRM-032: Disruption of Normal University Operations Resulting from Weather or Emergency Events
IRM-013: Issuance of an Emergency Notification
SEC-035: Clery Act Compliance
STU-003: Missing Student Notifications for Students Residing in on-Grounds Housing
STU-005: Prohibition on Hazing

Major Category Information Resource Management

Next Scheduled Review Monday, September 25, 2028

Revision History

Minor clarifications in Section I and II, updated department names 9/25/25; Community Alert changed to Safety Advisory 8/12/24; Timely Warning changed to Community Alert 7/28/22; Added Compliance section 7/21/21; Updated 7/24/18.

Category Cross Reference

Safety, Security and Environmental Quality

Supercedes Policy Text

I.A.3 Emergency Notifications.

Approved By Policy Review Committee

Approved Date Tuesday, September 29, 2015