



BOISE STATE UNIVERSITY

University Policy 12090

Timely Warning for Crime Prevention

Effective Date

September 2014

Last Revision Date

May 30, 2025

Responsible Party

Department of Public Safety, (208) 426-6911

Scope and Audience

This policy applies to all students, faculty, staff, and visitors.

Additional Authority

- The Jeanne Clery Campus Safety Act (“Clery Act”), 20 U.S.C. §1092(f)
 - 34 CFR 668.46(e), Reporting and Disclosure of Information
 - University Policy 8100 (Institutional Messaging)
 - University Policy 12000 (Clery Act Compliance)
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1. Policy Purpose

To establish the University’s responsibilities and procedures for issuing a Timely Warning about criminal activity to help the University community avoid a continuing threat and to help prevent similar crimes.

2. Policy Statement

Boise State University recognizes the importance of providing a Timely Warning to the University community when criminal activity occurs on its campus or on property it owns or controls. The University may also provide Timely Warnings or Safety Bulletins when it becomes aware of off-campus criminal activity that poses a serious and ongoing threat to the safety and well-being of our students, faculty, staff, or visitors.

3. Definitions

3.1 Emergency Notification

A communication triggered when there is confirmation of a dangerous situation or emergency with immediate impact to life or property at Boise State University.

3.2 Timely Warning

A communication triggered when a crime is reported and the University determines there is a serious and ongoing threat to faculty, staff, students, or visitors. Crime reports often do not require immediate notice (an Emergency Notification) but are released once the pertinent information is available, if a notice is deemed necessary.

4. Reporting

For an emergency, dial 9-1-1

- a. Crimes may be reported to the Department of Public Safety in person at Capitol Village, 2245 University Drive, or by phone at (208) 426-6911. Crimes may also be reported anonymously by completing a [Silent Witness Form](#).
- b. Campus Security Authorities should report crimes through the [CSA Crime Reporting Form](#).

5. Timely Warning Procedures

5.1 Timely Warning Circumstances

- a. The University will issue a Timely Warning if a crime is reported that is considered by the University to represent a serious and ongoing threat to students, faculty, staff, and/or visitors. Whether the circumstances warrant a Timely Warning is determined on a case-by-case basis.

- b. The decision to issue a Timely Warning will include consideration of the nature of the crime, the serious and ongoing threat to the campus community, and the possible risks of sending a notice, such as compromising law enforcement efforts. (If there is an immediate threat to the health or safety of students and/or employees occurring on campus, the University will follow the procedures in University Policy 12110 - Emergency Notification).
- c. The following list of crimes warrants an assessment of whether a Timely Warning should be issued
 - Murder
 - Manslaughter
 - Sex offenses
 - Robbery
 - Aggravated assault
 - Burglary
 - Motor vehicle theft
 - Arson
 - Hate crimes
 - Hazing
- d. The Department of Public Safety may decide to not issue a Timely Warning for a reported crime:
 - If apprehension of or cooperation by the subject(s) relieves the threat of danger to other members of the Boise State community;
 - If a warning would create a greater risk than the benefit to the campus community of being warned (such as thwart apprehension of the subject(s) or otherwise compromising law enforcement efforts);
 - If a crime was not reported to the University or the police in a manner that would allow the University to “timely” warn the campus community;

- If a crime was reported to a pastoral or professional counselor; or
- If other circumstances, as determined on a case-by-case basis, indicate that a warning would create a greater risk to a victim or other individual(s) than the benefit to the campus community of being warned.

5.2 Timely Warning Assessment

- a. The following individuals will assess a reported crime and decide if it warrants a Timely Warning:
 - Senior Associate Vice President for Finance and Operations;
 - Associate Vice President of Public Safety;
 - Director of Police, Security, and Event Operations
 - Director of Threat Assessment and Public Safety Systems;
 - Clery Compliance Officer; and/or
 - Assistant Vice President for Title IX, Institutional Equity, and Compliance
- b. The determination will be made in consultation with the University President and/or one of the vice presidents. If a vice-president or the University President is not available within a timely manner, then an individual listed in section 5.2. may alone determine if a reported crime requires a Timely Warning.
- c. The Office of General Counsel will provide legal advice as to whether any individual requires a Timely Warning under this policy and associated federal law.

5.3 Timely Warning Authorization

Any vice president or the University President may authorize a Timely Warning. If the vice president/University President is not available, then an individual listed in section 5.2. may authorize its issuance.

5.4 Creation of Timely Warning Message

- a. The Department of Public Safety will create the Timely Warning message for distribution in consultation with one or more of the individuals listed in section 5.2. They may also consult with the Office of Communications and Marketing, university vice presidents, the University President, and Boise Police Department to ensure investigative integrity.
- b. The Timely Warning will include:
 - As much information as possible about the crime that triggered the Timely Warning, as well as safety tips that would aid in the prevention of similar crimes. The content will be determined on a case-by-case basis. If known, the Timely Warning will include the nature of the crime, the number of individuals involved, the location, the date, and the time of day the crime allegedly occurred. Names and identifying information of victims, if any, will be treated as confidential and withheld.
 - Language that specifically states the information is being provided as a Timely Warning pursuant to the Clery Act.
 - If the warning is sent via email, the subject of the email must indicate that it is about criminal activity.

5.5 Timely Warning Distribution

- a. The Department of Public Safety may send Timely Warning notifications to students, faculty, and staff through University email accounts, University social media accounts, and/or University websites.
- b. The Office of Communications and Marketing may send the warning via official means to the general public and the media.
- c. The Department of Public Safety may also post Timely Warnings in University buildings when deemed necessary.

6. Other Crimes and Safety Communications (“Safety Bulletins”)

The University may provide Safety Bulletins about criminal activity and/or safety information not specific to a reported crime or when it determines that a Timely Warning is not necessary or appropriate but desires to provide information to the campus community.

7. Related Information

[Campus Crime Information](#)

University Policy 12110 (Emergency Notification)

8. Forms

[Campus Security Authority Crime Reporting Form](#)

[Silent Witness Form](#)

Revision History

June 30, 2021: May 30, 2025