



**University of Pittsburgh**  
**Campus Crime Awareness: Crime Reporting, Crime Alerts, and Emergency Notification**  
**Policy AO 07**

**Implementing Executive:** Senior Vice Chancellor for Business and Operations  
**Responsible Unit:** University of Pittsburgh Police Department  
**Category:** Administration and Operations  
**Effective Date:** March 21, 2022

## **I. Purpose**

The University of Pittsburgh (“University”) strives to ensure the safety of its community members. This Policy encourages all faculty, staff, and students to accurately and promptly report all crimes occurring on campus to the University of Pittsburgh Police Department (“UPPD”). This Policy also establishes the responsibility of the UPPD to issue Timely Warnings, also known as Crime Alerts, to the University community about specific crimes, to trigger the Emergency Notification System (“ENS”) under certain circumstances, to regularly publish a crime and fire log (“media log”), and to compile statistics and other information to include in an annual safety report. This Policy is in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”); the Higher Education Opportunities Act; and the Pennsylvania Uniform Crime Reporting Act.

## **II. Scope**

This Policy applies to situations when the University issues Timely Warnings and Emergency Notifications during an Emergency or Dangerous Situation, and how such warnings and notifications are determined, issued, and resolved. This Policy also provides guidance on the University’s general preparedness and training to respond to Emergencies and Dangerous Situations.

This Policy applies to all University campuses and properties, and in some circumstances, properties as described in Section IV.C. below, and the University’s Clery Geography.

This Policy should be read in conjunction with other related University protocols, procedures, and guidelines.

### III. Definitions

- A. Campus Security Authority (“CSA”): 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 a crime when it has been observed by or reported to them by another individual.
- B. Clery Act Crimes: Crimes required by the Clery Act, as amended, to be reported 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 one of the following categories of bias: disability, ethnicity, gender, gender identity, national origin, race religion, sexual orientation; 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. This list may be supplemented from time to time as determined by the current scope of the law.
- C. Daily Crime and Fire (“Media”) Log: Referred to as the “Media Log” at the University, is a record of all criminal incidents that are reported to UPPD that occur within the UPPD patrol jurisdiction, as well as all reported actual fires that occur within on-campus University owned housing facilities. Further information on the process of compiling the Media Log can be found in the associated Procedure document.
- D. Dangerous Situation: An incident or condition that may not pose an immediate threat to life or safety, but where timely information or instructions may directly affect the well-being of the recipient or require timely action.
- E. Emergency: A “high risk” occurrence, expected or unexpected, that threatens the health or safety of University Members and requires immediate action.
- F. Emergency Notification: An announcement triggered by an on-campus Emergency or Dangerous Situation involving an immediate threat to the health or safety of the University Members. This expands upon the definition of “Timely Warning” to include both Clery Act crimes and other types of Emergencies or events that pose an imminent threat to the campus community.
- G. Emergency Notification System: A mechanism established for the purpose of and dedicated to enabling University officials to quickly contact or send messages to University Members in the event of an Emergency.

- H. Timely Warning/Crime Alert: An alert triggered when the University determines that a Clery Act crime, occurring within University Clery Geography, presents a serious or ongoing threat to the campus community (e.g., a homicide, sex offense or robbery).
- I. University Member: All full-time and part-time faculty, staff, students, visitors, volunteers, postdoctoral fellows, fellows, trainees, and interns at the University who have University log-in credentials (i.e., @pitt.edu account.)
- J. University Clery Geography: 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, and (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.
- K. University Grounds: The areas where administrative functions, teaching, and research facilities of the University that are used by members of the University community are located, as well as athletic and recreational facilities. This includes (i) any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area described in clause (i) that is owned by the University but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.

#### **IV. Policy**

The UPPD is authorized to carry firearms and has the authority to apprehend and arrest anyone involved in an illegal act(s) within UPPD patrol jurisdiction (i.e., on a University campus and/or within 500 yards of any University owned or leased facility). This authority may be extended based on mutual aid agreements and memoranda of understanding with other local institutions, as well as local, state, and federal law enforcement agencies. If a University Member commits the offense, UPPD also may refer individuals to the Office of Human Resources or the Office of Student Conduct.

UPPD law enforcement authority is derived from Act 57 of the 1997 Campus Police Powers and Duties and by Title 42 Pa. C.S.A. Chapter 89, relating to the Municipal Police Jurisdiction Act.

For more information regarding the UPPD's patrol jurisdiction, mutual aid agreements and memoranda of understanding, please see <https://www.safety.pitt.edu/police/departamental-policies>.

##### **A. Reporting Crimes and Emergencies**

The University encourages University Members to report crimes and other Emergencies accurately and promptly to the UPPD or to other appropriate police agencies if off

campus. While the University prefers that University Members report all crimes and other Emergencies directly to the UPPD, it is recognized that some may prefer to report to other individuals or offices. These may include the Office of Student Conduct, the Office of Residence Life, or the Office of Institutional Engagement and Wellbeing, as well as other individuals identified as Campus Security Authorities (“CSA”).

The University also encourages accurate and prompt reporting of all crimes to the UPPD and/or appropriate police agencies when the victim of a crime elects to or is unable to make such a report.

The UPPD has a voluntary confidential reporting option including an online anonymous reporting form. Links to the anonymous tip form for each campus, along with anonymous reporting forms for reporting to Title IX, can be found in Appendix A of the accompanying Procedure. The University encourages all pastoral and professional counselors, if and when they deem appropriate, to inform the persons they are counseling of these voluntary confidential reporting options.

The UPPD will, to the extent possible, maintain the confidentiality of victims of crimes when completing publicly available records and disclosures. Personally identifiable information will not be included in Timely Warnings and will not be included within the Media Log.

The UPPD will prepare, no later than October 1 of each year, an annual report reflecting the information required to be published by various federal and commonwealth laws, including, but not limited to, the Clery Act, the Pennsylvania Uniform Crime Reporting Act and the Equity in Athletics Disclosure Act. This report includes crime statistics for the three previous calendar years, as well as current policy and procedure information. Information on the process for compiling of this report can be found in the associated Procedure document.

#### B. Timely Warnings (On-Campus Crime Alerts)

The purpose of a Timely Warning is to notify University Members of safety concerns when a Clery Act Crime occurs within University Clery Geography, and it poses a serious or on-going threat and to provide information that may enable University Members to better protect themselves from similar incidents.

To facilitate the Timely Warning process, and an accurate accounting of reportable crimes it is imperative that all CSAs and local law enforcement agencies immediately report Clery Act Crimes to the UPPD.

The UPPD will review reports of the following Clery Act Crimes to determine if the incident poses a serious or ongoing threat to University Members: arson; aggravated assault; criminal homicide; robbery; burglary; rape, fondling, incest, statutory rape; motor vehicle theft; and hate crimes. Timely Warnings will be issued for other Clery Act Crimes as deemed necessary by UPPD. Further information on issuing and content of

On-Campus Crime Alerts can be found in the accompanying Procedure for this Policy.

#### C. Off-Campus Crime Alerts and Criminal Activity

In certain circumstances, an incident may not meet the criteria of a Clery Act Crime occurring within University Clery Geography but may constitute a serious or ongoing threat to the University community. For instance, when a crime occurs within the UPPD patrol jurisdiction for which a Timely Warning is not required, the UPPD may choose to issue an Off-Campus Crime Alert notifying the University community of the threat. The content of an Off-Campus Crime Alert may vary depending on the type of incident reported and the location in which it occurred.

Additionally, at applicable University campuses, UPPD and local police share information regarding criminal activity at non-campus facilities maintained by student organizations that are officially recognized by the University. For more information about the monitoring and recording of criminal activity at non-campus facilities of student organizations, please contact UPPD using the contact information found in the Appendix of the accompanying Procedure for this Policy.

#### D. Emergency Notification System (“ENS”)

In the event that an Emergency or Dangerous Situation occurs on University Grounds which constitutes an immediate threat to the health or safety of the University community, the University will issue an ENS message without delay, unless issuing a notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the Emergency. Further information on issuing and content of ENS notifications can be found in the accompanying Procedure for this Policy.

The ENS system should be tested by UPPD at regular intervals, but no less than twice per year.

#### E. Emergency Drills, Testing, and Evacuation Procedures

Each fall and spring semester, the UPPD will coordinate the testing of the University’s ENS messaging system for all campuses. This testing will be unannounced, with an evaluation and documentation of the test maintained with the UPPD. At least one test per calendar year will include information on where to find additional emergency response and evacuation procedure information.

Environmental Health & Safety (“EH&S”) will coordinate evacuation exercises in all University owned student living buildings (residence halls, apartments) and leased (non-University owned) hotel properties that have students living there under a University Housing contract. EH&S will also perform evacuation drills in University-owned high rise academic buildings, other University-owned buildings where required by the state for the occupancy type or other buildings when requested by the department(s) in them. At least two unannounced emergency evacuation drills will be conducted for each University-owned residence hall, fraternity house, and residential apartment building

during every school year to educate and train building occupants on evacuation procedures. A description of each exercise, date and time of exercise, and evaluation of the exercise will be maintained by the UPPD and EH&S officials. Additionally, the University's designated emergency preparedness coordinator/fire safety specialist will analyze the effectiveness of drills and identify areas for improvement. Building engineers will also periodically test the building alarm systems to ensure operability. These tests will be announced and posted at buildings prior to the test.

Evacuation exercises at properties leased by the University are the responsibility of the building owners and must be conducted in a manner that meets local, state, and federal requirements.

The Office of Public Safety and Emergency Management will coordinate University-wide emergency response exercises each year. Members of the University community, including emergency executives, police, and external support agencies (e.g., local police, firefighters, paramedics, and/or the FBI) will conduct planned tabletop exercises that test and evaluate the University's emergency response and evacuation procedures. Such exercises will address evacuation and/or shelter-in-place of buildings on a campus-wide scale. At the conclusion of these exercises, the University will produce a summary of its emergency response and evacuation testing. These summaries will be maintained by the Office of Public Safety and Emergency Management.

#### F. Governance & Responsibilities

- i. **University of Pittsburgh Police Department (UPPD)** – responsible for the implementation of this Policy and associated procedures, including documentation of relevant crimes reported that are covered under this Policy.
- ii. **Campus Security Authority (CSA)** – responsible for the prompt and accurate reporting of crimes under this Policy and as required by relevant law. CSAs are required to complete training specific to their role at the University, which can be found here: <https://www.safety.pitt.edu/annual-security-report/campus-security-authority>.

#### V. Contact Information and Public Accessibility

This Policy is posted under Administrative and Operations Policies on the Office of Policy Development and Management's website and can be found at: <https://www.policy.pitt.edu>.

For specific questions related to this Policy or Campus Crime Awareness at the University of Pittsburgh, please contact the appropriate University of Pittsburgh Police Department using the contact information found in Appendix A of the associated Procedure.

## **VI. Related Authorities**

University Procedure AO 07, Campus Crime Awareness: Crime Reporting, Crime Alerts, and Emergency Notification

[University of Pittsburgh Emergency Management Guidelines](#)

[Campus Security Authority: Report Form and Training](#)