



## University of Pittsburgh

### Campus Crime Awareness: Crime Reporting, Crime Alerts, and Emergency Notification Procedure 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

This Procedure effectuates the standards for campus crime awareness as established in University Policy AO 07, Campus Crime Awareness: Crime Reporting, Crime Alerts, and Emergency Notification.

#### II. Definitions

Please refer to Policy AO 07 for definitions of the terms used in this Procedure.

#### III. Procedures

The Procedures below provide detail on:

- Reporting Crimes and Emergencies (Section III. A.)
- Issuing Timely Warnings/Crime Alerts (Section III. B.)
- Activating the Emergency Notification System (Section III. C.)
- Compiling Crime Reports and the Daily Media Log (Section III. D.)
- Compiling Crime Statistics and Publishing the Annual Security Report (Section III. E.)

##### A. Reporting Crimes and Emergencies

The University encourages everyone in the University community to report crimes and other emergencies accurately and promptly to the University of Pittsburgh Police Department (“UPPD”) or to other appropriate police agencies if off campus. There are several options for reporting crimes and emergencies to the University. Information listed below is relevant for all campuses. Campus specific office contact information can be found in Appendix A.

- Report directly to a UPPD officer in person
- Call the Campus Emergency Number
- Call 9-1-1
- Report through the Rave Guardian app from a smartphone;
- Call UPPD using the Campus Emergency Blue Light phones found throughout campus;  
or

- Report to other individuals identified as Campus Security Authorities (“CSAs”), including, but not limited to security guards and welcome attendants, Athletic coaches and training staff, Fraternity and Sorority Life staff, and advisors to student organizations.

## **B. Issuing Timely Warnings/On-Campus Crime Alerts**

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 Clery Act reportable hate crimes. On-Campus Crime Alerts will be issued for other Clery Act Crimes as deemed necessary by UPPD.

### **i. Determination**

UPPD will issue an On-Campus Crime Alert whenever the following three criteria are met: 1) a Clery Act Crime is reported; 2) the crime occurred within University Clery Geography; and 3) there is a serious or ongoing threat to the University community because of that crime. If these three criteria are met and it is determined by UPPD that a serious or on-going threat exists, a notice will be drafted using crime-specific templates and will be issued by UPPD as soon as pertinent information is available.

The decision to issue an On-Campus Crime Alert shall be made on a case-by-case basis by UPPD Command Staff. While it is not possible to list all factors taken into consideration when making these decisions, some considerations may include, but are not limited to, the following:

- 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?

Upon reviewing reports that may meet On-Campus Crime Alert Criteria, the UPPD Shift Supervisor will forward the information to UPPD Command staff for review. The Chief of Police or other member of the UPPD Command Staff is responsible for:

1. Determining whether an On-Campus Crime Alert is required.
2. Preparing/approving the content of the On-Campus Crime Alert.
3. Coordinating the distribution of the On-Campus Crime Alert as promptly as reasonably possible.

## ii. **Content**

On-Campus Crime Alert templates will be maintained by UPPD for use in appropriate situations. On-Campus Crime Alerts will include the following information:

- Nature, date, time and general location of the crime;
- Date and time UPPD was made aware of the crime;
- Any connection to previous incidents;
- If known, a physical description and/or photograph of the alleged actor(s);
- Other relevant information; and
- Appropriate safety tips to follow to aid in preventing similar crimes.

Crime Alerts will not include personally identifiable information of victims.

When issuing an On-Campus Crime Alert, at the discretion of UPPD, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime.

## iii. **Distribution**

Several methods are used to notify the community about On-Campus Crime Alerts:

- Crime Alerts are posted on the UPPD website at <https://www.police.pitt.edu/crime-alerts>. (Crime Alerts will remain posted on the website for thirty (30) days.)
- Emails to campus specific students, staff and faculty with an active @pitt.edu address (there is no need to register for these notifications);
- Text messages to individuals that opt-in to receive these messages. (University Members who wish to opt-in to receive Crime Alerts via text message should visit <https://www.technology.pitt.edu/services/notifyu-text-updates>.)
- A link to the posted Crime Alert also will be placed on UPPD-managed social media pages.
- Crime Alerts also may be distributed through press releases, postings at University buildings, and messages on the UPPD's main website at: <https://www.police.pitt.edu>.

The University may not use all distribution methods for every incident.

## **C. Activating the Emergency Notification System**

The University's Emergency Notification System (“ENS”) provides University students and employees with critical information in the event of an Emergency—using voice, text, and email

channels. Delivery of these Emergency alert messages is handled by UPPD communications specialists and is directed by the Chief of Police, Vice-Chancellor for Public Safety and Emergency Management, and the Emergency Executive or their designees in the event of an Emergency. Pitt Information Technology (“Pitt IT”) provides support and guidance for the usage of this service.

The ENS is designed for use with portable devices and is only one aspect of a layered approach to notifying the University community of Emergencies.

All University Members that identify a potential Emergency or a situation with potential for imminent danger on campus should call the UPPD immediately. Contact information can be found in Appendix A of this Procedure.

If an Emergency or Dangerous Situation occurs on University Grounds which University Officials determine constitutes an immediate threat to the health or safety of the University community, and other University emergency communications (*e.g.* sounding a building fire alarm) would be insufficient to communicate that Emergency or Dangerous Situation, the University will issue an ENS message.

#### **i. Determination**

UPPD, under the direction of the Emergency Executive (“EE”) or their designee, will determine if an ENS message is deemed necessary. Upon confirmation of a significant Emergency or Dangerous Situation involving an immediate threat to the health or safety of University Members, the University will activate the ENS without delay and, taking into account the safety of the community, determine the content of the notification and initiate the ENS, unless activation will - in the professional judgment of the UPPD - compromise efforts to assist victims, or to contain, respond to, or otherwise mitigate the Emergency. In non-criminal cases, University medical or Environmental Health and Safety (“EH&S”) officials may be consulted to confirm the Emergency. Other non-university related emergency officials that may be consulted to confirm an Emergency include, but are not limited to:

- Other local, state, and/or federal law enforcement agencies;
- Local, state, and/or federal public health officials;
- Local, state, and/or federal emergency response agencies; and/or
- Local and/or national weather experts.

The EE or their designee(s) will assume responsibility and coordinate all instructions through the Vice Chancellor for Public Safety and Emergency Management or the senior UPPD officer on duty for emergencies.

The EE or their designee is responsible for assessing the hazard, which includes identifying and assessing the Emergency. Usually, the EE or their designee will assess the hazard personally or through communications with other University responders (*e.g.*, UPPD, EH&S, Facilities Management, etc.) and, if necessary, non-university emergency officials. Elements to be considered in this assessment include:

- Identification of the character, exact source, and extent of the Emergency;

- Assessment of the potential direct and indirect hazards to human health or the environment that may result from the Emergency (e.g., chemical release, fire, or explosion);
- Determination if evacuation of local areas is required; and
- Assessment of the need for assistance from resources, such as University Departments, Emergency Response Contractors, and/or Local Emergency Response Agencies. If there is an immediate Emergency (fire, explosion, significant chemical spill), UPPD will first contact the Local Emergency Response Agencies, then notify all emergency coordinators as to action taken prior to their arrival on-site.

The Chief of Police or their designee is responsible for coordinating all response activities of the UPPD. The UPPD Shift Supervisor is responsible for:

- Providing the initial determination of an Emergency and notifying the EE or their designee of that Emergency (full responsibility and leadership for directing University response efforts rests with the EE or their designee);
- Directing the initial response of personnel to the Emergency; and
- Consulting with the appropriate University departments for the initial response.

## **ii. Content**

Pre-scripted ENS messages will be maintained by UPPD for use in appropriate situations. Emergency officials involved in confirming and/or monitoring the Emergency will assist the UPPD in developing specific content for ENS messages. In criminal incidents, if an ENS message is issued, a Crime Alert will not be required.

ENS messages will include the following information:

- Location of the Emergency;
- Type of Emergency; and
- Instructions University Members need to follow.

Follow-up ENS messages will be sent as the situation develops. A final ENS message will be sent notifying the community the Emergency has been resolved.

## **iii. Distribution**

ENS messages are issued via email to campus specific students, staff, and faculty with an active @pitt.edu address. (There is no need to register for these messages.)

University Members may opt-in to receive ENS messages via text message or phone call. University Members who want to opt-in for these messages should visit <https://www.technology.pitt.edu/services/emergency-notification-service>.

Depending on the type, size, and severity of the Emergency, ENS distribution may be limited to University Members that are affected by the Emergency. The Chief of Police or their designee, in coordination with the EE or their designee, will determine which segments of the community need to be notified.

Several other methods are used to communicate with University Members, as well as the surrounding community, about Emergencies occurring on campus. These may include:

- building fire/emergency alarms,
- building annunciators,
- sirens,
- public address systems,
- digital signs within buildings,
- mobile app notifications,
- website announcements,
- social media posts,
- radio,
- flyers,
- media releases, and
- in-person notifications by emergency officials.

The University's Department of Public Safety and Emergency Management maintains an internet site at <http://emergency.pitt.edu>. The home page of the website contains a prominent area that indicates normal operations or Emergency situations. At the discretion of the EE or their designee, this webpage may be utilized to announce, update, and communicate information regarding Emergencies.

#### D. Compiling Crime Reports and Publishing the Daily Media Log

The UPPD prepares a daily Media Log of all crimes occurring within the UPPD patrol jurisdiction and fires occurring within on-campus university owned housing facilities, that are reported to the UPPD.

Reports are added to the Media Log within two (2) business days of UPPD receiving the report. Incidents included in the Media Log will contain the following information:

- Date the incident was reported to UPPD
- Date and time the incident occurred
- General location of the incident
- Brief description of the incident
- Incident disposition, if known
- In accordance with the Pennsylvania Uniform Crime Reporting Act (PA UCR), all arrests will include the name and address of all arrested parties along with a list of charges filed, with the exception of juvenile arrests.

To the best of its ability, UPPD will maintain a victim's identity as confidential. Personally identifiable information about victims will not be included within the Media Log, nor any other publicly accessible documents.

Non-criminal incidents, such as traffic collisions, recovered property and medical assistance calls, will not be included within the Media Log.

In accordance with the Clery Act, the UPPD will have the most recent sixty (60) days of the Media Log available to the public for review Monday-Friday during normal business hours at the Jerome Cochran Public Safety Building, located at 3412 Forbes Avenue. The Media Log is also available on the UPPD website at <https://www.police.pitt.edu/local-crime>. The UPPD will update the most recent 60-day Media Log with any changes to incident information, such as the incident disposition. Any Media Log entries older than 60 days will not be updated. Requests to view any Media Logs beyond the most recent 60 days must be made in writing to the Chief of Police or their designee and must include a specific date range. The requested information will be made available for review within two (2) business days of receiving a request. Media Logs are maintained by UPPD for a period of seven (7) years.

#### E. Compiling Crime Statistics and Publishing the Annual Security Report

The UPPD, with assistance from University Communications, gathers policy and crime information for the publication of the Annual Security and Fire Safety Report (“ASR”). Updated policy and program information is gathered by University Communications from various offices, including but not limited to, Student Affairs, the Office of Student Conduct, Residence Life, the Office for Equity, Diversity and Inclusion, the Office of Student Health, Environmental Health and Safety, Facilities Maintenance and University Housing. UPPD will compile crime information and statistics from UPPD reports, CSA reports, and reports from local and state law enforcement agencies.

The ASR will be distributed to all University Members no later than October 1 each calendar year. University Members will receive an email via their @pitt.edu address notifying them of the availability of the updated ASR, which will include a link to the online report, located at <https://www.safety.pitt.edu/>, as well as information on how to request a printed version.

In accordance with the Clery Act, the ASR will contain Clery Act crime statistics for the three previous calendar years. In accordance with the Pennsylvania Uniform Crime Reporting Act, the ASR will contain three years of crime statistics, as well as a calculated crime rate, for the three previous calendar years.

University Marketing will be responsible for compiling all updates and production of the ASR, as well as sending the annual email notification. University Marketing will be responsible for updating the safety website. UPPD will have final approval authority for the ASR and website updates.

#### IV. Contact Information/Public Accessibility

This Procedure is posted under Administration and Operations on the [Office of Policy Development and Management’s website](#).

Members of the University community are encouraged to contact [UPPD](#) for assistance with understanding their obligations related to compliance.

#### V. Related Authorities and Policies

[University Policy 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](#)



## Appendix A

<b>Campus</b>	<b>Office</b>	<b>Contact Information</b>
Pittsburgh	University Police	412-624-2121 (Emergency) 412-624-4040 (Non-Emergency) 3412 Forbes Avenue, Jerome Cochran Public Safety Building  <u>Substation Locations:</u> Sutherland Hall Forbes Avenue (between Barco Law Building and Lawrence Hall) Sennott Square Bouquet Gardens J Ruskin Hall  Online Report Form: <a href="https://www.police.pitt.edu/anonymous-tip-line">https://www.police.pitt.edu/anonymous-tip-line</a>
	Residence Life	412-648-1200 3959 Fifth Avenue, 935 William Pitt Union <a href="mailto:reslife@pitt.edu">reslife@pitt.edu</a>  Resident Director (RD) or Resident Assistant (RA) assigned to each building
	Office of Student Conduct	412-648-7910 3959 Fifth Avenue, 738 William Pitt Union <a href="mailto:usjs@pitt.edu">usjs@pitt.edu</a>
	Title IX	412-648-7860 4415 Fifth Avenue, Webster Hall, 2 <sup>nd</sup> Floor <a href="mailto:titleixcoordinator@pitt.edu">titleixcoordinator@pitt.edu</a>  Online Report Form: <a href="https://compliance.pitt.edu/make-report">https://compliance.pitt.edu/make-report</a>
Bradford	University Police	814-368-3211 (Emergency) 814-362-7500 (Non-Emergency) Campus Police Building  Online Report Form: <a href="https://www.upb.pitt.edu/administrative-offices/campus-police-and-safety/anonymous-tip-line">https://www.upb.pitt.edu/administrative-offices/campus-police-and-safety/anonymous-tip-line</a>
	Residence Life	814-362-7630 Frame-Westerberg Commons Building
	Office of Student Conduct	814-362-5057 Frame-Westerberg Commons Building
	Title IX	814-362-7513 Hanley Library Building  Online Report Form: <a href="https://compliance.pitt.edu/make-report">https://compliance.pitt.edu/make-report</a>
Greensburg	University Police	724-836-9865 (Emergency)

		724-836-9866 (Non-Emergency) 150 Finoli Drive  Online Report Form: <a href="https://pitt.wufoo.com/forms/pwe2onm1xcjti0/">https://pitt.wufoo.com/forms/pwe2onm1xcjti0/</a>
	Residence Life	724-836-9953 219-C Chambers Hall
	Office of Student Services	724-836-9917 219 Chambers Hall
	Title IX	724-836-9902 108 Lynch Hall  Online Report Form: <a href="https://compliance.pitt.edu/make-report">https://compliance.pitt.edu/make-report</a>
Johnstown	University Police	814-269-7005 (Emergency) 300 Highfield Avenue, Campus Police Suite, Physical Plant Building  Online Report Form: <a href="https://www.johnstown.pitt.edu/sites/default/files/landing-images/anonymoureport.pdf">https://www.johnstown.pitt.edu/sites/default/files/landing-images/anonymoureport.pdf</a>
	Residence Life	814-269-7065 214 Student Union Drive, 130 Student Union Building
	Office of Student Conduct	814-269-7130 214 Student Union Drive, G04 Student Union Building
	Title IX	814-269-7106 214 Student Union Drive, 130 Student Union Building  Online Report Form: <a href="https://compliance.pitt.edu/make-report">https://compliance.pitt.edu/make-report</a>
Titusville	University Police	814-827-4488 (Emergency) North Brown Street, 112 Davis Hall  Online Report Form: <a href="https://titusville.pitt.edu/anonymous-tip">https://titusville.pitt.edu/anonymous-tip</a>
	Office of the Assistant Executive Director	814-827-4455 522 E. Walnut Street, 204-B Student Union
	Title IX (Bradford Campus)	814-362-7513 Hanley Library Building  Online Report Form: <a href="https://compliance.pitt.edu/make-report">https://compliance.pitt.edu/make-report</a>