NC State University Police Department

Policy and Procedure

603 – Crime Warnings
Approved: March 31, 2026
Replaces Policy 603 Dated: 3/11/2025
*All revisions are in **BOLD** print.*

PURPOSE: To publish procedures for the timely dissemination of Crime Warning(s) issued by the NC State University Police Department.

POLICY It is the policy of this Department to follow the requirements of the Clery Act concerning timely warnings to the campus community about specific crimes occurring on or near campus.

The Clery Act requires that University officials provide an "emergency notification or timely warning" alerting the University community of an ongoing, serious threat to their safety. The "emergency notification or timely warning" is known as the NCSU "Wolf Alert Crime Warning" and appears on the NCSU Police Department website as "Crime Alert." The Department of Education states that campus Crime Warning(s) "... must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the community, and the possible risk of compromising law enforcement efforts." More information about Emergency Notifications can be found in General Order 911.

DEFINITIONS:

None

PROCEDURES:

A. Crime Warning Elements:

1. A Crime Warning is required when the following conditions exist:
2. Any criminal activity including but not limited to the following occurs:
    a. Murder or non-negligent manslaughter
    b. Negligent manslaughter
    c. Rape
    d. Statutory Rape
    e. Fondling
    f. Incest
    g. Robbery
    h. Aggravated assault
    i. Burglary
    j. Motor vehicle theft
    k. Arson
    l. Hazing, and
3. The crime is reported to have occurred within the university's Clery Geography, and
4. The crime was reported to the University Police, and
5. The crime represents a continuing or ongoing threat to the campus community and will aid in the prevention of similar crimes.

B. Crime Warning Issuance:

To ensure a timely review of all offenses subject to disclosure by crime warning the following protocols will be used to review and decide if they represent a serious or continuing threat to students and employees:

1. Per the Staff Duty Officer (SDO) notification policy, the on-duty supervisor will have notified the SDO of the incidents listed in A.1-5.
2. The on duty supervisor will also complete the Clery Intake Form which will automatically be routed to the SDO and the appropriate University Administration.
3. If the conditions of A.2 and A.3 above are also met, the Staff Duty Officer will notify the Chief of Police or their designee.
4. Upon verification of facts, the SDO will disseminate a draft Crime Warning **and submit it through the Clery Act Communication Message portal which will automatically be routed to the appropriate University Administration to include the** Chief of Police, **Senior Associate Vice Chancellor for Finance and Administration**, and the Police Public Information Officer. Once the draft has been approved **by the communications team and the SDO receives the final approved message,** it will be issued as soon as practical.
5. Crime Warning(s) may be delayed temporarily if the immediate notification may compromise law enforcement efforts (per The Handbook for Campus Safety and Security Reporting Clery Handbook, 2016 Edition).
6. Withholding Information

   The Chief of Police or their designee may decide to temporarily withhold information in some cases when there is clear and convincing evidence that the release of the information would:

   a. Jeopardize an ongoing investigation
   b. Jeopardize the safety of an individual
   c. Cause a suspect to flee or evade detention, or
   d. Result in the destruction of evidence
   e. Once the adverse effect is no longer likely to occur, the information must be published in the Daily Crime Log.

C. If a crime occurs off-campus and outside of the university's Clery Geography but poses a continuing threat to the University community, the Department may assist in distributing the information within these procedures. The Staff Duty Officer will coordinate the issuance of Safety Notices with the primary investigating agency.

D. The following persons may authorize the release of a campus Crime Warning:

1. Chief of Police
2. Staff Duty Officer (SDO)
3. The Senior Associate Vice Chancellor for Finance and Administration

E. The Crime Warning will contain the following information:

1. Description of the incident, including date and location
2. Physical description of the suspect(s)
3. Composite(s), if available
4. Specific actions for the public to take (i.e. contact local authorities).
5. Link to approved safety tips for the relevant crime category.
6. It shall also include text to show compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1998.

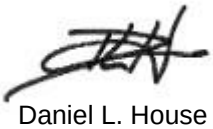
Note: The content should be enough to inform but not compromise the investigation. See Appendix 1 for template format.

F. The Crime Warning may take several forms, including mass email, posting on police website, texting, social media, the Alertus Desktop Notification, OnCampus smartphone app and/or a media release. The seriousness of the incident and the threat, as well as the time and timeliness of the reporting will dictate the methods of distribution. Unless specifically altered by the Chief of Police based on the situation, all crime alerts and safety notices shall be disseminated by mass email, text and on the OnCampus smartphone app.

G. Procedures for mass emailing can be found as part of the University Emergency Notification and Communications Protocols distributed by the University Emergency Manager.

H. The electronic distribution system retains a record of all Crime Warnings issued, the content of the record, and who receives the notice. This information will be included in the case file with an annotation in the report supplement.

APPROVED:



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