



OFFICE OF THE DIRECTOR OF POLICE  
THE UNIVERSITY OF TEXAS SYSTEM  
POLICY AND PROCEDURE MANUAL



Subject <b>Director of Police: Timely Notification Guidelines</b>			Policy Number <b>728</b>
Effective Date September 20, 2011	Revision Date March 1, 2023	Reevaluation Date Annually	Number of Pages 3
Reference Standards TPCA: CALEA: 11.3.3 IACLEA:		Rescinds or Amends Policy Number A-6	

**I. PURPOSE**

The purpose of this directive is to establish a policy and procedure for the timely notification of the Director of Police of serious crimes or major incidents which have occurred or are anticipated. These guidelines are intended to balance the timely notification requirements of the Office of the Director of Police with the burden that those requirements impose on the Institution Chiefs of Police.

**II. POLICY**

When a serious offense or major incident occurs within this agency's jurisdiction, the Institution Chief of Police shall be responsible for the notification of the Director of Police. Notification may be by telephone, email, text message or similar means providing the means used confirms the notification has been received.

**III. DEFINITIONS**

Serious Offense - Any felony offense as defined by the Texas Penal Code.

Major Incident – Includes but is not limited to any event, criminal or otherwise, which has the potential to be or already is a focus of media attention; which requires the mobilization or deployment of additional police resources; which has been or will be communicated to the institution president.

Timely – Prompt, expeditious; appropriately proximate to the event, with the appropriate sense of urgency.

#### IV. PROCEDURES

- A. The Director of Police shall be notified in a timely fashion should one of the following events (or criminal attempts) occur:
1. Homicide;
  2. Sexual assault;
  3. Robbery;
  4. Aggravated assault (includes treatment of/response to/report of gunshot wounds), shooting;
  5. Significant assaults on Public Servants;
  6. Kidnapping, hostage taking, barricaded persons;
  7. Significant Breach of Computer Security;
  8. Theft or burglary involving a value over \$20,000 (except automobile thefts);
  9. Any significant offense in which a University employee is a suspect;
  10. Significant campus disruption, evacuation or demonstration;
  11. Natural disasters such as a flood, hurricane, or tornado;
  12. Fire resulting in significant injury or property damage;
  13. Significant use of force by an officer;
  14. Report of death/significant injury occurring on campus;
  15. Other noteworthy incidents involving University-affiliated personnel;
  16. Other significant major incidents or felonies;
  17. Significant media coverage (actual or anticipated) of a university event or incident that is UTSP-related or associated with controversy that has law enforcement implications;
  18. The presence of a federal law enforcement agency on campus on official business;
  19. A planned, anticipated, promoted, marketed or scheduled special event associated with the university that the Police Department, through its due diligence, has determined has the potential for violence; a criminal nexus; the presence of outlaw motorcycle gangs, urban street gangs, drug trafficking organizations or other criminal enterprises; the threat of disruption or a threat against the event itself;
  20. Attempted Suicide/Suicide;
  21. Emergency Mental Health referral/commitment outside of a clinical, campus counseling center or hospital setting;
  22. Fleet accidents involving police units with minimal or modest property damage only to either vehicle—notification within 24 hours; fleet accidents involving police units with major property damage to either vehicle, where either vehicle involved can no longer be driven, where there is personal injury or involving collision with a pedestrian—expedited notification.
  23. Loss or theft of state firearms;

24. Deployment of Regional SRRT squad or assigned armored vehicle.
  25. Serious injury or death of a UTSP officer or an event that should be reviewed for consideration under UT System Policy 185, Injury Leave for Peace Officers.
  26. Missing person investigations.
  27. Significant exposure of UTSP personnel to a communicable disease.
  28. Any unintentional, accidental, or negligent discharge of a firearm by a UTSP officer.
  29. An Institution police department arrests or charges a TCOLE-Licensed individual (E.G. Peace Officer, TCO, etc) for any offense above a Class C misdemeanor or for any Class C misdemeanor involving the duties and responsibilities of office or family violence.
  30. A TCOLE licensed UTSP member is arrested, charged, indicted or convicted by an institution police department or another law enforcement agency for the categories of offenses described in paragraph 28 above.
- B. In the absence of the Director, the Assistant Director of Police shall be notified.
- C. The Institution Chief of Police is responsible for ensuring the notifications are completed.
- D. The Director of Police shall be notified on all CLERY Emergency Notifications/Alerts/Timely Warnings.
- E. The mode of emergency notification will be the choice of the notifying institution and can include land line telephone, cellular telephone, electronic mail or text messaging; the responsibility for ensuring the emergency notification is complete, has been received and timely rests with the notifying Institution.



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Michael J. Heidingsfield  
Director of Police

Changes/Amendments since last publication:

Added paragraphs IV. A. 28, 29, 30  
February 21, 2023

Addition of language to Paragraph IV.A.25 to require notification for events that may be considered under UTS 185. December 10, 2014.

Addition of Paragraphs IV A. 26 and 27 to require notification in the event of missing persons notifications or exposure to communicable diseases. November 11, 2014

Additions to Paragraphs IV D. and E. to ensure notification in the event of Cleary Alerts or Timely Warnings and to clarify the responsibility for receipt of emergency notifications rests with the institution. November 11, 2014.

Added Paragraph IV. A. 25. to require notification in the event of serious injury or death of a UTSP officer. May 22, 2014

Clarification added throughout the policy to better define the events requiring notifications. January 22, 2014.

Added Paragraphs IV A. 21. Fleet accidents. November 1, 2013.