

Title: Campus Safety and Security Policies -- Safety Notification Procedure
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Approved: WPL

Definitions

The Boston College Police Department is the official **reporting authority** at Boston College. All crimes and other emergencies are to be reported immediately to the Boston College Police. **Campus security authorities** are those individuals or organizations at Boston College with an affirmative obligation to bring crimes to the attention of the reporting authority. **Campus security authority** is defined by the November 1, 1999, Student Assistance General Provisions Final Rule as (1) a campus police department or a campus security department of an institution; (2) any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under (1) of this definition, such as an individual who is responsible for monitoring entrance into institutional property; (3) any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; (4) an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor. Those individuals identified by Boston College as campus security authorities are as follows:

- All members of the Boston College Police Department.
- All academic Deans, Associate Deans, and Assistant Deans.
- All Advisors to student clubs and organizations.
- All Deans and Directors, Associate Deans and Directors, and Assistant Deans and Directors in the following units of the organizational area of Student Affairs: the Office of the Vice President for Student Affairs, the Office of the Dean for Student Development, and the Office of Residential Life.
- All Directors and Associate Directors, and all Head Coaches, in the Athletic Association.
- All Directors, Associate Directors, and Assistant Directors in the organizational area of Human Resources with significant responsibility for Employment and Employee Relations.
- All Directors, Associate Directors, and Assistant Directors in the organizational area of Facilities Services with significant responsibility for employment-related matters.

Notice events are defined as the following incidents perpetrated on the Boston College campus, in or on noncampus buildings or property, and on public property that are reported to campus security authorities or local police agencies, and that represent a serious danger or threat to members of the Boston College community:

- **Level I:** Sex offenses (forcible and nonforcible) and crimes of criminal homicide (murder and nonnegligent manslaughter, and negligent manslaughter), robbery, aggravated assault, and arson.
- **Level II:** Crimes of burglary and motor vehicle theft.

- **Level III:** Crimes or offenses described in Levels I and II above, and any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.
- **Level IV:** Arrests or referrals for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Policy

In the interests of campus safety and security, and in compliance with Title II of the Student Right-to-Know and Campus Security Act, the Crime Awareness and Campus Security Act of 1990, Boston College notifies the University community of all notice events and other crimes considered to represent a threat to students and employees that are perpetrated on or near the Boston College campus and are reported to campus security authorities or local police agencies. Safety notifications are disseminated in a manner that is timely, that aids in the prevention of similar crimes, and that protects the privacy of the victims of such incidents. (Please see policy [5-350-200](#), Crime Awareness and Campus Security Act, for additional information.)

The Financial Vice President and Treasurer is responsible for implementing all safety notification procedures, and for monitoring and enforcing the provisions of this policy.

Procedures

The procedure for disseminating safety notifications varies in accordance with the degree of danger or threat that may be posed by a reported incident. When an incident is reported, an assessment is made of its potential danger or threat and a determination is made concerning the appropriate safety notification procedure to implement -- an immediate, university-wide BOSTON COLLEGE SAFETY NOTICE dissemination procedure; a more specialized BC Police safety notification procedure; or a procedure for crimes of a less serious, nonviolent nature. Although each incident requires an individual assessment and determination, the following procedures provide general guidelines for the dissemination of safety notifications.

1. Campus security authorities are to notify the Boston College Police immediately of all Level I, II, and III notice events and any other crimes that represent a potential danger or threat that are perpetrated on or near the Boston College campus.
2. The Boston College Police Chief, or his or her designee, is to notify the Financial Vice President and Treasurer immediately, in person or by telephone, of all Level I and III notice events and any other crimes that represent a potential danger or threat that are perpetrated on or near the Boston College campus.
3. When notified by the Boston College Police or a local police agency of the occurrence of a notice event or other potentially dangerous or threatening crime perpetrated on or near the Boston College campus, the Financial Vice President and Treasurer is to assess the degree of danger or threat and determine the appropriate safety notification procedure to implement.
4. Safety notifications of notice events and other violent crimes that represent a serious or imminent danger or threat to the University community are to be disseminated immediately on a BOSTON COLLEGE SAFETY NOTICE, a maroon and gold, preprinted letterhead designed for this purpose ([EXHIBIT A](#)).
 - (a) SAFETY NOTICES are to be prepared by the Financial Vice President and Treasurer, and are to be hand delivered by the Boston College Police to the responsible individual in each

campus building who has been designated to disseminate the NOTICES to each office within his or her building. This individual is also responsible for posting SAFETY NOTICES at each entrance to the building and on rest room doors, and for ensuring that NOTICES are posted on each secured bulletin board in the building. Dining Services is responsible for posting SAFETY NOTICES in each dining facility, and the Boston College Police are responsible for posting NOTICES throughout the parking garages. NOTICES may also be placed on bulletin boards and in other public areas on campus. SAFETY NOTICES are to be distributed electronically on the BCInfo page of the Boston College web site. SAFETY NOTICES distributed through BCInfo are to be accessible internally only and are to remain on the system for seven days.

The Dean for Student Development and the Director of Residential Life are responsible for communicating the content of all SAFETY NOTICES to students. In so doing, the following procedure is to be followed.

- i. Immediately following their preparation, SAFETY NOTICES are to be hand delivered by the Boston College Police to the Dean for Student Development.
 - ii. The Dean for Student Development is responsible for photocopying the SAFETY NOTICES on BOSTON COLLEGE SAFETY NOTICE letterhead, and for hand delivering copies of the NOTICES to the Director of Residential Life. The Dean is also responsible for distributing SAFETY NOTICES to each office in McElroy Commons, including UGBC and *The Heights*.
 - iii. The Director of Residential Life is responsible for posting SAFETY NOTICES at all residence hall entrances and elevators, on rest room doors, and on all secured bulletin boards. The Director is also responsible for distributing SAFETY NOTICES to all University shuttle buses.
- (b) Should a notice event or other potentially dangerous or threatening crime occur during a weekend or a holiday, the Boston College Police Chief, or his or her designee, is to notify the Financial Vice President and Treasurer immediately. In the event that the Financial Vice President and Treasurer is unavailable, the Police Chief is to notify the Vice President for Student Affairs, who is to assess the degree of danger or threat and determine the appropriate safety notification procedure to implement. If neither vice president is available, the Boston College Police Chief is to make the required assessment and determination.

During weekends and holidays, SAFETY NOTICES are to be prepared under the direction of the Boston College Police Chief or his or her designee. They are to be distributed by Boston College Police officers to student areas only, and are to be distributed to administrative buildings as soon as possible at the start of the regular work week.

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6. Safety notifications of notice events and other crimes that are limited to specific geographic areas, or that are not considered to represent a serious or imminent danger or threat to the University community, including repeat occurrences or patterns of crimes of a less serious, nonviolent nature, may be disseminated as BC Police safety notifications. Such notifications may be the subject of a BC Police Community Alert, an appropriate posting, printed on blue paper, which does not conform with the description of the official BOSTON COLLEGE SAFETY NOTICES set forth above; or may be the subject of more typical means of communication, such as bulletin boards, campus news media, or the centralized computing systems.
7. Safety notifications of crimes of a less serious, nonviolent nature, such as Level II notice events, are to be reported in the Boston College Police Public Blotter, which is available for viewing at Boston College Police Headquarters, and may be reported in the Police Blotter

published by *The Heights*. Such notifications may also appear in *The Boston College Chronicle*.

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