Florida Institute of Technology

Applicable Employee Classes:
All Florida Tech Employees

Reviewed Date: 02/26/2021

Approved by:
Dr. T. Dwayne McCay, President

POLICY: Timely Warnings

It will be the policy of the Department of Security to ensure that the Florida Tech community is informed of all incidents that may impact safety and security. According to Federal legislation (Clery Act), any incident that “represents a serious or continuing threat to the students and employees” shall require a timely warning to be issued. Additionally, incidents of general interest to the community shall be made public in a reasonable period of time. The department maintains a crime log that is available upon request for viewing by the general public and community. The department reserves the right to exclude information that may involve a criminal investigation or confidential matter from public dissemination. Any incident involving an active criminal investigation may require approval of the Melbourne Police Department prior to the release of any information. The University has several campuses, including the main campus in Melbourne. Incidents that occur at or near an off-campus facility, even if public property, may require a timely notice to the community if the incident represents a continuing threat to the community, according to the Clery Act.

PROCEDURES

1. When to Release a Timely Warning:

A timely warning will be released to the campus community for any incident “that represents a serious or continuing threat to the students and employees” of the University. The timely warning requirement applies to the Clery Act crimes and all require a case-by-case assessment as to whether the report presents a serious or continuing threat to the campus community. Additionally, hate crimes involving bodily injury or any of the Clery Act crimes, if they represent a continuing threat to the Florida Tech community, require a timely warning. Any other incidents that represent a serious or continuing threat to the community should also have a timely warning issued for them. Timely warnings do not necessarily need to be issued immediately but will be released as soon as reasonably possible when the facts of the incident have been established and correct information is being disseminated. Only in rare exigent circumstances would a timely warning be released immediately. The release may cause additional problems that can compound the initial event; therefore, careful examination of the timing of a release is critical. If it is an active criminal investigation that involves the Melbourne Police Department (or local law enforcement agency), that office needs to be consulted before any release is disseminated.

2. Method for Collecting Timely Warning Information:

Information for a timely warning may be received from several different sources, including the Department of Security, local Police, County Sheriff, or any other law enforcement agency. Additionally, crimes or incidents may be reported to University officials as enumerated under the sexual assault policy and, even though the crime or incident may not be investigated due to the
victim’s wishes, a timely warning may still be required.

3. Who is Authorized to issue a Timely Warning:

Timely warnings should be released in most instances by the University Public Information Officer (PIO) after consultation with the Department of Security, Senior Vice President for Operations, and Senior Vice President for Academics. The University designates that the PIO is the individual(s) responsible for community notices; therefore, any timely warning should come from that office. Only in exigent circumstances should a release come from any other location on campus, i.e., the Department of Security. If the Officer in Charge (OIC) of Security believes that a timely warning should be issued, he/she will contact the Director of Security before doing so.

4. How a Timely Warning is released:

A timely warning may be issued in many ways, including, but not limited to:
- Florida Tech Home Page Posting
- Regroup Alert
- Media, both on and off Campus
- Email

Depending on the release, all or several of the communications systems may be employed as determined by the PIO in consultation with other relevant officials. The intention of a timely warning is to aid in the prevention of similar type incidents.