



Carleton
UNIVERSITY

Canada's Capital University

Policy Name:	Safety Information Notices Policy
Originating/Responsible Department:	University Safety, University Communications, Equity Services
Approval Authority:	Senior Management Committee
Date of Original Policy:	December 1992
Last Updated:	February 2018
Mandatory Revision date:	February 2023
Contact:	Director, University Safety Director, University Communications Director, Equity Services

Purpose:

To inform the Carleton University community concerning safety-related incidents on campus. It is the policy of Carleton University to keep its community members informed concerning safety-related and unresolved incidents on campus. (See details about unresolved incidents below)

Scope:

This policy applies to all university departments and units on campus.

If the situation qualifies as a “**significant emergency or dangerous situation involving an immediate threat**” then community notification will be made via the *Emergency Notification System*.

Safety notices will be distributed campus-wide with the intention of alerting members of the university community to potential danger, to solicit the assistance of witnesses who may have information regarding the incident, and to increase transparency about safety issues on campus.

When there is no identified community safety concern but the Department of University Safety requires assistance from the community in identifying persons or vehicles involved in an incident or crime, it may release a POI (Person of Interest), VOI (Vehicle of Interest), or BOLO (Be On the Lookout) notice. In addition, DUS may utilize Crime Stoppers when a photo/video of an unidentified suspect is available, to advertise the incident in a broader manner.

Definitions: Person of Interest (POI) - evidence exists that this person was involved in an incident but has not been identified.

Vehicle of Interest (VOI) - evidence exists that this vehicle was used during an incident but only a partial plate or identifying features are available.

Be On the Lookout (BOLO) - this person is known and it is believed that they may have been involved in a recent incident/are being sought by an external agency.

Crime Stopper Alert - local media is utilized to publicize an outstanding criminal case where a photo/sketch/video of the suspect (s) is available. DUS is a partner with National Capital Area Crime Stoppers – this news segment allows police agencies to have any outstanding criminal case re-enacted or publicized through media partnerships.

Procedures:

Incidents involving serious crimes against people that occur on campus and where it is determined that the incident may pose an ongoing threat to members of the university community will be reported by distribution of electronic safety notices. These electronic safety notices will be produced in a prescribed format by the Director of the Department of University Safety or her/his designate and distributed in the following manner:

- Message sent to all faculty, staff and students via email;
- Message posted/pushed to CU Mobile Safety App;
- Message posted through appropriate Carleton University/Department of University Safety social media channels; and
- Message posted to appropriate Carleton University websites.

The following types of safety-related and unresolved incidents will be reported to the university community by distribution of safety notices:

- Arson;
- Homicide;
- Physical assault between strangers, and in any other situation deemed concerning or dangerous;
- Robbery;
- Sexual assaults (aggravated assault and sexual offences) defined as any unwanted act of a sexual nature imposed by one person upon another, including rape and any unwanted fondling or touching; and
- Significant incident and public safety advisories (i.e.: infrastructure/severe weather information/updates).

Every effort will be made to have safety notices distributed within 4 hours of an incident. DUS' tagline will appear at the end of any safety information notice to brand the message and reinforce the Department's mandate to the University community.

Messaging may be delayed over weekend periods, university holidays, and/or university closures as it may require a longer distribution time for consultation with requisite authorities to ensure effective delivery.

Distribution of safety information notices is especially important to keep all members of the Carleton University community informed and to encourage them to become actively involved in promoting safety programs and services at the university.

Contacts:

Director, University Safety
Director, University Communications
Director, Equity Services
Manager, Public Affairs (DUC)
Manager, Strategic Communications (F&A)