



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



Subject		Policy Number	
<b>Director of Police Notification</b>		<b>728</b>	
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**I. PURPOSE**

The purpose of this directive is to establish a policy and procedure for notifying the Director of Police of serious crimes or major incidents which have occurred.

**II. POLICY**

When a serious offense or major incident occurs within this agency's jurisdiction, the Institution Chief of Police or designee shall immediately notify the Director of Police.

**III. DEFINITIONS**

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

Major Incident – 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.

**IV. PROCEDURES**

A. The Director of Police shall be notified immediately should one of the following events occur:

1. Homicide;
2. Sexual assault;
3. Robbery;
4. Aggravated assault;
5. Assaults on Public Servants;
6. Breach of Computer Security;

7. Theft or burglary involving a value over \$5,000 (except automobile thefts);
  8. Any offense in which a University employee is a suspect;
  9. Campus disruption or demonstration;
  10. Natural disasters such as a flood, hurricane, or tornado;
  11. Any fire resulting in serious injury or property damage;
  12. Any report dealing with an officer's use of significant force;
  13. Any report of deaths occurring on the campus; or
  14. Any other noteworthy incident involving University personnel.
  15. Any serious offense.
  16. Any major incident.
- B. In the absence of the Director, the Assistant Director of Police shall be notified.
- C. The Institution Chief of Police is responsible for making the notifications.
- D. The Director of Police shall be notified on all CLERY Emergency Notifications.
- 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 and timely rests with the notifying Institution.



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Michael J. Heidingsfield  
Director of Police