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

Subject			Policy Number
Director of Police: Timely Notification Guidelines			**728**
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Reference Standards		Rescinds or Amends Policy Number	
TPCA: CALEA: 11.3.3 IACLEA:		A-6	

I. PURPOSE

The purpose of this directive is to establish a policy and procedure for the timely notification of the Executive 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's Chief of Police shall be responsible for the notification to the Executive 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 Executive Director of Police shall be notified in a timely fashion should one of the following events (or criminal attempts) occur:

1. Homicide, sexual assault, or robbery;
2. Aggravated assault (includes treatment of/response to/report of gunshot wounds), shooting;
3. Significant assaults on public servants or university staff;
4. Kidnapping, hostage taking, or barricaded persons;
5. Significant breach of computer security;
6. Theft or burglary involving university property valued over $100,000;
7. Any significant offense in which a university employee is a suspect or is arrested;
8. Significant campus disruption, evacuation, or demonstration;
9. Natural disasters such as a flood, hurricane, or tornado;
10. Fire resulting in significant injury or property damage;
11. Significant use of force by an officer;
12. Report of death or significant injury occurring on campus;
13. Other noteworthy incidents involving university-affiliated personnel;
14. Other significant major incidents or felonies;
15. Media coverage (actual or anticipated) of a university event or incident that is UTSP-related or associated with controversy;
16. The presence of a federal law enforcement agency on campus on official business;
17. 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;
18. Attempted suicide or suicide;
19. Fleet accidents involving police units with property damage, personal injury, or collision with a pedestrian;
20. Loss or theft of state firearms;
21. 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;
22. Missing person investigations;
23. Significant exposure of UTSP personnel to a communicable disease;
24. Any unintentional, accidental, or negligent discharge of a firearm by a UTSP officer;
25. An institution police department arrests or charges a TCOLE licensed individual (e.g. peace officer, telecommunicator, 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;

26. 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 25 above.

B. In the absence of the Executive Director, the Assistant Director of Police shall be notified.

C. The institution's Chief of Police is responsible for ensuring the notifications are completed.

D. The Executive 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.



Michael Parks
Executive Director of Police

Changes/Amendments since last publication:

Updates to IV. A. list of events that warrant Executive Director notification and updates throughout to Executive Director. November 1, 2026