

Title	: Issuing a Timely Warning	
Number	:	2070.02
Approved	:	08/11/22
Reference	: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(f)); Federal Regulation 34 CFR 99.36, 668.41(a)(e), 668.46, 34 CFR Appendix A to Subpart D of Part 668; The Higher Education Opportunity Act of 2008, Sec. 488(e)	

The purpose of a Timely Warning is to alert, in a timely manner, the campus community of certain crimes that pose a serious or continuing threat to safety to aid in the prevention of similar crimes. (20 U.S.C 1092(f))

Circumstances Warranting a Timely Warning be Issued

A Timely Warning must be issued in all instances in which:

- A. A Clery crime, reported to a Campus Security Authority (CSA) or local law enforcement, occurred on Clery geography; and
- B. The College determines it to represent a serious or ongoing threat to students and employees.

The College may issue a Timely Warning for non-Clery Act crimes, as deemed appropriate.

Clery-reportable Crimes

Criminal Offenses

- Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
- Sexual assault: rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Hate Crimes (any of the above-mentioned offences, and any incidents of)

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property that are motivated by bias

VAWA (Violence Against Women Act) Offenses

- Domestic violence
- Dating Violence
- Stalking

Arrests and Referrals for Disciplinary Action

- Weapons law violations
- Drug abuse violations
- Liquor law violations

Clery Geography (as defined by the Clery Act)

- On-campus
- On-campus student housing facilities
- Public property
- Non-campus buildings or property

Timeliness of the Warning



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A Timely Warning is considered “timely” if it is issued as soon as pertinent information is available, even if all of the facts surrounding a criminal incident are unknown. Follow-up information will be issued as it becomes available.

Responsibility for Issuing a Timely Warning

- A. The decision to issue a Timely Warning will be made on a case-by-case basis by Campus Police/Security in coordination and consultation with the President and/or the Vice President of Administration or personnel designated by the President or the Vice President of Administration.

The following factors will be considered in the decision-making process:

1. The nature of the crime.
 2. The continuing danger a reported crime may pose to the campus community.
 3. The possible risk of compromising law enforcement efforts. If it is determined a serious or continuing threat exists, consider the potential impact it will have on an ongoing investigation when issuing the warning.
- B. Campus Police/Security may collaborate with the Marketing and Public Relations Director personnel designated by the Marketing and Public Relations Director to devise the contents of the Timely Warning. The President and/or the Vice President of Administration or personnel designated by the President and/or Vice President of Administration, will review and approve the contents of the warning prior to its release if time permits.

A Timely Warning shall include, but is not limited to:

1. The date and time of the Timely Warning.
 2. A brief summary of the incident/crime or a description of the criminal pattern detected.
 3. Prevention information specifically related to the nature of the incident/crime or criminal pattern that promotes safety.
 4. Avenues for reporting suspicious activity related to the incident/crime or criminal pattern.
 5. Any other information that would aid in the prevention of similar crimes.
- C. Campus Police/Security is responsible for issuing the Timely Warning in coordination and consultation with the Marketing and Public Relations Director or personnel designated by the Marketing and Public Relations Director. However, the Marketing and Public Relations Director or personnel designated by the Marketing and Public Relations Director may issue it on behalf of or in the absence of Campus Police/Security.

A Timely Warning shall be issued in a manner that notifies the campus community quickly using a combination of the following methods:

- Text messaging to cellphones of students and employees who have provided the College with their cell phone number, and who have not opted out of the College’s emergency notification system (Omnilert)
- College e-mail to all student and employee email accounts through the College’s emergency notification system (Omnilert)
- College website
- College social media accounts
- Flyers
- Other methods deemed appropriate

